



### **General Information**

This organization shall be known as the Culpeper Football Association, INC. hereinafter referred to as "CFA".

The following guidelines will be adhered to by CFA.

This document expires annually at the end of the calendar year and must be reviewed annually.

These By-Laws set specific ground rules for all coaches, parents, spectators, volunteers and participants.

Participants are defined as both football players and cheerleaders.

### **Team Sportsmanship**

Participants should be taught to be competitive, but to learn how to win and lose graciously.

Unsportsmanlike comments or actions will not be tolerated.

Both teams will shake hands in a sportsmanlike fashion at the end of each game; this includes the cheerleaders, football players, cheerleading coaches and football coaches.

All coaches, parents, spectators, volunteers and participants are encouraged to display and maintain a positive atmosphere at any CFA functions.

### **Code of Conduct**

Codes of Conduct are essential in youth programs and the adoption of the following codes is a method devised to help develop sportsmanship, character, safety and fair play.

**Football and Cheerleading Coaches:** All football and cheerleading coaches should refrain from:

1. Use of foul language.
2. Abusing participants.
3. Harassing the officials.
4. Riding of opposition of fans by word or gesture.
5. Permitting an injured player to enter or re-enter a game.
6. Disobeying or attempting to circumvent rules and regulations or the intent thereof.
7. Use of tobacco, drugs, or intoxicants while going on or coming off the field of play or while on the field of play, be it at practices or games.
8. Misconduct resulting in ejection. Any coach who is ejected (removed) from a game is automatically suspended from the next game his team plays. This rule is not subject to protest or review. Removal from a game shall be interpreted to include the playing field and spectator area. A second offense by the same person will result in suspension from all future team activities for that year

All football and cheerleading coaches will uphold the rules and regulations of the League By-Laws and decisions of the CFA Board. Failure to comply will result in disciplinary action or suspension. All disciplinary action meetings will be held as a closed session board meeting.

**Parents, Spectators and Attendees:** All parents, spectators and attendees shall:

1. Conduct themselves in a sensible manner at all games and practices. Riotous, boisterous, threatening or indecent conduct or the use of abusive, threatening or indecent language at all games and practices will not be tolerated.
2. Never harass the officials, the opposition or the coaching staff.
3. Refrain from the use, consumption or presence of drugs or intoxicants at all games and practices. There is NO SMOKING anywhere in the Culpeper County Complex or Canavan. This is a County rule.
4. Refrain from any unauthorized presence on the playing field or practice field.
5. Refrain from interacting with the participants and coaching staff during the course of the game.
6. Obey the league established sideline boundaries. Failure to comply may result in a penalty up to 15 yards for the team the infraction is on.



7. Obey the CFA officials if asked to keep the end zones clear during play. Failure to comply may result in a penalty up to 15 yards for the team the infraction is on.

All Parents, Spectators and Attendees will uphold the rules and regulations of the League By-Laws and decisions of the CFA Board. Failure to comply will result in disciplinary action or suspension. All disciplinary action meetings will be held as a closed session meeting.

**Participants:** All participants shall not:

1. Refuse to abide by an official's decision.
2. Show disrespect to any official, any coach or any other participant.
3. Use unnecessarily rough tactics in the play of the game against the body and person of an opposing participant.
4. Use tobacco, drugs, or intoxicants while going on or coming off the field of play or while on the field of play, be it at practices or games.
5. Use of abusive or profane language.
6. Alter equipment to gain a competitive advantage or to inflict injury to an opponent.

If a participant is ejected from a game, for any reason, they must sit out the next game. A second ejection will result in the suspension from all future activities for current season.

All participants will uphold the rules and regulations of the League By-Laws and decisions of the CFA Board. Failure to comply will result in disciplinary action or suspension. All disciplinary action meetings will be held as a closed session meeting.

#### **Parent/Guardian Responsibilities**

- All participants are expected to be on time and in proper uniform for all practices and games. Parents/Guardians are responsible for transporting children to and from all practices and games.
- If transportation arrangements have to be made with someone other than the parent/guardian, please provide to the Head Coach in writing who will be picking up and/or dropping off your child.
- Please escort your child to and from the practice and game locations. We do not want children to be left unattended.
- Games could be played in inclement weather, so please dress your child appropriately. This includes all participants, Football Players as well as Cheerleaders.
- If your child has special medical needs or allergies, please provide written instructions to the Head Coach.
- Playing Time –
  - Excessive tardiness/absenteeism will result in limited participation, at the discretion of the Head Coach.
  - Mighty Mites and Midget divisions' minimum playing time is 6 plays per half.
  - Bandit minimum playing time is 10 plays per half.
- If your child has officially quit the team/squad, please notify the head coach and return all uniforms and/or equipment to him/her within seven (7) days. Failure to return uniforms/equipment within the seven (7) days will result in you being charged for the actual cost of all the uniforms/equipment plus a \$50 service fee.
- In case of injury, it is highly recommended for a responsible adult to be present during all practices and games.
- CFA will not be responsible for personnel items such as broken glass, retainers, etc.

#### **Coaches**



Head Coaches, Assistant Coaches & Athletic Directors of all teams/squads in CFA shall be annually reviewed, selected and approved by the Board at a duly constituted meeting. Only those persons who are in good standing with Culpeper Football Association shall be eligible for appointment to a Coaching position.

Selection of coaches for football and cheerleading shall be based not only on knowledge of football or cheering but on leadership, character, communication skills and sportsmanship.

**Head Coach** – overall responsibility and organization of the team/squad must be 18 years of age. Must go through interview process, if required as outlined by the CFA Coaches Committee, must uphold rules and regulations of the CFA By-Laws, as well as the decisions of the CFA board.

**Assistant Coaches** – maximum of 3 per football team; maximum of 2 per cheerleading squad Must be 18 years of age. Assistants must go through a back ground check and be board pre-approved

**Athletic Director** – football team only; the person in charge of ensuring that all players have received their minimum number of plays and provide any other assistance to the coaching staff. Must be 18 years of age. Athletic Directors must go through a back ground check and be board pre-approved.

**Cheer Jr Helpers** – Cheerleading only; this person will assist the coaches and cheerleaders throughout the season. Must be at least 15 years of age and if under the age of 18 must have parental consent. This person must be board approved.

