

## **ATXGFL Spring 2024 Policies & Procedures**

ADOPTED MARCH 1, 2024

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## **Introduction: Purpose and Intention**

- A. The goals of this Policies and Procedure (“P&P”) document are:
  - a. Consistency - A source of truth for league operations which will endure beyond a particular season’s management / Directors, and serve as a starting point for a new season’s operations as leadership changes
  - b. Operational Rigor - By articulating in writing the “oral rules” of the league, we are formally codifying how decisions are made, therefore refining our practices and increasing the precision of how we operate
  - c. Transparency - Be a public-facing doc which can be referenced by league-members (and others) to serve as a reference and roadmap for decision making
  - d. Accountability - With crisply defined expectations league Members will have better mechanisms to hold league leadership accountable
  - e. Preserve League History - Memorialize league activity and point-in-time history to memorialize league activity
- B. Nature
  - a. Unlike the league bylaws, which define the core tenants of league organization and Membership and therefore are by-and-large a static document, these Policies and Procedures are intended to evolve through time, to better reflect the changing needs, desires, and goals of the ATXGFL
  - b. Conceptually, bylaws represent the league “operating system”, while the P&P are more akin to “applications” which “plug in” to the bylaws: they are more plug-and-play, can be updated through time, and evolve with greater frequency than the bylaws

## **1. Season Design / Parameters**

### **1.1. Conference Setting**

- 1.1.1. The number of teams each season will be determined by the number of available captains and quarterbacks who nominate themselves and are chosen/drafted for any given season.
  - 1.1.1.1. The Captain’s Director will recommend a list of selected captains each season to the board for final approval.
- 1.1.2. The current team cap without extending the game day schedule is 16 teams but the league has the ability to expand beyond that if three fields are utilized or additional game day time slots are added for two fields (provided there are sufficient qualified quarterbacks for such an increase).

- 1.1.3. Each season all teams will be split into two equal conferences (e.g., Longhorn & Lonestar) and will compete in a round robin format within each conference. If there is an odd number of teams within a conference (ex. 7), each team will need to play at least one cross conference game as well during the regular season.
- 1.1.4. Considerations for separating teams into equal conferences should be: strength of roster and jersey color determined by the Fields & Equipment Director with Board approval
- 1.2. Team Setting
  - 1.2.1. Team roster sizes should not exceed 16 players but the Captain's Director has the discretion to set the roster size each season.
    - 1.2.1.1. Spring 2024 season was set at 15 Playing Members per team
    - 1.2.1.2. Fall 2024 season has not yet been set
- 1.3. Game Schedule
  - 1.3.1. Games are to be played on Saturdays with a schedule of 9:00am, 10:30am, 12:00pm, and 1:30pm. When forming the season schedule, all major holidays and local Austin events should be taken into consideration. The schedule allows for built-in bye weeks for any such events.
    - 1.3.1.1. The Fields & Equipment Director is expected to have the playing venue accessible to all members and spectators at least an hour before the start of the first game. Another director may be assigned this responsibility as needed.
    - 1.3.1.2. Notwithstanding the above, field availability is critical when scheduling games, and may impact our ability to follow our typical schedule
  - 1.3.2. Season calendar (dates of games and playoffs) is to be set and communicated prior to registration
  - 1.3.3. Team match-ups for the entire season are to be provided to league membership prior to the first game of the season
  - 1.3.4. Any changes to the schedule (be it field availability, rain-out, pandemic, etc) shall be distributed via team captains as soon as possible
- 1.4. Playoff Schedule
  - 1.4.1. Playoffs will be scheduled on the final weekend of each season with games spanning over Saturday and Sunday.
    - 1.4.1.1. Playoff seeding will be determined by regular season results in the deciding order of: win/loss record, head to head record, and then points scored against each team.
    - 1.4.1.2. The Fields & Equipment Director will create the playoff bracket for each conference based on seeding and has the ability to give top-seeded teams byes based on the most desirable bracket format.

