

JTAA Flag Football

Rules and Regulations

Non-Blocking League: Age Group 11-13

Goals:

The JTAA Flag Football Program is organized to provide children with an appreciation for the sport. Our primary goals are teaching the children the importance of sportsmanship and fair play and developing each child's physical skills to the highest level possible. We teach and insist on respect for fellow teammates, coaches, parents, officials and opponents. We want the children to become physically fit, to enjoy flag football, to appreciate the importance of teamwork in achieving group goals, and most importantly to have fun.

Organization:

JTAA Flag Football is a recognized sport by the JTAA Executive Board. JTAA Flag Football is run by a committee of volunteers who manage the activities of the sport. JTAA Flag Football operates as is an independent organization with its rules and regulations adapted for POP Warner Flag Football, the Florida Parks and Recreation Association, and the Florida High School Football program.

League Structure:

JTAA flag Football is divided into conferences by age; a child's league age is determined by his or her age as of August 31st. For example, a 10-year-old who turns 11 on September 6th, would play in the 9-10 year old league.

Establishment of Teams:

A draft will be conducted to establish teams. Please see Appendix A on the order of how drafts will take place.

JTAA Flag Football Minimum Disciplinary Guidelines:

1. Following are the JTAA Executive Board policies that must be followed by all JTAA Sports pertaining to the discipline of players; coaches and league officials; and spectators.
2. Disciplinary complaints may be lodged by coaches, game officials, league officials, Committee member, the Executive Board, or any member of the JTAA.

Infraction:	Players Directed Towards	Consequence:
Foul or Abusive Language	Another player, coach, or spectator Referee or official	Ejection from the game or practice Ejection from the game and a 1 game suspension
Serious Foul Play	Another player no injury	Ejection from game and 1 game suspension
	Another player resulting in an injury	Ejection from the game and a 2 game suspension
Threatening Gesture and/or Language	A player, coach, official or spectator	Ejection from game and a 2 game suspension
Kicking, Striking, or Bodily Assault	A player, coach, official or spectator	Ejection for game and a 4 game suspension
2 nd Offense, same season		Suspension for balance of season
3 rd Offense, same season or within 1 year		Suspension from all sports for one year

Infraction:	Coaches & League Officials Directed Towards	Consequences
Foul or Abusive Language	Player, coach, or spectator	Ejection from the game and 1 game minimum suspension
	Referee or official	Ejection from the game and a 2 game suspension
Threatening Gesture and/or Language	A player, coach, official or spectator	Ejection from game and a 2 game suspension
Kicking, Striking, or Bodily Assault	A player, coach, official or spectator	Ejection from game and a 1 year sport suspension
2 nd Offense, any sport within 1 year		Lifetime suspension, all JTAA sports

Infraction:	Spectators Directed Towards	Consequences
Interference with the Conduct of the Game	Resulting in a stoppage of play	Warning
2 nd Offense, Same Game		Ejection from field or park
Foul or Abusive Language	Player, coach, referee or official	Ejection from field or park
Threatening Gesture and/or Language	Player, coach, official, or spectator	Ejection from field or park and a 1 week suspension from attendance or participation
Striking in Any Threatening Fashion	Player, coach, official, or spectator	Ejection from field or park, a 1 year suspension, and possible removal of child from JTAA
2 nd Offense		Lifetime suspension, all JTAA sports

Players:

Each team shall designate one or two players as captain(s) and only they shall represent the team and address an official on matters of interpretation of rules or to obtain essential information.

Mandatory Play Rule: All players will play a minimum of **8 plays** per half. Failure to abide by this will result in forfeiture of that game. If a player does not play 8 plays per half, in the next game, he or she will be entitled to play the entire game. Kickoffs and punt returns do not count towards satisfying this rule. This is a self-monitoring process. The responsibility rests with the coach and the parents to enforce this rule. Violations should be brought to the attention of the Flag Football Committee. Coaches will receive one warning. If the same Coach is involved in any other Flag Football game where a player does not play the required number of plays, he will be suspended from coaching Flag Football. Throughout the course of the season, coaches must play all players on both offense and defense. It is strongly recommended that all coaches have each player carry the ball on a running plays and attempt pass receptions.

1. Fields:

80-yard playing field: The overall field length is 100 yards, with a playing field of 80 yards divided into 4 zones of 20 yards each between 2 end zones of 10 yards each. The field is 40 yards wide.

2. Flags:

- A. Each player must wear a belt attached only by the clip. It is the responsibility of the player to make sure that the flags hang with 1 on each hip and 1 on rear.
- B. Jerseys cannot be worn over flags.