**Coaches' Meetings/Responsibilities:**

All Football and are expected to have representation at the following:

- Pre-Practice meeting to be held in late July/early August.
- Player evaluations
- Player draft and supplemental drafts (for MM, Midget and Bandit coaches)
- CFA Coaches Clinic to be held in the July/August time frame
- Jamboree to be held in August
- Pre-Season meeting to be held in September
- Scheduled Anklebiter referee duties
- Scheduled Field Manager duties
- Scheduled Field Maintenance duties
- Pre-Playoff meeting to be held in October
- Any additional meetings that the board and/or President and/or VP of Football call.

All Cheerleading coaches are expected to have representation at the following:

- Pre-Practice meeting to be held in late July/early August
- Cheer draft
- Summer Cheer Camp to be held in July
- Jamboree to be in August
- Pre-Season meeting to be held in September
- Scheduled concession duties
- Pre- Competition meeting to be held in October
- Any additional meetings that the board and/or President and/or VP of Cheerleading call.

**All Football and Cheerleading Head Coaches are expected to:**

- Communicate any information passed on to them by the CFA board to their team/parents.
- Provide at least one email address (accessed frequently) in order for CFA to communicate with their team.



- Be responsible for the overall organization of their team.
- Go over the Code of Conduct with their parents and participants at their initial meeting with their team/squad.
- Carry all participants' Registration/Medical Release forms at all times when their team/squad is practicing or playing.
- Be responsible of his/her sideline, fans and coaches throughout their game. Should any problems arise that the head coach cannot handle, they should consult with the designated Field Manager for assistance.
- Ensure sidelines/bleachers are clear of any trash after their game is over.
- To be responsible to collect all equipment in the event that a participant quits. Contact the equipment manager to schedule to get the equipment back to CFA headquarters. Contact the league information officer to update the league records with the name and the date that the player quit.
- Contact the insurance director in the event of player injury that results in medical attention.
- Signing for and picking up all team uniforms/equipment and to hold a team meeting immediately to distribute the uniforms/equipment.
- Coaches are responsible for all return of equipment Be responsible for ensuring the team athletic director (or selected person) is filling out the team play sheet properly. Board Members and Field Managers may check play sheets at any time during a game. If the play sheet is not filled out or falsified then the game is subject to suspension of head coach for one game a second violation is subject to suspension for the remainder of the season.
- Be responsible for the score board operations for their game, when scheduled as the home team.
- Be responsible for finding a crew to operate the chains for their game, when scheduled as the visiting team.
- Be responsible for accuracy and completion of the playing time sheets for all of their team's games. This sheet must be signed by the Athletic Director of the team and must be given to the Field Manager at the end of the game.

**Chain of command for any team/squad issues are:**

1. Head Coach
2. Division Director
3. Vice President of Program (Football or Cheerleading)
4. CFA President
5. CFA Board

**Coach Selection Process:**

1. Fill out Coach's application form.
2. Read and sign the Coach Duties form.
3. All applications will be evaluated and background checks will be performed by the Coaching Committee.
4. An interview with the Coaches Committee if required.
5. All Coaching recommendations will be presented by the Coaches Committee to the full board for a vote.
6. The Coaching Committee will contact all applicants with the board decision.

CFA will guarantee any youth the right to participate.



The number of participants per team per league will be determined by a board decision each season.

**League breakdown:**

All ages are based on the participant's age as of October 1st of the current year.

- Anklebiters – ages 5+6
- Mighty Mites- ages 7+8
- Midgets – ages 9+10
- Bandits – ages 11 – 13
- Cheerleaders must be between the ages of 5 and 13. Squads will be made up of all ages.
- Culpeper Football Association football players may not participate in more than one football league. This includes but is not limited to middle school and travel teams.

**Refund Policy:**

If a participant quits anytime between registration and prior to the drafts, all of their registration fee will be refunded with the exception of a \$15.00 processing fee and the online fee. This fee does not apply to Middle School registrations. If a participant quits anytime after draft and before the first game, 50% of their registration will be refunded. All equipment must be returned before any refund is given. All refund requests must be mailed in to CFA at PO Box 692 Culpeper, VA. 22701 please allow 4-6 weeks for processing.

Any returned checks will be charged an additional \$25 fee and no further checks will be accepted.

**Middle School Football Team:**

All CFA participants trying out for the Middle School Football Team will be required to pay the full registration fee. Refunds will be given, if the participant makes the Middle School Football team, Please notify the league VP of football if/when Middle School team has been made.

**Middle School Cheerleading Squad:**

All CFA participants trying out for the Middle School Cheerleading Squad will be required to pay the full registration fee. Refunds will be given, if the participant makes the Middle School Cheerleading Squad. Please notify the league VP of cheer if/when Middle School squad has been made

**Registration Cut-Off Date:**

The 2nd scheduled evaluation date will be the cut-off for all participants who want to register. Participants that register after the 2nd scheduled evaluation will be placed on a waiting list.

**Cut-Off/Waiting List/Late Registration**

A late fee of \$25 will be charged for any participant signing up after the last advertised registration date. The 2nd scheduled evaluation date will be the cut-off for all participants to register at the current registration fee. Any participants that want to register after the 2nd scheduled evaluation date will be charged a \$25 late fee and will be placed on a waiting list. Completed registration forms and payment must be received prior to being placed on the waiting list. The board may waive the \$25 late fee prior to the drafts, should any division still need players to fill out the set player per team roster number for a division. The board will determine the need for these players to participate based on the roster availability. If participants register after the drafts, assignments to teams will be made:

- To maintain balance of rosters and then
- Order of the draft

**Player Evaluations**

All new contact players for the Mighty Mites, Midget and Bandit Divisions, all players trying out for the Middle School Football Team and all players waived from previous teams must attend one scheduled evaluation. There will be two evaluations scheduled.



Any player not attending one of the scheduled evaluations will not be assigned to a team through the draft process. They will be assigned to a team by drawing the participant's names out of a hat by the division director.

All contact Head Coaches will be expected to attend all evaluations.

### **Uniforms/Equipment**

#### **Equipment Distribution –**

- All equipment and uniforms will be distributed prior to the 1st practice date of the season.
- A coach must sign for all items received at the league's designated equipment distribution date.
- Distribution of the football uniforms/equipment by the coach should happen at a team meeting immediately following the coach receiving the uniforms/equipment. Any sizing discrepancies should be handled at that time with a board representative
- Care must be taken to prevent misuse of the League Uniforms/Equipment by Participants.
- No participant will be issued equipment until registration fees are paid.