- 1.4.1.3. To be eligible for playoffs, a playing member must attend at least 50% of their team's regular season games based on the player's inclusion within the team
- 1.5. End of Season Recognition
  - 1.5.1. League Members are eligible to receive Awards for the skill or contribution to the league.
  - 1.5.2. Award Process:
    - 1.5.2.1. Following the final week of season games, Captains will receive a Nomination Form to nominate members of their teams for Conference and League Awards
      - 1.5.2.1.1. Captains shall do their best to fairly award and distribute nominations
    - 1.5.2.2. Once nominations are completed, two separate Voting Forms will be created per Conference.
    - 1.5.2.3. Captains, per Conference, will vote for a maximum of their top three members for each of the Awards listed from 1.5.3.1 - 1.5.4.8
      - 1.5.2.3.1. Captains may vote for less than 3 nominations but may not vote for 4 or more
      - 1.5.2.3.2. Captains cannot vote for themselves, their team, or their own team members
    - 1.5.2.4. Once all Votes are in, a second round of voting, per Conference, will be distributed to break any ties.
      - 1.5.2.4.1. Captains will only be able to vote for one nominee
      - 1.5.2.4.2. Captains may choose to vote for themselves, their team, or their own team members
    - 1.5.2.5. Once final Votes are in, the Board of Directors will finalize the Winners of each category.
      - 1.5.2.5.1. Board of Directors should only intervene with Captains votes to break third-round ties, confirm nominee with Director (Captain of the Season and Golden Whistle), account for active disciplinary cases, and vote for Jessica Sears Spirit Award
  - 1.5.3. Conference Awards:
    - 1.5.3.1. Outstanding Offensive MVP
      - 1.5.3.1.1. Awarded to the Playing Member who displayed exceptional talent on Offense
    - 1.5.3.2. Outstanding Defensive MVP
      - 1.5.3.2.1. Awarded to the Playing Member who displayed exceptional talent on Defense
    - 1.5.3.3. Rookie of the Season
      - 1.5.3.3.1. Awarded to a Playing Member, who has never played within a NGFFL league, who displayed exceptional talent on the football field
    - 1.5.3.4. Rusher of the Season
      - 1.5.3.4.1. Awarded to a Playing Member who showed exceptional skill at rushing
    - 1.5.3.5. Blocker of the Season
      - 1.5.3.5.1. Awarded to a Playing Member who showed exceptional skill to blocking

- 1.5.3.6. Most Vers Player
  - 1.5.3.6.1. Awarded to a Playing Member who showed exceptional talent at multiple positions on the field
- 1.5.3.7. Most Improved Player
  - 1.5.3.7.1. Awarded to a Playing Member who showed exceptional improvement throughout the season/previous seasons
- 1.5.4. League Awards:
  - 1.5.4.1. Best Asset
    - 1.5.4.1.1. Awarded to a League Member who was an incredible asset to the team on and off the field. (be it dedication, skill level, organization, knowledge, etc)
  - 1.5.4.2. Individual Sportsmanship Award
    - 1.5.4.2.1. Awarded to a League Member who best attributes virtues such as fairness, self-control, courage and persistence
  - 1.5.4.3. Golden Whistle
    - 1.5.4.3.1. Awarded to a Referee who remained consistent throughout the season and made correct calls to the best of their ability
    - 1.5.4.3.2. Can be awarded to Non-League Member
    - 1.5.4.3.3. Approved by Rules & Officiating Director
  - 1.5.4.4. #1 Fan
    - 1.5.4.4.1. Awarded to a Non-Playing Member who made the sidelines center field
  - 1.5.4.5. Captain of the Season
    - 1.5.4.5.1. Awarded to the Captain who best encompassed the leagues values
    - 1.5.4.5.2. Approved by Captain's Director
  - 1.5.4.6. Jessica Sears Spirit Award
    - 1.5.4.6.1. Awarded to the League Member who demonstrates that immeasurable quality that some humans just bring into a room, or onto a football field- their Spirit. This spirit can be embodied by celebrating differences, demonstrating exceptional compassion, elevating queer joy, and/or dedication to making a difference in the lives of others. Recipients are those who selflessly give their time, resources, and energy to support, uplift, and improve the well-being of the LGBTQ+ community or society at large.
    - 1.5.4.6.2. Voted by Board of Directors
    - 1.5.4.6.3. Active Directors are not eligible to win this Award
  - 1.5.4.7. Team Sportsmanship Award