3. Uniforms:

- A. All team members must wear the same color jersey and shorts
- B. Shorts may NOT be the same color as flags
- C. Jerseys must be tucked in at all times.
- D. Players must wear rubber-cleated (soccer style) shoes or sneakers.
- E. Eye glasses, when worn, shall be of athletically approved construction with non-shattering glass. Contact lenses may be worn.
- F. **Use of Mouth Guards** MANDATORY at all times

4. Prohibited Equipment:

- A. Metal football cleats.
- B. Spiked or street shoes.
- C. Padding of any kind.
- D. Watches, or jewelry including earrings, ankle bracelets, etc.
- E. Hats (either practice or games) and do-rags.
- F. Sticky substances to improve catching ability.
- G. Shorts may NOT have belt loops, zippers or pockets
- H. Any equipment or apparel that, in the opinion of the referee, will endanger or confuse players.

5. Practices

- A. Practices cannot begin until the Tuesday after Labor Day.
- B. Practices are limited to three days per week (two is preferred), not to exceed 1 1/2 hours for each practice while school is in session.

General Rules:

1. **Paid Referee(s)** will be assigned to officiate all games.
2. **Number of Players on field:** 7, but a team may play with 6
3. **Scoring:** 6 Pts – Touchdown, 2 Pts – Safety

Extra Points:

- 1 Pt from the 5 yard line - run or pass
- 2 Pts from the 10 yard line - run or pass

Intercepted PAT: Is a dead ball.

4. Breaks between Quarters:

A 3-minute break is allotted between quarters. Teams are allowed to leave the field between quarters as long as they are on the field of play after the 3-minute has expired.

5. Stopping the Clock:

- A. Until the last 2 minutes of each half, the clock stops for: Touchdowns (Restarting at kick-off) during penalties and injuries, and after punt returns (Restarting after the new offensive team has had a reasonable time to regroup).
- B. Inside the last 2 minutes of each half, the clock also stops for incomplete passes, ball carriers running out of bounds, and a change-of-possession.

6. Location of Spectators, Coaches and Players:

Spectators, coaches, and players, not currently in the game, must stay on the sideline between the 20-yard markers.

7. Player Ejections:

Any player penalized twice in the same game for unnecessary roughness and/or unsportsmanlike conduct will be immediately ejected from the game. At the discretion of the referee, on the first offense, a player may be ejected for unnecessary roughness or unsportsmanlike conduct. A player ejected from a game for unnecessary roughness or unsportsmanlike conduct shall face a one-game suspension. If a player is ejected again from a 2nd game for one of these reasons, the player will be declared suspended for the rest of the season.

8. Game Ball

- 5-6 and 7-8 year olds Wilson K2
- 9-10 and 11-13 year olds Wilson TDJ

9. Collecting and Securing Equipment:

Following the final game of the day on each field, the HOME TEAM is responsible for collecting all league equipment (20yd. markers, down markers, first aid kit, and game report clip board) and storing in assigned location.

10. Playoffs:

A. Playoff seedings will be set up according to wins, losses, and ties (1 pt for win, 0 for loss, ½ point for a tie). A bracket system will be established by the league director based upon the total number of teams and their regular season records. In the event that two or more teams have an equal number of wins & loses, the following tiebreakers will be in effect:

1. Head-to-head competition
2. Coin toss

B. On the last Saturday of the season, Championship Games will be contested

11. Use of Mouth Guards: MANDATORY in all leagues at all times!

(Players without mouth guards will not be permitted to play)

12. Disciplinary Problems:

If a player or coach is reported as a disciplinary problem, a Hearing Committee, per the JTAA Executive Board Policies will investigate complaint, speak with the parents, and rule on any action to be taken.

13. Coaches on the field during play: NOT Allowed except during time outs.**14. Players Substitution:** Free substitution is always in effect. A player may enter the game any time the ball is dead. No more than 7 players in the huddle.**15. Length of Games:** Each game is comprised of 4 quarters, 10 Minutes per quarter.**16. Coin Toss:** Visiting team captain chooses. Winner of toss has the option to a) receive the ball, b) defer to the 2nd half, or c) choose a side to play from. The team that loses the toss gets a choice of the remaining options.**17. Kickoff from:** 35 yd. Line**18. No. of Players on 35 yd line for Receiving Team:** 3**19. No. of Players on 35 yd line for Kicking Team:** All players may start at or behind the 35-yard line and run forward with the kicker, provided no player crosses the 35 yd line until the kick is away.**20. Ball Kicked Out of Bounds on KICK OFFS:** Put the ball in play on the 30 yd line or from the yd line where it went out of bounds, whichever favors receiving team.**21. On-side kickoff:** NOT permitted**22. Following a Safety:** Free kick from the 20 yd line.