#### **Equipment Return –**

- All items (except football socks & mouth piece and cheerleading bloomers) must be returned to the league at the league's designated equipment return date in clean condition.
- A league representative will go through all items and will check off each item that is returned at the league's designated equipment return date.
- Any items not returned must be paid for at the league's designated equipment return date. \$50 service fee will be added to a player's bill in which all uniforms/equipment are not returned at the designated return dates.
- Any participant not turning in all equipment will not be considered in good standing with CFA.
- If any football player or cheerleader leaves the organization, uniforms and equipment must be turned in to the Head Coach within seven (7) days and the player or cheerleader forfeits the participation award.

### **League/Team Evaluation Forms**

All team parents will receive league/team evaluation forms by the middle of October to be distributed to all coaches and parents.

All evaluations should be turned into the Designated Manager at the fields by the last weekend of the regular season

Each year the CFA Board will review all evaluations and discuss where any improvements are needed. The strengths as well as the weaknesses will be presented to the board for discussion.

### **League Scheduling**

#### **Jamboree**

The CFA will hold a Jamboree for all CFA participants and the community interested in attending, at the Culpeper Community Complex at the end of August.

Team introductions, food vendors and games will be some of the activities/events planned.

#### **Game Scheduling and Schedules:**

All games will be scheduled by the scheduling committee and will be distributed to all coaches at the Pre-Season Coaches Meeting in late July or early August each season.

All make-ups will be determined by a board decision.



All 4 Leagues (AB,MM, M & B) could be broken down by conferences to help in the scheduling of all games. The registration numbers will dictate how many or if any leagues need to be broken down into divisions.

Should a game start and then be cancelled because of darkness or bad weather the final score reverts to the last completed quarter played. The team with the highest score in that quarter will be declared the winner. Any game that has been played less than half of its playing time will be replayed.

### **Playoffs**

The starting date for the Playoffs will be determined by the number of teams in each league (Mighty Mites, Midget & Bandit), based on registration numbers, which will dictate how many playoffs games will be required to be played.

The Championship Games for the Mighty Mites, Midget and Bandit Divisions will be held the middle of November at a site determined by the board.

The seeding for the Mighty Mite, Midget & Bandit playoffs will be determined by the overall record.

All teams in each Mighty Mite/Midget/Bandit League will make the playoffs. The registration numbers will dictate if this is feasible.

Playoff **Tie breakers** will be determined in this order between any tied teams:

- Head to head regular season games
- Point Differential in the head to head regular season games
- Coin Toss

If a play-off game is cancelled due to weather or any other incident, it may be rescheduled on a Sunday

### **Cheerleading Summer Camp**

The Cheerleading Summer Camp will be held for all cheerleaders interested in attending.

The date and times will be determined each season by the Cheerleading Summer Camp committee.

There will be a fee, which will cover water and T-shirts.

### **Cheerleading & Football Awards**

All participants shall be recognized for their contribution to their squad/team by receiving an award at their last scheduled game.

All football players and coaches of the winning teams in the Mighty Mites/Midget/Bandit Championship games will receive a League Division Champion trophy.

All football players and coaches of the runner-up teams in the Mighty Mites/Midget/Bandit Championship games will receive a League Runner-Up trophy.

All Cheerleaders and coaches of the 1<sup>st</sup> place cheer competition will receive a League Cheer Competition trophy

All Cheerleaders and coaches of the runner up cheer competition will receive a league cheer competition trophy

### **Game Administration Rules – Designated Manager**

There will be a Designated Manager assigned to all fields during all Saturday games and only one Designated Manager assigned each day on weeknight games.

The Designated Manager's job is to ensure that no problems arise and that all league duties are carried out in a timely manner.

All Designated Managers will be board members and approved coaches only.

**Culpeper Community Complex (CCC) - Saturday Early Shift 8:00 - 1:00 (Times could change based on the number of games played:**



- It will be your decision if games should be cancelled. If you need to cancel games:
  - Call President or Vice President to update the website with the cancellation information. The earlier, the better.
- Make sure that the 2 teams, playing the first game on your field, are setting up the field equipment.
- Put up team, division and Corporate signs on the appropriate fields. They will be located in the storage facility (pod) at CCC.
- Make sure that Green trash cans, provided by the town/county, are near the general area of the field(s). If more trash cans are needed, put 2 Updike trash boxes on each sideline for each field. The boxes and bags are located in the storage facility.
- At the start of each game:
  - Check in with coaches
    - ✓ If Mighty Mite, Midget or Bandit game: Give each coach their Mandatory Playing Time Clipboard and remind them that they must complete it and give it back to you at the end of the game.
  - Check in with referees:
    - ✓ If Mighty Mite, Midget or Bandit game: Get the names of all officials present and write them on the Paid Officials sheet for the appropriate division.
  - If applicable, check in with concession vendors
- Ensure that order is maintained during the game by all coaches, fans and referees.
- Carry Designated Manager's Binder containing:
  - Paid Officials Sheet for Bandit Games
  - Paid Officials Sheet for Midget Games
  - Paid officials sheet for Mighty Mites game
  - Division Schedules for Anklebiter, Mighty Mites, Midget and Bandit Season
  - Anklebiter Officials Schedule
  - Coach Contact Sheet
  - Insurance paperwork for injuries/claims
  - Injured Player Sheet by Division - Keep track of any injured players and contact the insurance director within 24 hours with the injured player's name and team name.
- At the end of each Mighty Mite, Midget and Bandit game:
  - Collect Mandatory Playing Time Clipboard and file the completed sheet in the binder.
  - Set up the Mandatory Playing Time Clipboard for the next game (if Mighty Mites, Midget or Bandit).
  - All Mandatory Playing Time Sheets are located in each binder for the Mighty Mites, Midget and Bandit divisions for the appropriate field.

**For all Mighty Mites, Midget and Bandit Games: Contact Farran Faulconer with all scores to be updated on the CFA website.**

**CCC - Saturday Late Shift 1:00 - ? (Times could change based on the number of games played):**

- It will be your decision if games should be cancelled. If you need to cancel games:
  - Call the President or Vice President to update the website with the cancellation information. The earlier, the better.

Put away team, division and corporate signs. They will be stored in the pods at CCC.

Check the trash boxes/cans to make sure that new trash bags are not needed. The boxes/bags are located in the storage facility.