- 1.5.4.7.1. Awarded to the team who best attributes virtues such as fairness, self-control, courage and persistence
- 1.5.4.8. Team Spirit Award
  - 1.5.4.8.1. Awarded to the team who best encompassed the spirit of the league on and off the sidelines
- 1.5.4.9. Championship Match MVP
  - 1.5.4.9.1. Voted by Championship Match Referees
- 1.5.4.10. League Champion
  - 1.5.4.10.1. Determined by winners of Bracket Play

## **2. Member Registration (Playing & Non-Playing)**

- 2.1. Registration will start five to six weeks prior to the first game of the season to allow for other processes completion (i.e., Quarterback selection, New Player Combine, Positional Clinic, Draft, etc.)
- 2.2. Process Overview
  - 2.2.1. Communication between the greater ATXGFL community and board will commence at a minimum one week prior to priority registration of each season
  - 2.2.2. Registration will be divided into three stages (further defined in Section 2.5 below):
    - 2.2.2.1. Pre-Registration
    - 2.2.2.2. Priority Registration
    - 2.2.2.3. Open Registration
  - 2.2.3. Waitlist
    - 2.2.3.1. Once Open Registration for Playing Members reaches capacity, individuals still interested in playing in the season can register for the Waitlist
    - 2.2.3.2. In limited instances, the Board may need to adjust the waitlist to resolve administrative errors surrounding the Registration Process
    - 2.2.3.3. Individuals being pulled off the Waitlist have 24 hours to confirm interest in joining the league; failure to confirm promptly may result in them forfeiting their spot
  - 2.2.4. Registration information will be included in communication regarding timing of registration, including urgency for a timely registration, and likelihood of sellout. (e.g., Spring 2024 sold out within three minutes of opening registration)
  - 2.2.5. Registration process will be clearly displayed on league's website
- 2.3. Registration Software Technology

- 2.3.1. The league uses League Apps for its registration, waitlist, and roster management
- 2.3.2. In the event of technology-related processing errors (where no malintent is present), the Board shall retain authority to address those issues
  - 2.3.2.1. In the event there is an “over-registration”, a player whose registration is subsequently denied shall be offered a full refund
  - 2.3.2.2. The board may choose to offer impacted players a ‘priority’ spot on the waitlist
- 2.4. Following the determination of the total number of Playing Member spots available in a season (See Section 1), spots are allocated according to the following formula:
  - 2.4.1. 40% of total available registrations are reserved for Open Registration
  - 2.4.2. 60% of total available spots are allocated before Open Registration (covering both pre registration and priority registration)
    - 2.4.2.1. That 60% is first made available to players eligible for Pre Registration (this could be ~50 spots in a particular season, subject to who is considered eligible for pre registration)
    - 2.4.2.2. Remaining spots are allocated to Priority registration; once those are allocated, registration is closed and any other players must register as part of open registration (i.e., no priority waitlist)
- 2.5. Details on Registration Stages
  - 2.5.1. Pre-Registration
    - 2.5.1.1. Pre-Registration is available three days prior to Priority Registration
    - 2.5.1.2. The following cohorts of the forthcoming Current Season are eligible for Pre-Registration:
      - 2.5.1.2.1. Official Team Captains
      - 2.5.1.2.2. Primary Quarterbacks (or their first pick)
      - 2.5.1.2.3. Board of Directors
      - 2.5.1.2.4. Paid Sponsors
        - 2.5.1.2.4.1. Total number of spots available for Sponsors is up to the discretion of the Sponsorships Director and Commissioner each season
        - 2.5.1.2.4.2. No more than 1 pre-registration spot is available per Sponsor
    - 2.5.1.3. There will be no make up day for Pre-Registration
  - 2.5.2. Priority Registration
    - 2.5.2.1. Priority Registration opens at 8:00 am Central time on the day communicated
    - 2.5.2.2. The league website will show a button once registration is open, at which point registration will be available (i.e., players don’t need to worry about if it is after 8am once the button appears)
    - 2.5.2.3. Players may create a League Apps account prior to registration to expedite registration process