23. No. of Time Outs per Half: 3 per team, no carryover

24. Game Termination Slaughter Rule: None

25. Offense

A. All offensive players must be in the huddle at the same time. The offense has 30 seconds to call a play and snap the ball.

B. The offensive team is permitted to send in plays on cards. The player bringing in the play must stay in the game for a minimum of one play. The player taking the cards off the field must stand at least one yard from the huddle so that the defense can clearly see that there is an extra man on the field. No electronic devices are allowed to relay plays.

C. The offense may have any number of players on the LOS.

D. Downs (1st down and zone to go)

1. Each team will have four consecutive downs to advance the ball into the next zone or to score a touchdown.

2. Once a team enters into the next zone, it is a first down and a new series of downs begin.

3. A team failing to move the ball into the next zone will lose possession. The opposing team takes over at the point where the ball is declared dead and begins its series of the first down and zone to go.

4. The forward part of the ball touching any line will be the determining factor in measuring for a first down.

5. When the offensive team is within the last zone and has a 1st down, it will be 1st and goal to go.

6. At the conclusion of each down, the referee will place the ball in the center of the field.

E. Ball Carrier

1. Ball carrier cannot use his hands or arms to protect his flags. The defensive player must have the opportunity to remove the ball carrier's flags. Normal movement or pumping of the arms when running shall not be considered flag guarding.

2. Ball carrier cannot lower his head, dive, or run into a defensive player.

3. Stiff-arming by the ball carrier is illegal.

4. The ball carrier can hurdle or jump anywhere on the field.

5. Ball carrier cannot extend the ball forward in the playing field.

6. No spinning past 180 degrees.

F. Center

1. The center must snap the ball between his legs.

2. Center may adjust the long part of the ball at right angles to the LOS.

3. **The center cannot take a hand-off between his legs.** He/She may take a pass or hand off after the snap and two steps from the LOS.

4. A legal snap must be a fluid and continuous action between players.

5. Center may move his head prior to snap to observe the defense.

G. Passing

1. All backfield men are eligible passers. A player starting on the LOS who moves into the backfield after the center snap is an eligible passer.
2. Passing will be attempted from behind the line of scrimmage only.
3. A lateral pass is not considered a forward pass.
4. A forward pass is a pass thrown from behind the LOS toward the defensive team's goal line. There is NO intentional grounding penalty.
5. There is an unlimited number of forward passes or hand-offs permitted behind the line of scrimmage.

H. Receiving

1. All players are eligible to receive forward passes.
2. A receiver must land with one foot in bounds or have at least one foot in bounds when the catch is made for it to be considered a complete pass.
3. Two or more receivers may touch a ball in succession resulting in a completed pass.
4. If an offensive and defensive player catch a pass simultaneously, the ball is declared dead at the spot of the catch and the offensive team is awarded possession.
5. An offensive player cannot be out-of-bounds and return in-bounds to catch a pass, unless he was forced out-of-bounds by the defensive player.

I. Blocking (Screening)

1. This is a non-contact league, there is NO active blocking permitted.
2. Passive blocking, or screen blocking, is permitted. The screen must be STATIONARY and must be SET at least two running strides (4 yards) from an opponent. The screen blocker may not extend or stick-out a knee, hip, shoulder, leg, or foot when blocking. The screen blocker may not lean into or initiate contact with a defender. The arms must be kept straight down.
3. An offensive player may not run a pattern in front of or interfere in any way with the rusher(s). See APPENDIX B.
4. Moving screens and any other types of blocking are NOT permitted.
5. For all short rush situations, the center and any offensive player lined up within 2 yds of the center may not move in any direction behind the LOS that impedes, interferes with, or cuts off the rusher's direct line to the ball carrier.

J. Punting:

1. The offense may punt at any time.
2. A punt is always a free kick.
3. Punting intentions are announced to the referee by the captain.
4. Rushing the punter is prohibited.
5. The punter may take the snap from under center and step back to kick.
6. Free Catch - The receiver may signify his intentions for a free catch by waving his hand clearly over his head.
7. The offense may line up in any legal formation. Neither team's players (other than punter) may move until the ball is punted. Movement is considered a false start (5 yard penalty)
8. Inside 2 minutes of any half, the clock is stopped immediately once a punt is announced.