- At the start of each game:
  - Check in with coaches
    - ✓ If Mighty Mite, Midget or Bandit game: Give each coach their Mandatory Playing Time Clipboard and remind them that they must complete it and give it back to you at the end of the game.
  - Check in with referees:
    - ✓ If Mighty Mite, Midget or Bandit game: Get the names of all officials present and write them on the Paid Officials sheet for the appropriate division.
  - If applicable, check in with concession vendors
- • Ensure that order is maintained during the game by all coaches, fans and referees.
- Carry Designated Manager's Binder containing:
  - Paid Officials Sheet for Bandit Games
  - Paid Officials Sheet for Midget Games
  - Paid officials sheet for Mighty Mites game
  - Division Schedules for Anklebiter, Mighty Mites, Midget and Bandit Season
  - Anklebiter Officials Schedule
  - Coach Contact Sheet
  - Insurance paperwork for injuries/claims
  - Injured Player Sheet by Division - Keep track of any injured players and contact the insurance director within 24 hours with the injured player's name and team name.
- At the end of each Mighty Mite, Midget and Bandit game:
  - Collect Mandatory Playing Time Clipboard and file the completed sheet in the binder.
  - Set up the Mandatory Playing Time Clipboard for the next game (if Mighty Mites, Midget or Bandit).
  - All Mandatory Playing Time Sheets are located in each binder for the Mighty Mites, Midget and Bandit divisions for the appropriate field.
- Make sure that the 2 teams, playing the last game on your field, are picking up all field equipment
- Take down all team signs and store in the storage facility.
- Take down Division and Corporate signs and store in the storage facility
- Make sure the Mandatory Playing Time Clipboard is ready for the next game, whether it is a Tuesday, Wednesday, Thursday or Saturday game.
- Make sure all the trash is picked up and combine all the trash from the trash boxes to the green trash cans. Take boxes back to the storage facility, if still usable.

**For all Mighty Mites, Midget and Bandit Games: Contact Farran Faulconer with all scores to be updated on the CFA website**

**CCC - Weeknight Games 5:15 - ?**

- It will be your decision if games should be cancelled. If you need to cancel games:
  - Call the President or Vice President to update the website with the cancellation information. The earlier, the better.
- Make sure that the 2 teams, playing the first game on your field, are setting up the field equipment.
- Put up team signs on the appropriate fields. They will be located in the storage facility.
- Put up Division and Corporate Sponsor signs, in a general area. They will be located in the storage facility.



- Make sure that Green trash cans, provided by the town/county, are near the general area of the field(s). If more trash cans are needed, put 2 Updike trash boxes on each sideline for each field. The boxes and bags are located in the storage facility.
- At the start of each game:
  - Check in with coaches
    - ✓ If Mighty Mite, Midget or Bandit game: Give each coach their Mandatory Playing Time Clipboard and remind them that they must complete it and give it back to you at the end of the game.
  - Check in with referees:
    - ✓ If Mighty Mite, Midget or Bandit game: Get the names of all officials present and write them on the Paid Officials sheet for the appropriate division.
  - If applicable, check in with concession vendors
- • Ensure that order is maintained during the game by all coaches, fans and referees.
- Carry Designated Manager's Binder containing:
  - Paid Officials Sheet for Bandit Games
  - Paid Officials Sheet for Midget Games
  - Paid officials sheet for Mighty Mites game
  - Division Schedules for Anklebiter, Mighty Mites, Midget and Bandit Season
  - Anklebiter Officials Schedule
  - Coach Contact Sheet
  - Insurance paperwork for injuries/claims
  - Injured Player Sheet by Division - Keep track of any injured players and contact the insurance director within 24 hours with the injured player's name and team name.
- At the end of each Mighty Mite, Midget and Bandit game:
  - Collect Mandatory Playing Time Clipboard and file the completed sheet in the binder.
  - Set up the Mandatory Playing Time Clipboard for the next game (if Mighty Mites, Midget or Bandit).
  - All Mandatory Playing Time Sheets are located in each binder for the Mighty Mites, Midget and Bandit divisions for the appropriate field.
- Make sure that the 2 teams, playing the last game on your field, are picking up all field equipment
- Take down all team signs and store in the storage facility.
- Take down Division and Corporate signs and store in the storage facility
- Make sure the Mandatory Playing Time Clipboard is ready for the next game, whether it is a Tuesday, Wednesday, Thursday or Saturday game.
- Make sure all the trash is picked up and combine all the trash from the trash boxes to the green trash cans. Take boxes back to the storage facility, if still usable.

**For all Mighty Mites, Midget and Bandit Games: Contact Farran Faulconer with all scores to be updated on the CFA website**

**Canavan - Weeknight Games 5:30 - ?**

- It will be your decision if games should be cancelled. If you need to cancel games:
  - Call the President or Vice President to update the website with the cancellation information. The earlier, the better.
- Make sure that the 2 teams, playing the first game on your field, are setting up the field equipment.
- Make sure no one is parking in no parking area next to concessions.



- Make sure trash bags are in trash cans.
- At the start of each game:
  - Check in with coaches
    - ✓ If Mighty Mite, Midget or Bandit game: Give each coach their Mandatory Playing Time Clipboard and remind them that they must complete it and give it back to you at the end of the game.
  - Check in with referees:
    - ✓ If Mighty Mite, Midget or Bandit game: Get the names of all officials present and write them on the Paid Officials sheet for the appropriate division.
  - If applicable, check in with concession vendors
- • Ensure that order is maintained during the game by all coaches, fans and referees.
- Carry Designated Manager's Binder containing:
  - Paid Officials Sheet for Bandit Games
  - Paid Officials Sheet for Midget Games
  - Paid officials sheet for Mighty Mites game
  - Division Schedules for Anklebiter, Mighty Mites, Midget and Bandit Season
  - Anklebiter Officials Schedule
  - Coach Contact Sheet
  - Insurance paperwork for injuries/claims
  - Injured Player Sheet by Division - Keep track of any injured players and contact the insurance director within 24 hours with the injured player's name and team name.
- At the end of each Mighty Mite, Midget and Bandit game:
  - Collect Mandatory Playing Time Clipboard and file the completed sheet in the binder.
  - Set up the Mandatory Playing Time Clipboard for the next game (if Mighty Mites, Midget or Bandit).
  - All Mandatory Playing Time Sheets are located in each binder for the Mighty Mites, Midget and Bandit divisions for the appropriate field.
- Make sure that the 2 teams, playing the last game on your field, are picking up all field equipment
- Make sure the Mandatory Playing Time Clipboard is ready for the next game, whether it is a Tuesday, Wednesday, Thursday or Saturday game.
- Make sure all the trash is picked up and put into dumpster.