- 2.5.2.4. Spots are reserved based on “clicking into” the registration application, not completing it, so once a Member is able to initiate the process, they should be able to complete it without fear of losing their spot (assuming they complete the process in a timely manner)
- 2.5.2.5. Priority Registration has limited spots and will close once all spots have been taken
- 2.5.2.6. There will be no waitlist for Priority Registration
- 2.5.3. Open Registration will start the day following Priority Registration and will consist of all remaining registrations
  - 2.5.3.1. Open Registration will close once all spots have been filled
  - 2.5.3.2. The Waitlist will open once all Open Registration spots have been filled
- 2.6. Registration Fees
  - 2.6.1. Philosophy and Fee Setting
    - 2.6.1.1. As a Membership organization, the ATXGFL charges its members a fee to participate in the league each season. In exchange for that registration fee, the players should expect access to a valuable community, meaningful connections, and a well-run flag football season.
    - 2.6.1.2. Fees are a reflection of the costs incurred by the league, including direct game-play related costs (e.g., field rentals, equipment purchases, team jerseys for Members, referee compensation), indirect league member related initiatives (e.g., socials, swag), and administration (insurance, software fees)
  - 2.6.2. Fee Reimbursements
    - 2.6.2.1. To improve season-to-season transfer of both soft assets (knowledge, technology access, etc.) as well as hard goods (e.g., captain’s play boxes), the league offers end-of-season reimbursement for registration fees to select groups
    - 2.6.2.2. The following groups are considered eligible for reimbursement in 2024, provided satisfactory completion of their end-of-season and/or transition responsibilities:
      - 2.6.2.2.1. Team Captains
      - 2.6.2.2.2. Board Members
  - 2.6.3. Fee Waivers
    - 2.6.3.1. The board may choose, in its sole discretion, to offer several registration fee waivers for league members in a position of financial hardship.
      - 2.6.3.1.1. The amount of waivers shall be budgeted at the beginning of the season
      - 2.6.3.1.2. Members are to be made of the aware of the financial hardship fee waiver opportunity as part of the registration announcement, and asked to submit a brief explanation of their circumstance



2.6.3.1.3. The Commissioner and Treasurer shall review the submissions in the order they are received, and may approve up to the budgeted number of waivers. Any additional waivers shall be granted only following a Board vote to approve extra budget allocation.

2.6.3.2. If the Board decides financial hardship fee waivers are to be available in a given season, an offer to apply for the waiver must be made available to all league Members

## 2.7. League Communications

2.7.1. Registered members (either Playing or Non Playing) and Sponsors in the Current Season shall have access to official league communications, including:

2.7.1.1. The league newsletter

2.7.1.2. League slack workspace

2.7.2. Players who are only on the waitlist (and not also registered as a Non Playing Member) are not granted access

2.7.3. Waitlisted members and league alumni are encouraged to utilize the league's public social media channels for publicly available information

## 3. Team Composition & Pre-Season Play Related Activities

### 3.1. Captain Selection

3.1.1. Each season's Captains are chosen by the Captain's Director and presented to the Board of Directors for approval

3.1.1.1. Board Directors are not eligible to Captain during their term

3.1.2. The most important factor in captain selection is a person who can demonstrate leadership within our community, and empower their team both on and off the field. Additional individual considerations in Captain selections are:

3.1.2.1. Football knowledge and skills

3.1.2.2. Seasons spent with ATXGFL (typically require a minimum of 2 seasons of ATXGFL play)

3.1.2.3. Ability to bond veterans of the league with new players

3.1.2.4. Ability to work with other Captains and Board Directors

3.1.2.5. Feedback / reviews if they have captained previously

3.1.3. Finally, the Board will consider "portfolio" considerations in Captain selection, to ensure the group selected – as best as possible – represents a mix of:

3.1.3.1. returning and first-time Captains

3.1.3.2. racial representation

- 3.1.3.3. gender / gender identity representation
  - 3.1.3.4. LGBTQIA+ representation
- 3.2. Quarterback Selection
  - 3.2.1. Any individual who has interest in becoming a Quarterback within ATXGFL becomes a draft-eligible option for Captains to choose.
- 3.3. Draft
  - 3.3.1. Order
    - 3.3.1.1. All Captains will be grouped into three different categories:
      - 3.3.1.1.1. New Captains/Captains with some football experience;
      - 3.3.1.1.2. New Captains/Captains with high football experience;
      - 3.3.1.1.3. Captains who will be their own Quarterback
    - 3.3.1.2. After all Captains have been grouped into the three categories, the names of the Captains within each category will be placed in a hat by the Captain's Director and randomly selected to determine the draft order.
      - 3.3.1.2.1. It is required that at least one other Board Director is present when the Captain's Director draws names for the draft order.
  - 3.3.2. Quarterback Draft
    - 3.3.2.1. Based on the Draft Order, the Captain who is grouped within the first category and has their name drawn first, will have the first opportunity to draft their Quarterback choice. Then continues on based on draft order.
    - 3.3.2.2. Captains who will be their own Quarterback will have the opportunity to draft a player from the league before the league draft to be their alternative selection.
  - 3.3.3. Color Draft
    - 3.3.3.1. Prior to the color draft, the Fields and Equipment Director shall secure a list of eligible colors from the jersey vendor based on the numbers of teams in a given season
    - 3.3.3.2. Based on the Draft Order, the Captain who is grouped in the last category and has their name drawn last, will get the first selection for the jersey Color Draft. This draft will go in reverse order of the Quarterback Draft.
  - 3.3.4. Blind Draft
    - 3.3.4.1. All new players within ATXGFL are highly encouraged to attend either the Combine or Positional Clinic
    - 3.3.4.2. If a new player does not attend either event, they will fall into the Blind Draft Round. This means that no Captain is allowed to select a person in the Blind Draft Round until the last round of the league draft.

Captains will either have the option to select a player from the draft-eligible names, or randomly select a name from a hat of the Blind Draft names.

#### 3.3.5. Other Draft Mechanics

3.3.5.1. The draft is set up in a snake order; Round 1 Pick 1 through Round 1 Pick X (X representing the quantity of captains that season); and then will go backwards in order from Round 2 Pick X ending with the Captain who had the first pick in Round 1, and will continue in such process until the end of the draft

3.3.5.2. Both Captains and Quarterbacks/Alternative Selections, will have a predetermined draft round in which they will be selected.. If a Captain is determined in the same draft round as their Quarterback/Alternative Selection, they will then be bumped down into the next round.

#### 3.4. Combine and Positional Clinic

##### 3.4.1. Timing / Logistics

3.4.1.1. The Combine will generally occur one week before the league draft while the Positional Clinic will occur one day before the league draft, but based on calendar considerations may be adjusted. In any case, both events will occur following registration, but prior to the draft.

##### 3.4.2. Content

3.4.2.1. These events will include different stations of flag football from route running, flag pulling, blocking & rushing, defensive coverage, etc. Each station will be run by station leaders from the league who can walk through the basics with new players and work on progressive tasks.

##### 3.4.3. Attendance Expectation

3.4.3.1. Quantitatively, you should expect around 75 people at the fields from Captains, Board Members, Stations Leaders, New Players, Waitlist Players and Veterans in the league who are looking to jump back into the sport.

3.4.3.2. All participating players should wear shorts/pants with no pockets, non-metal football/soccer cleats, and avoid garments or gear associated with travel tournament play.

#### 3.5. Other Requirements

3.5.1. During registration, players are asked about their playoff availability as this can factor into their draft order. As long as playing members attend 50% of the regular season games, they are eligible for playoffs

3.5.2. While new players are highly encouraged to participate in the Combine or Positional Clinic, we do not require anyone to participate in any event. If a new playing member does not show up to either event, they will be placed into the Blind Draft.

#### 3.6. Waitlist Mechanics

### 3.6.1. Pre-Draft

- 3.6.1.1. In the event any paid registered playing member decides to withdraw their name as a playing member or would like to be switched to a Non-Playing Member registration, the next person in the Waitlist line will be offered a playing member spot.