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- K. Dead Ball:** The ball is considered dead when referee blows the whistle or...
1. When ball carrier touches ground with his body other than hands.
 2. When a ball carrier's flag has been pulled off.
 3. If pass receiver or ball carrier flag falls off without a de-flag attempt, play continues until the player is one-hand touched by a defender.
 4. Following a touchdown, safety or touchback.
 5. When the ball and/or ball carrier goes out-of-bounds for any reason.
 6. If the center snap hits the ground before reaching a backfield man.
 7. When the ball hits the ground as result of a fumble or muffed ball.
 8. If a lateral pass touches the ground, the ball is declared dead at that point. If a lateral pass goes out-of-bounds, the ball is ruled dead at the point it crosses the boundary line.
 9. If a forward pass is caught at the same time by opposing players.
 10. When a player on the kicking team touches the ball on a kickoff or punt before a player on the receiving team.
 11. Upon a free catch which cannot be advanced.
 12. All balls touching the ground are immediately dead (except kickoffs and punts prior to the initial touch)

26. Defense

- A. The defensive restraining line is 5 yards in front of the LOS. However, if the ball is less than 5 yards from a designated 1st down line or defense's goal line, the restraining line is $\frac{1}{2}$ the distance between the ball and that line.
- B. A defensive player may not lean over or cross the restraining line until the ball is snapped.
- C. A defensive player must go around a legal screen blocker. The defender may not push, pull, or grab initiate contact with a legal screen blocker, or charge into a legal screen.
- D. A defender may jump or dive to grab a flag belt. Defenders may leave their feet for any reason as long as they do not initiate contact with an offensive player.
- E. To "DE-Flag" a ball carrier who is not wearing a flag belt, the defender must one-hand touch the ball carrier anywhere below the neck.

F. RUSHING

1. Multiple rushers are allowed.
2. A rusher must follow a direct line to the ball carrier and may not cut diagonally in front of, collide with, or interfere with an offensive player.
3. An offensive player may not run a pattern in front of or interfere in any way with the rusher(s) direct line to the ball carrier.
4. An offensive player may set a screen against a rusher (see blocking).
5. Examples of screens are contained in Appendix B.

G. De-Flagging

1. There shall be no tackling of the ball carrier, passer, or kicker.
2. The player carrying or having possession of the ball is down when the
3. Flag is removed from his or her waist.
4. The defensive player cannot hold or push the ball carrier to remove the flag. An accidental touch of the body or shoulder while reaching for the flag shall not be considered a violation; however, touching of the head or face shall be considered a violation.

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5. A defensive player may not run over, push, or pull a player away from him.
 6. A defensive player, while rushing the QB, cannot make contact with the QB when attempting to block a pass.
 7. If a flag is partially de-flagged but not removed completely, the ball is down at the spot where flag hits the ground.
 8. A defensive player cannot block or push a ball carrier out-of-bounds.

27. Quick Whistle

- A. When the referee blows the whistle before a play actually ends, the team in possession of the ball at the time of the quick whistle has the option of either keeping the yardage gained up to the point of the quick whistle or returning the ball to the previous spot and replaying the down.
- B. The referee may award a touchdown if he judges that a ball carrier would have scored had the quick whistle not occurred. In the event of pass or a kick that is in the air at the time of the quick whistle, the ball is immediately dead and is returned to the previous spot and the down is replayed.

28. Tie Games

A. **Regular Season:** In the regular season, tie games will go into the record as such. There will be no overtime.

B. Post-Season:

1. If the game is tied, the referee will toss a coin in the presence of the team captains (visitors call toss). The winning captain will have the option of putting the ball in play on the 20-yard line, or starting, on defense, or selecting a goal.
2. Each team will have four consecutive downs to score a TD. Following the TD, the offense will attempt an extra point. Extra points have the same value as game extra points.
3. If one team scores a touchdown and the other does not, the game is over.
4. If neither team scores or both teams are tied after scoring TD's and extra point attempts, the process will repeat until one team is ahead - and wins.
5. Penalties are assessed in the same manner as the regular game..
6. Intercepted passes end a team's possession.

29. Injured Players

Once removed from a game because of injury, a player must sit out at least one play.

Penalties

The offended team will always has the choice of accepting or declining a penalty. If a penalty is declined, the down will remain the same as if no infraction occurred. Also, when the penalty is greater than the distance to the goal line, the penalty shall be 1/2 the distance to the goal line.