**For all Mighty Mites, Midget and Bandit Games: Contact Farran Faulconer with all scores to be updated on the CFA website**

### **CFA Playing Guidelines**

In general, the administrative and playing rules, regulations and procedures pertaining to player participation and eligibility, structure of individual league divisions, game and practice rules, cheerleading rules and other football related activities are covered by the following sources, in this order:

- CFA By-Laws and minutes of Meetings for specific local rules.
- The Official Football Playing rules and regulations as published by the Virginia High School League for the current season.

Any changes to the football or cheerleading guidelines will be coordinated through the Vice President of that program and must be approved by the CFA Board.



### **Anklebiter League - Non-Contact Football Guidelines**

Unless specified, flag football will use traditional football regulations

#### **General Rules**

**Coaches** – The league will not permit more than two (2) approved coaches per team on the playing field at anytime during the game. Coaches should position themselves so they don't interfere with the play.

**Flags** – All players must keep flags on their sides, one on each hip.

**Football** – a CFA approved football.

**Halftime** – There will be a 10 minute halftime for all games.

**Helmets** - All players must wear a league approved helmet.

**Home Field** – CCC – Players' bench will be the scoreboard side of the field.

**Jerseys** – All players must keep their jersey tucked inside the flag belt and wear two flags at all times.

**Mascots** – Must adhere to the sideline spectator boundaries.

**Mouth Guards** – All players must wear a mouth guard that is attached to their helmet. Must be in color so that refs can visibly see the mouth guard as per VHSL rules

**Player Participation** – 10 minutes per half and each player should be given the opportunity to play at an offensive skilled position during the course of the season. The Referee will give a 10 minute warning, to allow teams to make any substitutions if needed.

**Player Scoring** - Once an offensive player scores two scores during a game, he/she cannot line up in one of the skilled offensive positions **NOR** can he/she touch the football for the duration of that same game. Defensive touchdowns do not count toward this number.

**Players** – Each team will field 9 players on both offense and defense.

**Playing Field** – located at Culpeper Community Complex (CCC) - 60 yard playing field

**Playing Time** – Two 20 minute halves with a continuous clock.

**Practice** –

- The 1st day of practice will be held approximately two weeks prior to school starting.
- Practices will be limited to 1 ½ hours. Team meetings with instructional intent are considered practices.
- Prior to school, practices can be held up to 3 times a week.
- After school starts, practices will be held only twice a week.
- No practices will be held on the 1st day of school.
- No practices will be held on Sundays.
- There shall never be more than one (1) practice session allowed on any day.
- On hot days, coaches should use good judgment and keep all participants hydrated.

**Safety** - No necklaces, bracelets, earrings, long nails, durags or bandanas may be worn at practice or during games.

**Time Outs** – Each team will have two 60 second timeouts per half.

**Visitor Sideline** – responsible for the chains

#### **Offensive Rules**

- The game will begin with a coin toss to decide who will receive the ball first or play defense first.
- The offensive team will start the game from their ten (10) yard line.
- The offensive team has four (4) downs from scrimmage to either score or gain ten yards. If a team gains ten yards, then they will be afforded four new downs.



- If the offensive team fails to gain ten yards or score a touchdown after the third down play, they may go for it on fourth down or may opt to “punt” the ball. If the team decides to punt, the ball is moved up field thirty (30) yards where the opposing team takes over on downs.
- The ball must be snapped from an offensive player before a play can be started. **PENALTY** - five yards.
- Offensive players must keep their arms within their own body when blocking. **PENALTY** – ten yards.
- Offensive players cannot protect his/her flags from a defensive player. **PENALTY** - loss of down.
- The offensive team has forty-five (45) seconds in between plays. Each team will be given one (1) warning during the game. Each subsequent infraction will result in a five-yard **PENALTY**. Intentional delaying of game will result in an unsportsmanlike conduct **PENALTY**.
- Once a touchdown has been scored, the scoring team will have the opportunity to go for a one point conversion from the three (3) yard line.
- If the ball hits the ground during an attempted run, pass or snap, the ball is automatically dead. The ball is spotted where the ball carrier dropped the ball. If the ball doesn’t hit the ground, it can be advanced.
- All offensive players are eligible to receive a pass.
- The offense must have a minimum of five (5) players on the line of scrimmage before each snap.
- Stiff arm in torso area only (shoulder to stomach).

#### **Defensive Rules**

- The defensive team may not tackle or knock down any of the opposing players. **PENALTY** – 15 yards. If a player has two infractions during one game, he cannot play defense for remainder of the game.
- The defensive team can line up no more than six players within three yards of the line of scrimmage. The coach is given one (1) warning. **PENALTY** - 15 yards.
- Defensive player may advance an interception and not a fumble. (Remember there are no fumbles)
- No defensive lineman can line up over the center or “shoot the gaps” next to center (1 & 2 holes). One warning will be given to the team. The second infraction will result in a 10 yard **PENALTY**.
- **Safety** – There will be no safeties. If the flag is pulled in the end zone or the ball is dropped in the end zone, it is a loss of down and the ball is spotted on the 3 yard line.

#### **Mighty Mites, Midget & Bandit League Contact Football Guidelines**

**Blitzing/Defensive Positioning** – Any defensive player that goes up to the line of scrimmage between the offensive tackles must be in a three or four point stance .All other defensive players between the offensive tackles must maintain a position of 3 yards off the line at the snap of the ball. Failure to comply with the defensive positioning rule will result in an illegal participation penalty of 15 yards.

- **Exception** – Inside the 10 yard line, linebackers may stack behind down lineman.

**Coaches** – Will not be allowed on the playing field except during a timeout or a player injury.

#### **Extra Points** –

- If a team kicks or passes for the extra point, it will be a 2 point conversion.
- If a team runs the ball in, it will be a 1 point conversion.
- Mighty Mite and Midgets divisions may use a kicking block for extra points

**Field Goals**– 3 points

#### **Football** –

- **Midget** – A leather Wilson Pee wee Tacklified Football or any comparable football.
- **Mighty Mites**- same as Midgets



- **Bandit** – A leather Wilson TDY Football or any comparable football.