### 3.6.2. Post-Draft

- 3.6.2.1. In the event any paid registered playing member cannot play in the season any longer, whatever the case may be, the Captain's Director and the Commissioner will look at the Waitlist to see who would be comparable options to replace said playing member. We will look at the playing members' experience and skills, and find two comparable options for the Captain losing a player to pick from, which then will be voted for approval by the remaining Captains.

- 3.6.2.1.1. The waitlist selection who receives a simple majority vote by all captains– excluding the captain looking to add a player–will be approved.
- 3.6.2.1.2. If there is a tie in voting or the captains do not approve of the waitlist selections chosen for voting, then new selections will be presented to the group until approved.
- 3.6.2.1.3. All Waitlist player replacements will be stopped after Week 5.
- 3.6.2.1.4. Petition for player replacements after Week 5 must be presented to Board of Directors for approval

## 3.7. Jerseys

- 3.7.1. Once the league draft is completed and all registered Playing Members and Non-Playing Members have been assigned teams, the Fields and Equipment Director will place an order for each team based on the t-shirt size each person selected when registering.

- 3.7.1.1. Five additional jerseys should be ordered per team in order to account for any waitlist players joining teams later in the season. The sizes for these additional jerseys should be: 2 Medium, 2 Large, 1 Extra Large.
- 3.7.1.2. Non-Playing Members who join after the Draft date are not guaranteed Jerseys

## 3.8. League Shirts

- 3.8.1. The Board of Directors may choose to provide shirts for league members each season. If the budget allows, other groups such as sponsors and referees should also be considered in the tshirt order.

- 3.8.1.1. League tshirts were provided in the Spring 2024 season

## 4. On-Field Rules

### 4.1. Game Play Rules

#### 4.1.1. NGFFL

4.1.1.1. The NGFFL Rulebook shall govern all rules of play, except as specified in the following section 4.1.2)

4.1.1.2. [2022-2023 NGFFL Rulebook](#)

#### 4.1.2. Supplemental Non-NGFFL Rules

4.1.2.1. Overtime - Overtime will be alternating "Point After Touchdown" attempts between the two teams.

4.1.2.1.1. Conclusion of the game If one team fails to "match" the other team at the conclusion of overtime, the game is over.

4.1.2.1.2. Starting yard line

4.1.2.1.2.1. For overtimes #1 & #2, each team will go for a 2-point conversion from the 10-yard line.

4.1.2.1.2.2. For overtimes #3 and beyond, the team can choose to go for 1-point conversion or 2-point conversion.

4.1.2.1.3. Order of play Order of play will alternate each round:

4.1.2.1.3.1. Overtime #1: Team A on offense first, Team B on Defense First

4.1.2.1.3.2. Overtime #2: Team B on offense first, Team A on Defense First

4.1.2.1.3.3. Overtime #3: Team B on offense first, etc...

4.1.2.1.4. Run plays The run is alive on all plays in overtime.

4.1.2.1.5. Timeouts Each team gets 1 timeout for all overtime.

4.1.2.1.6. Defensive interceptions An interception can be returned for two points.

4.1.2.1.7. Scoring Ultimate winner gets 1 point to the final score

4.1.2.1.8. Penalties Ten yard defensive penalties when the offense is successful generally carry over to the next drive. This rule is omitted for overtime, except for unsportsmanlike penalties. These can be tack on the next play, if there is a next play.

#### 4.1.2.2. Quarterback Play

##### 4.1.2.2.1. Starting Quarterback

4.1.2.2.1.1. The 'primary' quarterback is identified at the beginning of the season, in the captain/quarterback draft.

4.1.2.2.1.2. If a 'primary' quarterback is unable to continue playing during the season, a backup quarterback may be used.

4.1.2.2.1.3. The 'Primary' Quarterback must play at least 51% of each game (one half plus one play) during the regular season.

4.1.2.2.2. Postseason Quarterback

4.1.2.2.2.1. The Primary Quarterback is the ONLY person allowed to take snaps during post-season games unless unavailable.