The following section describes the infraction and the resulting penalty (in parenthesis) and is enforced from the current (pre-snap) or previous (post-snap) spot of the ball, except where noted:

1. Kickoffs:

1.1. If either team is offside on the kickoff, the penalty will be (5) yds. and the ball will be kicked again.

2. Line of Scrimmage:

2.1 Defensive or Offensive offsides (5)

2.2 Illegal snap (5)

2.3 Failure to observe 30-second rule (5)

2.4 Illegal formation, offense (5)

3. Punting:

3.1 Failure to announce to the referee-(5 yds and the punt is repeated),

3.2 Less than 5 players on the LOS for the offensive or defensive team-(5)-from the spot where the ball is declared dead after the kick.

3.3 De-flagging a receiver after a fair catch signal -(10)- from the spot of foul.

4. Passing:

4.1 If an illegal forward pass is thrown and intercepted, the play will continue until the ball is declared dead. The intercepting team has the option of possession from that spot or accepting the penalty (5).

4.2 Passer crosses the LOS-(5)- and loss of down.

4.3 Intentional grounding-(5 from spot of infraction)-and loss of down.

4.4 Offensive pass interference-(10)-from the LOS and loss of down.

4.5 Defensive pass interference-1st down from spot of the infraction.

4.6 Defender, while rushing the passer, touches the passer's arm while in the throwing motion (10 from the LOS).

5. Delay of Game:

5.1 Continuing to play after the ball is dead-(5) from spot where the ball is dead.

5.2 Recovering a fumble or falling on the ball (5).

5.3 Advancing a fair catch (5).

5.4 Unnecessary delay of game for any reason (5).

6. Flag Wearing and De-Flagging:

6.1 Tackling (10).

6.2 Wearing the flags illegally (5).

6.3 Ball carrier using his hands to prevent a defensive player from de-flagging – aka flag guarding (10 from the previous spot). Flag guarding behind the line of scrimmage is 10 yards from the spot of the infraction.

6.4 Holding, pushing, or hitting the ball carrier while de-flagging (10).

6.5 Any Offensive Player missing a flag at the start of the play (5)

7. Illegal Hand-off:

7.1 If the ball is handed forward beyond the LOS-(5)-and loss of down.

7.2 Snapping a ball to a lineman (5).

8. Illegal Substitutions:

8.1 Substitution(s) while the ball is in play or before it is declared dead (5).

8.2 Disqualified player entering the game (10).

8.3 More than proper no. of players on the field when the ball is in play (5).

9. Blocking:

- 9.1 Any attempt at blocking, including moving screens (10).
- 9.2 Leaving the feet to screen block (10).
- 9.3 Cross body blocking or roll blocking (10).
- 9.4 Illegal use of the hands by screen blocker (10).
- 9.5 Holding a defensive player (10).
- 9.6 Defensive player blocking or pushing the ball carrier out of bounds (10).
- 9.7 Butting, elbowing or knee blocking (10).
- 9.8 Blocking form behind-clipping (10).
- 9.9 Interlock blocking (10) from the spot of the foul.
- 9.10 Any screen block if in the opinion of the referee, that endangered the safety of a player will be considered unnecessary roughness (10) or possible ejection.

10. Ball Carrier:

- 10.1 Stiff arm (10) from the spot of the foul.
- 10.2 Lowering head to drive or run into defensive player (10)
- 10.3 Use of head (10)
- 10.4 Use of hands or arms to protect flags (10)
- 10.5 Spinning (10) from the spot of the foul.
- 10.6 Any of the above mentioned penalties committed behind the line of scrimmage are assessed from the spot of the foul.

11. Unsportsmanlike Conduct:

- 11.1 Fighting (10) offenders ejected from the game.
- 11.2 Pulling a player's flag to make him ineligible for play (10).
- 11.3 Insulting or abusive language (10)
- 11.4 Interference with progress of the game (10).
- 11.5 Illegal play (10).
- 11.6 Team leaving the field before game is completed (10). Failure to return-forfeit. Win for the team remaining on the field.
- 11.7 Failure of either team to control players or fans (10). Forfeit if not controlled.

12. Defensive Charging and Offensive Illegal Screen (non-blocking league only):

- 12.1 An offensive player may not run a pattern in front of or interfere in anyway with the rusher(s)-(10).
- 12.2 A defensive player must go around a legal screen blocker. Pushing, pulling, grabbing, or initiating contact with the screen blocker, or running into a legal blocker (10).
- 12.3 A rusher who does not follow a direct line to the ball at the time of the snap may not cut diagonally in front of, collide with, or interfere with a offensive player (10).