**Halftime** – There will be a 10 minute halftime for all games.

**Head Injuries/Concussions** – if a player is suspected by a coach, board member, or official of a concussion or brain injury in a practice or a game the player is to be **removed immediately from the activity and contact the parents immediately**. Concussion symptoms include but are limited to: Headaches, pressure in the head, confusion, and loss of consciousness, dizziness, or sensitivity to light. Any of those symptoms or anything the coach, board member or official deems as a concern for concussion is reason that the player is to be removed and parents are to be contacted. The player who has been removed from practice or a game shall not return to activity that day and must be evaluated by a licensed health care provider who is trained in head injuries and concussions before they may return to play. Once evaluated and cleared by a licensed health care provider written clearance must be provided to the head coach and a copy to VP of Football before the player may return to play. Coaches, Parents, Officials and the CFA Board are to always be extremely cautious with any suspected head injury/concussion, always remember “When in Doubt, Sit Out.”

**Home Field** –

- CCC – Players’ bench will be the scoreboard side of the field.

**Home Sideline** – is responsible for the scoreboard.

**Mascots** – Must adhere to the sideline spectator boundaries.

**Overtime** – VHSL rules – one team gets the ball at the 10 yard line and they have 4 downs to score (unless the ball is turned over before the 4th down), then the other team gets its chance and this continues until a deciding victory. Each team will get the ball the same number of possessions before a victory is decided. For regular season play, there will be a limit of 3 overtime possessions for each team. If at the end of the third possession for both teams, the score is still tied, the game is considered a tie. For playoff games, a winner must be decided, so there is no limit to the number of possessions that can take place. CFA will provide one VHSL rule book for each Designated Manager binder on the field, if any overtime rules need to be clarified.

**Playing Field** – located at The Culpeper Community Complex (CCC) and Canavan and any additionally board approved football fields

**Playing Time** – Every play is considered a play, including special teams (Kickoffs, kickoff returns, punts, punt returns, extra points and field goal kicks).

- Each **Midget** quarter will be 8 minutes and each player shall participate in 6 plays per half except for a coach or parental disciplinary action.
- Each **Mighty Mites** quarter will be 8 minutes and each player shall participate in 6 plays per half except for a coach or parental disciplinary action.
- Each **Bandit** quarter will be 10 minutes and each player shall participate in 10 plays per half except for a coach or parental disciplinary action.
- It will be the coach’s responsibility to turn in a rotation schedule (playing time sheet) for the amount of plays per player to the CFA Designated Field Manager after the game has ended.
- If there is disciplinary action, an injury or tardiness/absenteeism in which a player cannot fulfill his minimum number of plays per half, this should be documented on the team’s playing time sheet.
- The Division Director will take all issues, in which a coach has failed to get a player their required number of plays per half, to the board for penalty resolution
- Be responsible for ensuring the team athletic director (or selected person) is filling out the team play sheet properly. Board Members and Field Managers may check play sheets at any time during a



game. If the play sheet is not filled out or falsified then the game is subject to suspension of head coach for one game a second violation is subject to suspension for the remainder of the season.

**Players** – Each team will participate with eleven (11) players on the field each play during the game.

**Practices** –

- The 1st day of practice will be held approximately two weeks prior to school starting.
- Practices will be limited to 2 hours. Team meetings with instructional intent are considered practices.
- Prior to school, practices can be held up to 5 times a week.
- After school starts, **Mighty Mites and Midget** will be held twice a week and **Bandits** will be held 3 times a week.
- No practices will be held on the 1st day of school.
- No practices will be held on Sundays.
- There shall never be more than one (1) practice session allowed on any day.
- The 1st two (2) practices will be helmets only. For the 3rd practice helmets and shoulder pads will be worn. This applies to all players, even late arrivals. The exception to this would be players who have tried out for middle school first, these children's parents/legal guardians must then sign a waiver if they choose not to have their child practice the 2 helmet only practices and the 1 shoulder pad and helmet practice. Waivers may be obtained from head coach.
- The 4th day of practice – full gear can be worn.
- On hot days, coaches should use good judgment and keep all participants hydrated.

**Protests** – No protests are allowed on game situations involving referee judgment calls. Protests must be in writing addressed to the League President within twenty- four (24) hours after completion of the game in question.

**Punting/Kicking – (Mighty Mites, Midget Division Only)**

- The Head Coach must declare a punt/field goal/point after kick to the Referee, no fakes allowed.
- The Offense & Defense will assume the traditional lineups and stances.
- No rush/to block punt/field goal/point after kick will occur.
- Once the ball leaves the punter's/kicker's foot, regular playing rules apply.
- If the punter misses the ball on the 2nd attempt it will be called dead

**Safety** - No necklaces, bracelets, earrings, long nails, durags or bandanas may be worn at practice or during games.

**Slaughter Rule** – If during a **Mighty Mites, Midget or Bandit** game, a team goes ahead by 19 points or more, the slaughter rule is in effect.

- All the leading team's kickoffs will occur from their own 20 yard line.
- Any player on the leading team who has scored a touchdown leading up to the slaughter rule and in the slaughter rule will not offensively line up at any eligible receiving positions to include quarterback, running back, wide receiver, flanker, and tight ends.
- Any player on the leading team who has scored a touchdown leading up to the slaughter rule may not advance the ball offensively except advancing any inadvertent fumbles.
- Advancing the football offensively is to include rushing or receiving the football.
- Defensive returns, kickoff returns, and punt returns are not included into the slaughter rule.
- Each team is responsible for keeping track and documenting who scores all touchdowns for their team on their game play sheets. The head coach will be held responsible if this is not documented on the play sheets.



- **Consequences for any Head Coach who has a player advance the ball offensively in violation of the slaughter rule will be as follows:**
  - **1st Offense** – Game in question will end with a one game suspension being handed down, this includes all practices during this time period, and the game in question will result in a forfeit.
  - **2nd Offense** – Game in question will end with the head coach being removed from the team in a professional manner for the remainder of the season, and the game in question will result in a forfeit.
- **Reporting violations of the slaughter rule -**  
If you feel a coach has violated the slaughter rule please report this as soon as possible in a formal complaint to the division coordinator and the VP of Football.

**Time Between Plays** – There will be only 30 seconds allowed between plays for Mighty Mite, Midget and Bandit divisions.