4.1.2.2.2.2. A substitute quarterback from another team will NOT be allowed during playoffs.

4.1.2.2.3. Replacement Quarterback

4.1.2.2.3.1. If, 'primary' quarterback is out for the game due to: injury, absence or suspension, a captain may choose to select a replacement from:

4.1.2.2.3.1.1. Another player within their own team roster

4.1.2.2.3.1.2. A player from another team in a different conference

4.1.2.2.3.2. With approval of the opposing team captain and captain's director.

4.1.2.3. Quasi Rule: a play that requires multiple passes and/or handoffs in a single play; relation to whom the pass and/or handoff is to, will not matter based on gender.

4.1.2.3.1. These types of plays may happen at a max of four positive times per game

4.1.2.3.2. Positive Attempts result in the ball successfully crossing the line of scrimmage.

4.1.2.3.3. During a Quasi Play a male-identifying player can use a junior/youth size ball as long as the player does not receive the direct snap from the center.

4.2. Inclement Weather:

4.2.1. The Commissioner, in consultation with the Fields & Equipment Director, or their designees shall have sole authority to cancel or suspend play due to inclement weather in accordance with the Inclement Weather Rules, as defined in the Policies and Procedures.

4.2.2. In the case of game disruption (whether it be suspension or cancellation), the Commissioner, in consultation with the Rules & Officiating Director, will determine how games resume appropriately.

**5. Officiating**

5.1. Rules and Expectations

5.1.1. Game officials will follow the mechanics manual as published by the NGFFL unless otherwise noted in writing by the Rules & Officiating Director prior to the beginning of the season.

5.1.2. Game officials shall:

5.1.2.1. Participate in a rules meeting before the start of each season

5.1.2.2. Demonstrate knowledge of all ATXGFL flag football rules through satisfactory completion of a rules test, or other appropriate vetting mechanism

- 5.1.2.3. Wear an officials uniform; at a minimum, the uniform shall include a striped referee's shirt (2" stripes)
- 5.1.2.4. Maintain professionalism in all circumstances. Officials shall calmly arbitrate the game and shall not escalate conflicts
- 5.1.2.5. Arrive at least 10 minutes prior to the start of all assigned games
- 5.1.2.6. Not to consume alcohol at the fields until they have fully completed their officiating duties for the day
- 5.2. Scheduling of Officials
  - 5.2.1. Officials are independent contractors assigned by the Rules and Officiating Director who is accountable to the board of directors for their decisions.
  - 5.2.2. Where possible, no official shall be assigned to a game where a clear conflict of interest exists.
- 5.3. Evaluation of Officials
  - 5.3.1. The Rules and Officiating Director shall observe all head officials at least once each season and offer feedback to help improve overall performance. The head officials will offer similar feedback to the officials assigned to their crew.
  - 5.3.2. The Rules and Officiating Director shall give Captains the opportunity to assess the officials after each game.
    - 5.3.2.1. The Rules and Officiating Director shall review this feedback and make adjustments as warranted.
  - 5.3.3. Officials should be allowed every opportunity to improve. In those cases where officials are unable or unwilling to do so, the Rules & Officiating Director shall inform them in writing of any concerns and allow at least five (5) days for a response. The Commissioner should be copied on these communications.
- 5.4. Complaints about Officials
  - 5.4.1. Complaints about an official are to be made in writing to the Rules and Officiating Director within 2 days of the game(s) in question. In the event that the complaint concerns the Rules and Officiating Director, the written complaint must be made to the Commissioner. Complaints must include the specific official's name and a full description of the reason behind the complaint.
  - 5.4.2. The Rules and Officiating Director shall make the Commissioner aware of any complaints about officials, and the resolution of those complaints.
- 5.5. Compensation for Officials
  - 5.5.1.
    - 5.5.1.1. Officials are compensated per game, based on the role they perform:
      - 5.5.1.1.1. Head Referee: \$35 / game
      - 5.5.1.1.2. Line Referee: \$30 / game
      - 5.5.1.1.3. Back Referee: \$25 / game

- 5.5.1.2. Payments are made every two or three weeks, based on calendar considerations and season schedule, as determined appropriate by the Rules and Officiating Director and Treasurer

