



2021

GREATER JACKSONVILLE POP WARNER FOOTBALL CONFERENCE

LEAGUE MANUAL

www.jaxpopwarner.com

DOCUMENT CHANGE HISTORY		
Date	Page # paragraph	Change Description
January 17, 2019		Initial document
June 26, 2019	1	Changed date to 2019
June 26, 2019	2	Added Document Change History Page
June 26, 2019	4	Update team composition to include Age Based
June 26, 2019	6	Updated MM to add regional championships
June 26, 2019	7	Updated Participant book order
June 26, 2019	8	Updated OGC pay scale to reflect new contract
June 26, 2019	10	Added Age Based teams to playing times; updated tie breaker statement (deleted MM)
June 26, 2019	10-11	Updated Traditional weigh in and Age Based check in procedures
July 9, 2019	11	Changed alphabetical to numerical for MPR sheets
July 9, 2019	11	Updated statement of strip weight to TM can weigh in with pants with pads
Jan 18, 2020	Cover	Change date to 2020
Jan18, 2020	Cover	Web site URL updated
Jan18, 2020	Footer	Change date to January 2020
Jan18, 2020	4	Changed registration fees to \$125.00 for both FB & Spirit
Jan18, 2020	4 para 3	Added Background affidavit and Helmet affidavit after in two places in para 3
Jan18, 2020	5 para 5	Updated after 'to' each fundraising event. Added new sentence: Records of fundraising are the sole responsibility of the associations but must be available upon request.
Jan18, 2020	6	Delete - Cut players must be within the participant's boundary area, or a waiver is required.
Jan18, 2020	7 – Registration	Add - Penalty – if any of the above criteria are not met the Head Coach will immediately be suspended pending a hearing.
Jan18, 2020	8 para 1	Update 'the Greater Jacksonville Pop Warner Board' add new sentence - Any teams who do not participate in the Jamboree will not be permitted to play in a preseason exhibition (practice game).
Jan18, 2020	10 2nd bullet	<ul style="list-style-type: none"> Update to read - ...game (delivered to City of Jacksonville Parks & Recreation – 214 N Hogan St Jacksonville, FL) emailed to infor@jaxpopwarner.com.

DOCUMENT CHANGE HISTORY

Date	Page # paragraph	Change Description
Jan18, 2020	10 3 rd bullet	A completed protest form and a \$50.00 protest fee (refundable only if the protest is achieved) (Online invoice will be emailed once protest form is received.)
Jan18, 2020	11 1 st bullet	Update forfeit fees to \$172.00 and \$194.00
Jan18, 2020	11 3 rd bullet	Fine increase to \$150 from \$100
Jan18, 2020	13	Updated web site URL

GREATER JACKSONVILLE POP WARNER FOOTBALL CONFERENCE
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GENERAL INFORMATION

ALL REFERENCES TO ARTICLES AND RULES in this manual refer to the official Pop Warner Little Scholars rule book for football and cheer.

SPECIAL NOTE: This manual governs associations registered to play football and cheer under the Greater Jacksonville Pop Warner program. In addition to this manual, all coaches are required to know and understand the policies stated in the City of Jacksonville (COJ) Standard Operating Procedures Manual.

TEAM REGISTRATION AND WEIGH-INS: Paperwork Certification for all football and cheer teams will normally occur during the second weekend of August. Following this occurrence, there will be a weigh-in for traditional players only, on the date(s) of the Jamboree. NOTE: No **new teams** will be allowed to register during the Jamboree.

TEAM REGISTRATION FEES:

Football - \$125.00 per team
Spirit - \$125.00 per squad

The fees cover registration and certification and must be paid at time of registration to cover National and League registration fees, as required by Pop Warner Little Scholars, Inc.

Associations will provide their own insurance as long as the coverage meets Pop Warner criteria. For those associations whose home site is on City of Jacksonville property, there may be additional requirements.