Protests:

Only protests involving rules interpretations or the eligibility of a player shall be considered. Protests regarding judgment calls of the referees will not be entertained. Protests will be decided by the JTAA Flag Football Board.

EMAIL protest requests to jtaaflagfootball@bellsouth.net

Rules Interpretations:

Questions relating to the interpretation of these rules and regulations should be addressed in writing to:

JTAA Flag Football Board

P.O. Box 3024

Tequesta, FL 33469

Or EMAIL jtaaflagfootball@bellsouth.net

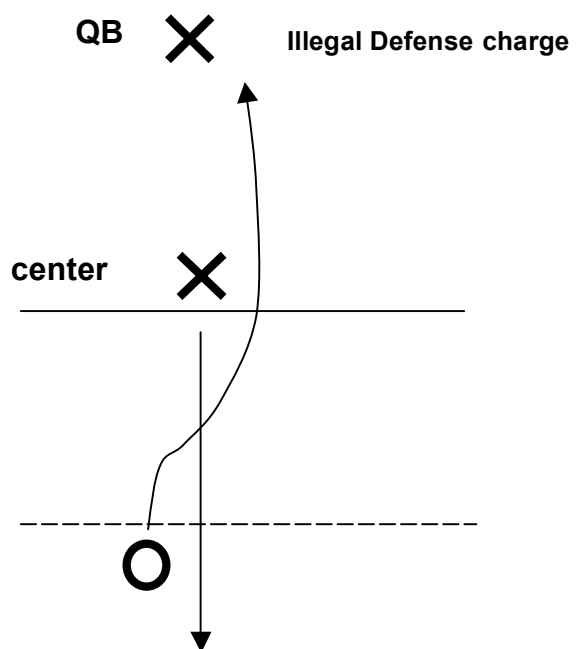
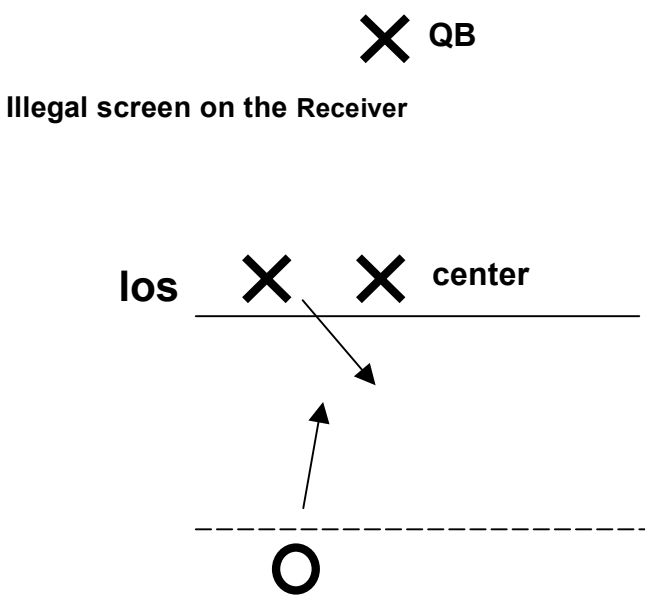
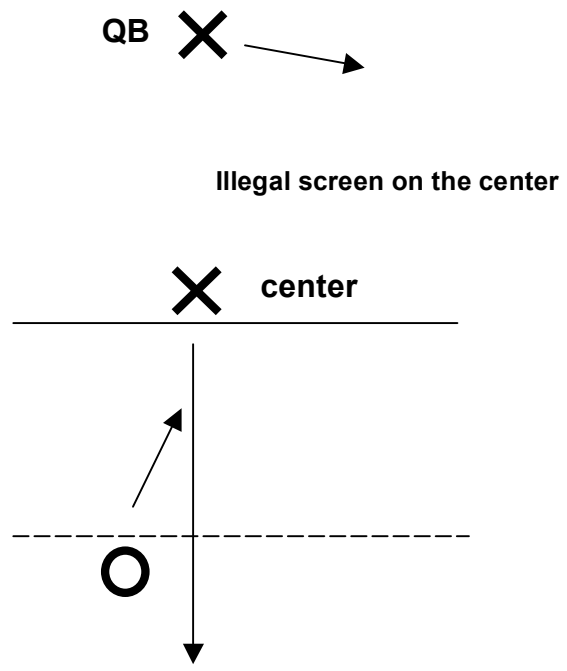
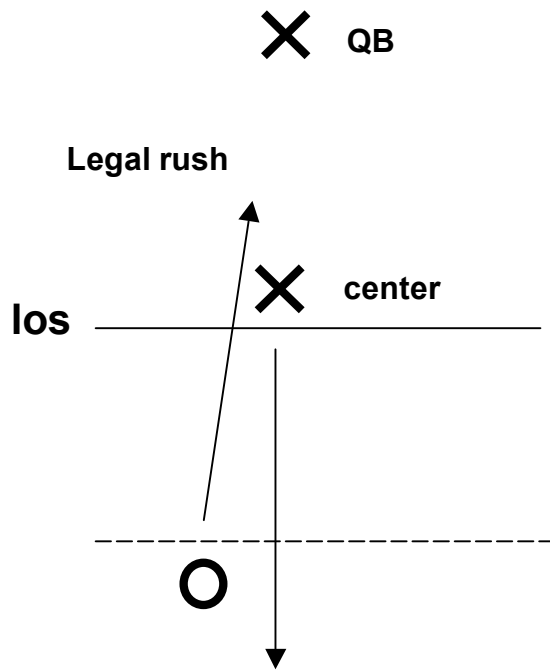
Information about the Flag Football Committee: See Appendix C