**Time Outs** –

- Each team will have three 60 second timeouts per half.
- Each team will have one timeout in overtime play.
- No more than 2 approved volunteers may address the team on the field per timeout and give water

**Two Minute Warning** – At the 2 minute warning (before half & at the end of the game), notification will be given to both coaches from the ref & the game clock will stop for an official 30 second timeout. After the 30 seconds, the 30 second play clock will start and then the game clock will start with the snap of the ball.

**Visitor Sideline** – is responsible for the chains

**Football Draft**

Drafts for all divisions for both football and cheerleading will be held in late May/early June. Any draft irregularities for any division will be handled by the CFA board.

**Draft Procedures for Anklebiter Division:**

Established teams from previous season will retain those players who sign up and are eligible to participate in the Anklebiter Division (ages 5 –6) based on their age.

Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board.

**The Draft Order:**

The draft order for all teams will be decided by a lottery pick. The odd numbered rounds will be in descending order and the even numbered rounds will be in ascending order.

All head and assistant coaches' children must be declared in writing before the start of the draft & will be assigned to the team prior to the evaluations.

All players already assigned to a team, who have siblings in the draft, will be automatically placed together on the same team prior to the draft night.

**Draft Rounds by Age:**

All 6 year olds will be drafted first until there are not enough 6year olds to complete a full round. Then all 5 year olds will be drafted, along with any remaining 6 year olds until all players have been assigned to a team.

**Draft Procedures for Mighty Mites and Midget Division**

Established teams from the previous season will retain those players who sign up and are eligible to participate in the Mighty Mites Division (ages 7+8), Midget Division (ages 9+ 10) based on their age.



Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board. A player may only be drafted one time per season.

All head and assistant coaches' children must be declared in writing before the start of the draft & will be assigned to the team prior to the evaluations.

All players already assigned to a team, who have siblings in the draft, will be automatically placed together on the same team prior to the draft night.

A **parity draft** will be used where the number of open draft rounds will be determined by the CFA board based on the registered number of participants for the Midget Division.

All head and assistant coaches' children in the draft must be selected in the first available round in the parity draft.

Any player that is playing in another league such as a travel league or for another county is ineligible to be drafted or to play for the CFA.

**Draft Example:**

If there are 4 teams in the division (team 1 has 4 players coming back, team 2 has 2 players coming back, team 3 has 4 players coming back and team 4 has 3 players coming back) and the board has decided to have 2 open draft rounds.

Here is what the draft would look like & then all remaining rounds will continue until all players have been drafted:

Round	Type	Team 1	Team 2	Team 3	Team 4
Round 1	Open Draft	All players are eligible to be drafted by all teams, except for the players that have been declared			
Round 2	Assistant	Assistant coach's child picked			
Round 3	Parity Draft	Returning Player	Draft a Player	Returning Player	Player
Round 4	Parity Draft	Returning Player	Draft a Player	Returning Player	Returning Player
Round 5	Parity Draft	Returning Player	Draft a Player	Returning Player	Draft a Player
Round 6	Parity Draft	Draft a Player	Draft a Player	Draft a Player	Draft a Player

**The Draft Order:**

The previous season championship game participants will have the last two picks. The championship team will have the last pick, the runner-up team will have the 2nd to the last pick. All other teams will be the reverse order of their regular season record. Head coach's child(ren) will be at the end of the returning player list.

Teams will draft in descending order.

**Tie breakers** will be determined in this order between any tied teams:

1. Head to head regular season games
2. Point Differential in the head to head regular season games
3. Coin Toss



**Late Registrations** will be drafted by hat picks or at any other time the executive board feels it is necessary. All attempts will be made to keep this before the first practice if possible. A team representative is to attend.

**Draft Procedures for Bandit Division**

Established teams from previous season will retain those players who sign up and are eligible to participate in the Bandit Division (ages 11 – 13) based on their age.

Once drafted to a team, the rights to a player belong to the originally drafted team. The only way to obtain a team waiver is through an appeal process with the CFA Board. A player may only be drafted once time per season.

All head and assistant coaches’ children must be declared in writing before the start of the draft & will be assigned to the team prior to the evaluations.

All players already assigned to a team, who have siblings in the draft, will be automatically placed together on the same team prior to the draft night.

A **parity draft** will be used where the number of open draft rounds will be determined by the CFA board based on the registered number of participants for the Bandit Division.

All head and assistant coaches’ children in the draft must be selected in the first available round in the parity draft.

**Exception:** Any players who try out for the Middle School Football Team will be released from their previous season team. They will have to attend the evaluation process, just in case they do not make the Middle School Football team. If they do not make the Middle School Team, they will go back into the draft and will be assigned to a team at a supplemental draft to be held in late August.

Any player who makes the Middle School Football Team will not be allowed to also play for CFA

Any player that is playing in another league such as a travel league or for another county is ineligible to be drafted or to play for the CFA.

**Draft Example:**

If there are 4 teams in the division (team 1 has 4 players coming back, team 2 has 2 players coming back, team 3 has 4 players coming back and team 4 has 3 players coming back) and the board has decided to have 2 open draft rounds.

Here is what the draft would look like & then all remaining rounds will continue until all players have been drafted:

Round	Type	Team 1	Team 2	Team 3	Team 4
Round 1	Open Draft	All players are eligible to be drafted by all teams, except for the players that have been declared			
Round 2	Assistant	Assistant coach’s child picked			
Round 3	Parity Draft	Returning Returning Player	Draft a  Player	Returning  Player	  Player
Round 4	Parity Draft	Returning Player	Draft a Player	Returning Player	Returning Player
Round 5	Parity Draft	Returning Player	Draft a Player	Returning Player	Draft a Player
Round 6	Parity Draft	Draft a	Draft a	Draft a	Draft a



Round	Type	Team 1	Team 2	Team 3	Team 4
		Player	Player	Player	Player

**The Draft Order:**

The previous season championship game participants will have the last two picks. The championship team will have the last pick, the runner-up team will have the 2nd to the last pick. All other teams will be the reverse order of their regular season record. Head coach's child(ren) will be at the end of the returning player list.

Teams will draft in descending order.

**Tie breakers** will be determined in this order between any tied teams:

1. Head to head regular season games
2. Point Differential in the head to head regular season games
3. Coin Toss

**Late Registrations** will be drafted by hat picks in a supplemental draft or at any other time the executive board feels it is necessary. All attempts will be made to keep this before the first practice is possible. A team representative is to attend.