Teams starting practice 8/1 must pay all fees and turn in coaches', background and helmet affidavits, team registration forms and TM draft reports by 5:00pm on the last Friday of July. If a team/association fails to satisfy the amount due on their account, the team/association will not be permitted to begin practice or placed in the schedules.

Online team registrations, along with three (3) team block forms, Tiny Mite Draft sheets (if registering multiple TM teams), Head Coach, Background, Helmet and Affidavits will be submitted to GJPW via the web site. Fees and forms must be **received** prior to last Friday of July.

Team/Player composition:

All associations are required to field the following levels: Tiny Mite, Mitey Mite and Junior Pee Wee.

Level	Minimum # of players	Maximum # of players
RTM	12	18
Tiny Mite	20	28
6U	20	28
Mitey Mite	20	35
8U	20	35
Junior Pee Wee	20	35
10U	20	35
Pee Wee	18	35
12U	18	35
Junior Varsity	18	35
14U	18	35

IDENTIFICATION PICTURES/PATCHES: Each participant in the Greater Jacksonville Pop Warner Program must have a recent (within 2 years) identification picture taken and placed on the SE Region PW Official ID card. Each association will be responsible for affixing a current photograph to the SE Region PW Official ID card. This includes tackle football players, cheerleaders, mascots, coach trainees and student demonstrators. The **ONLY** SE Region PW Official ID card (stock) acceptable will be provided by the Greater Jacksonville Pop Warner.

Pop Warner patches **are required** on all player/cheerleader uniforms. Associations are responsible for purchasing patches. Patch request forms are located on the GJPW web site: www.jaxpopwarner.com.

SEASON: Regular season play will typically begin on Labor Day Weekend.

FUNDRAISERS: **No** team, players or coaches may collect funds from the side of the road, or in the middle of an intersection. This is prohibited in the GJPWFC program. An event request must be submitted two weeks prior to each fundraising event. Records of fundraising are the sole responsibility of the associations but must be available upon request.

TRANSFERS: Once a participant has registered and practiced with an association he or she may not transfer to another association without prior approval from GJPWFC.

SCHOOL CUT PLAYERS: Any player who tried out for the Middle or High School football team and has been **CUT/QUIT** or competed the season, may be added to the roster of a team, provided the following items are presented at the time of registration.

(1) Letter from the head coach on school letter head stating:

- (A) the player has been removed from the school roster
- (B) the **date** the player was **removed** from the school team
- (C) the number of hours the player has practiced in shorts
- (D) The number of hours the player has practiced in pads
- (E) signed by a school official with a contact phone number

(2) Completed registration card, with picture, physical on official Pop Warner Physical form and parental consent.

(3) Proof of scholastic fitness

(4) Birth Certificate

The players may register with the Greater Jacksonville Pop Warner Football Conference by appointment only. Contact GJPWFC Football Director for an appointment.

The last day for registering a school player is typically the third Friday of September.

POP WARNER FOOTBALL RULES AND REGULATIONS

RECRUITMENT OF PLAYERS: Within its own area of jurisdiction, a team may recruit players in many different ways. Radio, social media and newspaper ads are common, as are posters and spring visits to schools. Regardless of the method(s) chosen, all recruiting messages must specify both the minimum and maximum ages and weights for the division of play, and not just the maximums. Personal solicitation of players by coaches from another association is **prohibited**.

If a coach leaves one Association to coach at another Association, no player who played at their original Association the prior year will be allowed to play for them at their new Association. Exception- Any coach who was the **Head** coach at the original association and who is going to be the **Head** coach at the new association can have their child/children play for them with an approved waiver from GJPWFC.