Appendix A

The Draft

- Teams are formed by draft process
- Coaches will be informed by the league director of the draft day and time
- First round order will be randomly determined. Subsequent rounds will be serpentine
- Each team is allowed 1 minute to determine their pick
- Coaches, assistant coaches, and sponsor's children are guaranteed spots on the team roster
- The team sacrifices 1 draft pick for each guaranteed player, the round level of each draft pick sacrificed will be determined by the overall skill level of that player as determined by the evaluation process. If a coach's, mentor's or sponsor's child does NOT attend the evaluation, he/she will automatically be assigned the highest draft spot available.
- Coaches or sponsors without a child in the league may be a mentor and guaranteed one player. Players' parents must give permission to all mentors
- Trades may be performed during your draft time
- Players who did not attend evaluations cannot be drafted and will be randomly assigned to a team at the end of the draft
- Parent requests will be considered, but not guaranteed

Appendix B



Appendix C

The JTAA Flag Football Committee

Sport Chairman: Overall responsibility for the operation/administration of the JTAA Sport program. Prepares and manages the Sport's operating budget as approved by the Sport committee. The Sport Chairman approves all expenditures of the Sport Committee funds as set forth in the budget. The Sport Chairman shall be a member of all the sport's subcommittees. The Sport Chairman shall be the Sport Chairman to the JTAA Executive Board. The Sport Chairman shall ensure that all JTAA Executive Board Rules, Regulations, Policies, and Guidelines are strictly enforced. The Sport Chairman shall be responsible to ensure that all meetings are run in an orderly manner and that all rules and regulations as set forth in herein are adhered to at all times.

Vice Chairman: Assist the Sport Chairman in any matters delegated and substitute for the Sport Chairman whenever needed. The Vice Chairman shall serve as Chairman of the Rules Subcommittee and Disciplinary Subcommittee. The Vice Chairman shall ensure all the sport's committee and JTAA Executive Rules, Regulations, Policies, and Guidelines are followed in accordance with the stated procedures. As Chairman of the Rules Subcommittee, the Vice Chairman shall convey to the sport committee any rule changes recommended by the subcommittee. As Chairman of the Disciplinary Subcommittee, the Vice Chairman shall convey to the sport committee the results of any disciplinary subcommittee investigations or recommendations.

Secretary: The primary purpose of the secretary is to record all official Sport Committee activity. Record and transcribe the minutes of all official sport's committee meetings – it is important to record attendance, decisions made, future required action items, who is responsible for the action item and when the item is due. The minutes should be prepared and copied to all sport committee members prior to meeting for review and then to be approved at the monthly sport committee meeting. An agenda should also accompany the minutes and be kept up to date with items that need addressing at the next meeting, and sent prior to the meeting to all sport committee members. Notify the membership of upcoming meetings. Maintain the Committee's official record book – this includes maintaining a chronological history of the league highlighting significant events. This history may also include photographs and other important memorabilia. Assist in the drafting and mailing of official correspondence from the sport committee – All official correspondence should be on official JTAA letterhead stationary. The stationary is provided by the JTAA Executive Board.

Treasurer: The primary responsibility of the Treasurer is to ensure all deposits are made, recorded and processed in accordance with JTAA Executive Board requirements. All sport revenues MUST be handled and deposited through the sport committee Treasurer. Coordinate all approved invoices with the Sports Chairman for payment. Develop and implement sound accounting practices and instruct the membership in the money handling policy. The Treasurer shall work with the Sports Chairman on the preparing the sport's budget subject to the committee's approved expenditures. The Treasurer shall follow all accounting procedures set forth by the JTAA Executive Board.