**Expansion**

**One Expansion Team:**

The newly expanded team will be awarded 1st pick in the draft & the parity draft rules will be followed. The newly expanded team will be awarded the 1st pick. This team will pick a total of 4 players or picks the same number of players as the team that has the least returning players, whichever is less, before any other team gets to pick. The assistant coach and 2nd assistant coach round occur next, then the Open Round picks and then the parity draft rules will be followed.

**Multiple Expansion Teams:**

A lottery pick or coin toss (depending on the number of new teams) will be drawn for the draft order for the newly expanded teams only & the parity draft rules will be followed.

To establish the draft order of the newly expanded teams, a coin toss will occur or a lottery pick will be drawn, depending on the number of newly expanded teams. Each team will get 3 picks, then the assistant coach picks will occur, then the open round picks & then the parity draft rules will be followed.

**Dissolution of a Team:**

The CFA Board will use standardized criteria to determine the dissolution of a team, which could include:

- To dissolve the team with the least number of returning players, or
- To dissolve a team that does not have a Head Coach assigned.

The Board has the final decision!

**Cheerleading Guidelines**

**Championship Game/** The 1<sup>st</sup> and 2nd place squads will perform their winning performance during the Championship games.

**Competition** – To be held on a Saturday night

Teams will perform their routines in a random order picked by a hat draw at the October competition meeting,

Teams will have 3 minutes on the floor.

Routines are to consist of a stunt, a dance and a cheer



Music is to be approved by cheer competition chair by October 1<sup>st</sup> and may not be suggestive or explicit in nature.

**Cheer Content** - Cheers which seem suggestive or explicit in nature will not be allowed. Please use good judgment when choosing cheers and chants. Music used during cheers cannot have suggestive or explicit lyrical content nor be derogatory or profane in nature.

**Half-Time Routines** - The home squad goes first with half-time routines. Routines are to be performed in the center of the field. Routines must be limited to 2 minutes or less. Girls may then return to the sidelines with their coach for a 10 minute snack break. Cheerleaders are not allowed to leave the field during games except to use the restroom.

**Head Injuries/Concussions** – if a player is suspected by a coach, board member, or official of a concussion or brain injury in a practice or a game the player is to be **removed immediately from the activity and contact the parents immediately**. Concussion symptoms include but are limited to: Headaches, pressure in the head, confusion, and loss of consciousness, dizziness, confusion, or sensitivity to light. Any of those symptoms or anything the coach, board member or official deems as a concern for concussion is reason that the player is to be removed and parents are to be contacted. The player who has been removed from practice or a game shall not return to activity that day and must be evaluated by a licensed health care provider who is trained in head injuries and concussions before they may return to play. Once evaluated and cleared by a licensed health care provider written clearance must be provided to the head coach and a copy to VP of Cheerleading before the player may return to play. Coaches, Parents, Officials and the CFA Board are to always be extremely cautious with any suspected head injury/concussion, always remember “When in Doubt, Sit Out.”

**Injured Football Player** - When there is an injured football player on the field, all cheering will stop and cheerleaders will take a knee until the player is removed or leaves the field.

**Mascots** – No Mascots (children under the age of 5) are allowed.

**Practices** –

- The 1st day of practice will be held approximately two weeks prior to school starting.
- Practices will be limited to 2 hours.
- Prior to school, practices can be held up to 5 times a week.
- After school starts, practices will be held only twice a week.
- No practices will be held on the 1st day of school.
- No practices will be held on Sundays.
- There shall never be more than one (1) practice session allowed on any day.
- On hot days, coaches should use good judgment and keep all participants hydrated.
- .No practices are permitted in the day time.

**Props** – Props maybe used as long as they pose no safety hazard

**Pyramids** - You may not form pyramids greater than 2 levels.

**Safety** - No necklaces, bracelets, earrings, long nails, durags or bandanas may be worn at practice or during games.

Pyramids should not be done on the sideline during game play.

**Scheduling** – Teams must abide by the schedule that they have been given; unless they have approval from the VP of Cheerleading to change.

**Signs** - Only positive and supportive signs are allowed.

**Spotting** –

- Spotters must be available for stunts higher than shoulder level



- Cheerleaders should not be pressed to perform activities until safely perfected. Appropriate spotting should always be used.
- Jumps, cartwheels, back handsprings and round-offs are allowed only if done unassisted and can be done under a cheerleader's own power with spotters.
- Cheerleaders should be the spotters with a coach or approved volunteer as back up when capable

#### **Stunts –**

- Head Coaches may allow their squad to perform stunts after careful consideration of the size and strength of the girls involved. Bases must be strong enough to control the stunt. Keep in mind these girls are not high school or college cheerleaders and still have weak joints that can be injured.
- Make sure you have enough spotters
- Moving bases may be performed with proper adult spotting
- No Stunting may be done when it is raining or in a muddy area.
- No stunts may be done in the box during games.
- Four solid bases are needed for a one leg half. One leg fulls are not permitted. A properly taught and exact basket dismount is required for one leg stunts.

#### **Cheerleading Drafts**

Cheerleaders will remain on the team they were originally drafted on unless they have a sibling who is playing football and is on another team. In the event of this the parent/legal guardian may chose to remain on the team or move with the sibling. This must be stated before the cheerleading drafts.

#### **The Draft order:**

The draft order will be decided by a lottery pick. The odd numbered rounds will be in descending order and the even numbered will be in ascending order.

All head and assistant coaches' children must be declared in writing before the start of the draft and will be assigned to the team prior to the evaluations.

\*The first round will be an open round; the second round will be for the assistant coaches' child, beginning in the third round they will draft by age (see below) after siblings. Head coaches child(ren) will be at the end of the draft.\*

If the cheerleader has a sibling on a football team they will automatically be placed on this team. In the event they have siblings on different teams they will be placed on either team at the VP of Cheers discretion.

#### **Draft Rounds by Age:**

Before the draft the VP of Cheer will notify coaches of how many children from each age group need to be drafted to each team. This number is based on registration totals.

#### **Amendments**

These By-Laws may be amended, repealed or altered in whole or in part by a 75% vote of the total number of CFA Board Members at any duly organized meeting of the Regular Members provided notice of the proposed change is included in the notice of such meeting.