REGISTRATION: Individuals - a player cannot begin practice with a team until he/she has provided the required paperwork. The player must furnish the following: (1) **PLAYER REGISTRATION FORM:** A signed statement from a parent, or the legal guardian, stating that the player has his/her/their permission to play Pop Warner Football. The Greater Jacksonville Pop Warner Football Conference will supply a standard Player Contract Form; (2) **MEDICAL CERTIFICATION:** A signed original statement from an examining physician on the official Pop Warner physical form and parental consent; and (3) **PROOF OF AGE** - A certified copy of the birth certificate bearing the seal of the issuing office of the State of birth is the best guarantee of reliability of claimed birth date. Passports are also reliable. Military ID cards are acceptable. Anything used as **proof of birth date**, including photocopies of originals, are to be accepted only upon the willingness of the team administration to have its schedule forfeited should fraudulent application later be determined. It is the responsibility of each Head Coach that every player is eligible for their team by age and weight. (4) **PROOF OF SCHOLASTIC FITNESS** (includes report card & appropriate scholastic form if GPA is below 70%). The name on all certification documentation must be the same, or have official court documentation to verify the difference in names.

Penalty – if any of the above criteria are not met the Head Coach will immediately be suspended pending a hearing.

PRACTICE: See Article 15 of the PWLS rule book

8 on 8 (Rookie Tackle): See website for rules. City level completion only.

TINY MITE DIVISION: All staff on a Tiny Mite roster must attend Tiny Mite training.

MITEY MITE DIVISION: Mitey Mite games are played the same as any other Pop Warner Football game; therefore local and regional championships may be declared.

PRESEASON EXHIBITIONS: Upon the approval of the Greater Jacksonville Pop Warner

Football Conference, each team will be allowed to participate in one preseason exhibition. Preseason exhibitions shall be against teams in the Jacksonville program unless approved the League. A Jamboree for all teams will be hosted by, the Greater Jacksonville Pop Warner Board of Directors, date TBD. Any teams who do not participate in the Jamboree will not be permitted to play in a preseason exhibition (practice game). **No teams may practice or scrimmage on the date of the Jamboree.**

GAME DAY PROCEDURES: Prior to the start of any game, the following pre game procedures are **REQUIRED**:

- 60 minutes prior to the posted game time, coaches will be required to be at weigh in station where all players will be weighed in by a Weigh Master. **NO coach may certify his /her own team. All weigh-in observation rights are waived if the opposing coach is not available at the prescribed weigh-in time.**
- At the time of weigh in, each coach will turn over his participant book with the names of all the players who will weigh in. After each player is weighed the Weigh Master will stamp the ID card and circle "Pass", "Fail" or "DNW". If player fails, he will not be eligible to play that day.
- All participant books must be in the exact order outlined
 - **Sleeve 1a.** Regional Book Certification (**post season**)
 - **Sleeve 1b.** Blank
 - **Sleeve 2.** Certified National Roster
 - **Sleeve 3a.** Emergency Action Plan
 - **Sleeve 3b.** Music License/Receipt (Spirit only)
 - **Sleeve 4a.** First Aid/CPR card (copy)
 - **Sleeve 5a.** ID Card *
 - **Sleeve 5b.** Proof of age (do not tape)
 - **Sleeve 6a.**Physical Practitioner side(**approved Licensed State Examiner Signature**)
 - **Sleeve 6b.** Physical Guardian side (**Parents Signature**)
 - **Sleeve 7a.** Participant Contract
 - **Sleeve 7b.** Parental Consent
 - **Sleeve 8.** Scholastic Information
 - **Sleeve 9.** Absentee Forms (old forms)
 - **Sleeve 10.** All Certificates
 - **Final Sleeve.** Final Skill Progression Sheet/Head Coach Declaration (**Spirit Only**)

***(Football & Cheer participants are in alphabetical order all year)**

- Each team must provide a completed (home or away) MPR sheet from **Affinity (roster software)** in **numerical** order.

Notes: Any coach / team that does not adhere to and follow pre game procedures is subject to be suspended for the remainder of the season.

In addition, no complaint will be heard if these procedures were not strictly followed. If a team does not follow pre game procedures, please notify the head official at the game site of your intent to file a complaint.