Registrar: The Registrar shall ensure registrations for the sport committee program is processed and reported in a timely manner and that fees collected are safeguarded and transferred to the Treasurer. Submit proposed dates for registration for the sport committee to approve. Work with the committee to design a flyer/information package and Registration Form to be mailed to current participants of the JTAA sport program. Ensure that notices are published in the local papers, that flyers are circulated in all of the schools, and promotional flyers/posters are distributed to local shopping centers and places of business. Report the number of registrants (by age group) to the committee. The Registrar shall be responsible for researching and filing insurance claims. Coordinates parent attendance and completion of PAYS program. The Registrar will coordinate all registration procedures with the JTAA Executive Board Administrator, in reference to the JTAA official website. The Registrar will coordinate with the Sports Chairman and Treasurer on all registration refunds and its procedures. The Registrar shall ensure the official JTAA registration website, regarding the sport, is in accordance with the sport committee's final decisions regarding fees, information requested, dates, etc. The Registrar shall run a "demo" to ensure the website is completely correct.

Fundraising/Sponsorship Director: Responsible for fundraising for the JTAA sport committee and soliciting and obtaining sponsors. Specific duties include: Serves as Chairman of the Fundraising Subcommittee, presenting fundraising options to the sport committee, maintain a file of contributing sponsors for the league, assist in the solicitation of new sponsors, communicate sponsor information to the sport committee, maintain receipts in accordance with the sport committee's money handling policies, ensure sponsor plaques are provided to the sponsors after the completion of the league, to carry out all sport committee promises for sponsorships.

Coaches Liaison: The primary responsibility of the Coaches Liaison shall be to ensure all coaches involved in JTAA are properly certified and have been instructed in the coaching techniques and methods approved by the JTAA. The NYSCA certification that is required from every coach. The Coaches Liaison shall ensure all coaches are trained and certified. Other duties include; Develop and maintain a list of potential coaches based upon the registration forms and applications completed during registrations, notify the sport committee of any coaches who are not certified. The Coaches Liaison shall research and recommend appropriate skills training for sport coaches. The training shall be provided on a continuing basis to ensure the coaching instruction provided to players is consistent from season to season and from coach to coach. Ensure all coaches have a current copy of the JTAA rules and operating procedures by the sport committee. To train all coaches in the following: NYSCA Code of Ethics, Disciplinary Guidelines, Team/Parent Introductory Meeting Agenda, Practice Administration, Training Technology, First Aid Information, Injury Report form. The Coaches Liaison shall also coordinate and place advertisements with the Jupiter Courier and relevant newspaper entities, in accordance with the sport committee's recommendations, in search for qualified coaches.

Equipment/Uniform Director: Responsible for inspection, maintenance and inventory of all sports committee equipment and uniforms. The Equipment Director shall be responsible for distributing all uniforms and equipment to the coaches and teams, prior to the start of the season. The Equipment Director shall also be responsible for the collection of distributed items immediately follow the season end. The Equipment Directors recommends new or additional equipment/uniforms for purchase. Responsible for all major procurements. Develops and maintains a supplier (s) base for awards, trophies, uniforms, and equipment for the sport committee. Solicits bids prior to equipment purchase or repair, places orders, and arranges deliveries.

Website Director/Public Relations: The Website Director/Public Relations responsibilities shall be to update and maintain the JTAA official sport's website. The Website Director/Public Relations shall be responsible for collecting and disseminating information such as league standings, to the membership and news media. The Website/Public Relations Director will enlist the services of the news media to promote and enhance the program in an effort to attract more participation from within the community. The Website/Public Relations Director will coordinate with the Registrar regarding registration flyers and public notifications regarding registrations. The Website/Public Relations Director will coordinate with the Coaches Liaison regarding public notifications, camps, extended training, any/all information pertinent to the public set by the sport committee. The Website/Public Relation Director will coordinate with the committee regarding Town, School, and JTAA Special events.

Concession Director: Chair person of the concession subcommittee. Responsible for all concession related activities for the leagues and tournaments to include ordering and stocking the concession stand. The Concessions Director shall be responsible for scheduling, training, and supervising concession managers. The Concessions Director shall be responsible for implementing cash audit controls and procedures to ensure the safe handling of money from concession operations and will coordinate with the Treasurer in all money handling policies. The Concessions Director shall ensure all JTAA Executive Board Rules, Regulations, Guidelines, and Policies are strictly enforced.