Any coach, who removes their team from the playing field during a game, prior to the official end of the game, will be automatically suspended pending a hearing before the Pop Warner Board of Directors.

OFFICIALS: The Officials Group of Jacksonville (OGJ) association’s sole function is to cover games played within the GJPW conference and will provide the following:

- 8 on 8 – Two Officials
- TM/6U – Three (3) Officials
- MM/8U through JV/14U – Four (4) Officials

All game officials must be paid on site by the home team Association.

The officials’ crew will be paid in accordance with the chart below:

2019-2021 GAME OFFICIALS PAY SCALE					
Division	Crew Chief (WH)	Official (OC)	Official (OC)	Official (OC)	Total
RTM	N/A	1 (\$30)	1 (\$30)	N/A	\$60.00
TM	1 (\$30)	1 (\$30)	1 (\$30)	N/A	\$90.00
6U	1 (\$30)	1 (\$30)	1 (\$30)	N/A	\$90.00
MM	1 (\$45)	1 (\$40)	1 (\$40)	1 (\$40)	\$165.00
8U	1 (\$45)	1 (\$40)	1 (\$40)	1 (\$40)	\$165.00
JPW	1 (\$50)	1 (\$45)	1 (\$45)	1 (\$45)	\$185.00
10U	1 (\$50)	1 (\$45)	1 (\$45)	1 (\$45)	\$185.00
PW	1 (\$50)	1 (\$45)	1 (\$45)	1 (\$45)	\$185.00
12U	1 (\$50)	1 (\$45)	1 (\$45)	1 (\$45)	\$185.00
JV	1 (\$50)	1 (\$45)	1 (\$45)	1 (\$45)	\$185.00
14U	1 (\$50)	1 (\$45)	1 (\$45)	1 (\$45)	\$185.00
Forfeit Fees: (WH) - \$25 (OC) - \$23					

Payment to game officials may be made in cash, check or debit card.

If an official is not present at the start of the game, the official will forfeit first quarter fees and the association will not be required to pay for the quarter(s) missed.

A \$50.00 fine will be assessed by GJPW to the OGJ association for each official who misses an entire game.

PROCEDURE TO PROTEST: See Article 19 - S1, S2, S3 and Rule 20 - S1, E of the PWLS rule book

- Only the head coach can file a protest
- Notification of intent to protest must be received the Greater Jacksonville Pop Warner Board by noon Monday after the scheduled game (delivered to City of Jacksonville Parks & Recreation – 214 N Hogan St Jacksonville, FL) emailed to info@jaxpopwarner.com.
- A completed protest and \$50.00 protest fee (refundable only if the protest is achieved) (Online invoice will be emailed once protest is received).
- If the deadline is not met the opposing coach loses the right to protest

Attachment (a)

PROCEDURE TO COMPLAIN: Only complaints provided on the attached form will be recognized by the Greater Jacksonville Pop Warner Board. Verbal complaints will be acknowledged but no action will be taken unless the complaint is forwarded in writing.

Attachment (b)

FORFEIT FEES: A one hundred (\$100.00) fine plus official fees will be assessed to any team that forfeits a scheduled game.

- Examples
 - If a TM team forfeits the forfeit fee is \$172.00
 - If a PW team forfeits the forfeit fee is \$194.00
- Home Teams are still required to pay officials even if they are not the forfeit team (reimbursement will be provided)
- Any registered cheer team that does not participate in local competition will be fined \$150.00.

MANDATORY PLAY RULE (MPR): See Rule 9 of the PWLS rule book.

The right to guarantee playing time may be denied a player for disciplinary reasons. Provided the reason(s) are the result of violation(s) of team or Greater Jacksonville Pop Warner Football Conference policy. Team Policies must be made known in the preseason to all players, coaches and parents and apply to all players.

BOWL GAMES: See PWLS Rule 28.

There will be no bowl games on the date of our championship weekend or any Greater Jacksonville Bowl Games.

PLAYING RULES AND EXCEPTIONS: All games in ALL divisions will be played under FHSAA/Pop Warner rules with the following exceptions:

- The FHSAA numbering system is encouraged, but will not be mandatory. Note: "0 & 00" are illegal and shall not be worn.
- Quarters are 10 minutes for 8U/Mitey Mite, 10U/Junior Pee Wee, 12U/Pee Wee and 14U/Junior Varsity.
- If a game ends in a tie score, then the teams will use the Kansas City Tie Breaker (4 downs on the 10 yard line) to determine a winner.
- Only players and coaches, displaying proper ID credentials, are allowed in the designated team area.
- Lopsided Score Report: See PWLS Rule 22 (S1)

WEIGH MASTER / SPIRIT CHECK IN INSTRUCTIONS: All associations must have at least four designated weigh masters.

Failure to follow any of these procedures upon verification of complaint will result in forfeiture of the game.

○ **TRADITIONAL WEIGH IN**

- A designated Association Weigh Master must conduct the weigh in. NO coach (head, assistant or other team official) may certify his/her own team.
- Certify digital scale for weigh in.
- Check all participants for Pop Warner patch and any other required patch on uniform. If a player does not have the required patches, they do NOT play. Note: patches should not be affixed with any type of pin including a safety pin.

- No violation is recorded if the violation can be corrected prior to the start of the game. (Exception - over/under weight)
- Check all spirit participants for safety violations listed in Section VIII of the PWLS Rule Book.
- Check rosters for both teams. Each team must present an Affinity MPR roster in numerical order at the time of weigh in. No exceptions. Certify number of eligible players for that game day on the minimum play roster. Number of players to weigh in must match the number on the mandatory play roster.
- All game weigh-ins will be in the form of strip weight (jersey and shorts – no cleats), with the exception of TM who can weigh in wearing pants with pads.
- All weigh-ins shall be conducted by strip weight (jersey and shorts). All players must have pass, fail or DNW marked on the ID card each week and must be stamped.
- Any player who does not make weight or fails to weigh in, prior to the start of the game, must be failed for that game, marked off of the minimum play & game roster.
- Certify the number of plays each team must have for minimum play, and initial the MPR sheet. Each team is responsible for verifying their team's MPR and certifying the opposing team MPR sheet. Each team must supply a team monitor for MPR on their sideline and have a spotter for MPR on the opposing team sideline. If a team refuses to have someone monitor MPR, then the opposing team spotter becomes the official MPR monitor and minimum play will be certified from their sheet.
- **AGE BASED CHECK-IN**
 - An Association Officer or designated Association Weigh Master must conduct the check in. NO coach (head, assistant or other team official) may check in his/her own team.
 - Each participant will be verified using the National roster and the player ID card to ensure each participant is listed as a participant on that team.
 - Check all spirit participants for safety violations listed in Section VIII of the PWLS Rule Book.
 - Check rosters for both teams. Each team must present an Affinity MPR roster in numerical order at the time of weigh in. No exceptions. Certify number of eligible players for that game day on the minimum play roster. Number of players to check

in must match the number on the mandatory play roster.

- Certify the number of plays each team must have for minimum play, and initial the MPR sheet. Each team is responsible for verifying their team's MPR and certifying the opposing team MPR sheet. Each team must supply a team monitor for MPR on their sideline and have a spotter for MPR on the opposing team sideline. If a team refuses to have someone monitor MPR, then the opposing team spotter becomes the official MPR monitor and minimum play will be certified from their sheet.

Note: Pop Warner Official Rules prohibit any player from participating with the numbers of " 0 " and " 00 ".

DOCUMENTS AND FORMS: All required documents and forms are located on the GJPWFC website: www.jaxpopwarner.com

ATTACHMENTS:

(A) GJPW Protest Form



GJPW Protest
Form.doc

(B) GJPW Complaint Form



GJPW Complaint
Form.doc