## 6. Disciplinary Policies and Procedures

### 6.1. Related League Policies

- 6.1.1. See Appendix A: [ATXGFL's Code of Conduct](#)
- 6.1.2. See Appendix C: [ATXGFL Conflict of Interest Policy](#)

### 6.2. Complaints Against League Members

- 6.2.1. Members can submit complaints (“raise issues”) to the League’s Ethics Committee (as defined in the league bylaws) about current or prior league members.
- 6.2.2. The nature of complaints may include, but is not limited to:
  - 6.2.2.1. Player behavior / sportsmanship on the field (including games, scrimmages, or practices) or off the field (including in person socials, social media exchanges)
  - 6.2.2.2. At league-wide, team-based, or other informal social events
  - 6.2.2.3. Austin based, or at league-affiliated travel tournaments
  - 6.2.2.4. Violations of the league Code of Conduct
  - 6.2.2.5. Any other matters, locations, or interactions where a league member feels the intervention of the league’s Ethics Committee would be appropriate
- 6.2.3. Formal complaints should be filed via the Member Complaint Form via [Live Link for Submission Form](#) (See [Appendix B](#) for text, and alternate submission methods)
  - 6.2.3.1. Members should use this form for all complaints against other league members where they expect official league action, and not rely on other messages, conversations, or escalations
  - 6.2.3.2. Submissions will be shared with the league's Ethics Committee, as well as Members of the Board of Directors.
- 6.2.4. Members can expect all complaints to be handled with discretion, as details are shared only with the Board, Ethics Committee, and those involved (directly or indirectly); while the league will make efforts to maintain confidentiality, Members should have no expectation of anonymity
- 6.2.5. If a league Member has concerns for their (or someone else's) safety, please contact local law enforcement immediately. This form is for disciplinary action(s) within the league only, and it is the submitter's responsibility to consider other channels for remediation (e.g., legal action).

### 6.3. Member Complaint Adjudication Process



### 6.3.1. Standard Process

- 6.3.1.1. Member files a written complaint as defined above
- 6.3.1.2. The Board (typically the Commissioner) receives the Complaint, and:
  - 6.3.1.2.1. Acknowledges receipt of complaint to the Filer by email response
  - 6.3.1.2.2. Notifies the Ethics Committee of the complaint, so that they can plan a convening to discuss the complaint.
    - 6.3.1.2.2.1. Any Ethics Committee members who believe themselves, or other Ethics Committee members, to be anything less than fully impartial are expected to recuse themselves from considering the complaint.
    - 6.3.1.2.2.2. If there are 4 or less committee members available to consider the complaint, either because of recusal or other unavailability, the Commissioner may appoint additional temporary members for purposes of considering the complaint, with such temporary appointments being approved by a majority vote of the Board
    - 6.3.1.2.2.3. For particularly severe or complicated matters, the Commissioner may choose to add additional committee members to the Ethics committee temporarily; such temporary appointments will be approved by a majority vote of the Board
  - 6.3.1.2.3. Share full complaint details with the Recipient.
  - 6.3.1.2.4. Board may share player complaint files (to the extent they exist) with the Ethics Committee, for additional context in their deliberations
- 6.3.1.3. Upon delivery of the complaint to the Recipient, the recipient has 60 hours in which to:
  - 6.3.1.3.1. Submit a written response regarding the complaint to the Ethics Committee
    - 6.3.1.3.1.1. Any Recipient response will be made immediately available to the Filer
    - 6.3.1.3.1.2. Upon receipt of the Recipient's response, the Filer may choose to submit additional information, or request a live conversation with the Ethics Committee
  - 6.3.1.3.2. Request a live hearing with the Ethics Committee
    - 6.3.1.3.2.1. In the event a live hearing is requested, the Ethics Committee shall determine an appropriate forum for such discussion, including inviting any related parties to the discussion
  - 6.3.1.3.3. Petition for an extension, which will be considered by the Ethics Committee
- 6.3.1.4. Upon the earlier of, 1) a receipt from the Recipient as described above, or 2) the passage of the 60 hours, the Ethics Committee shall:
  - 6.3.1.4.1. Discuss the complaint from the Filer, and any response from the Recipient

- 6.3.1.4.2. Determine if a live meeting with either party is appropriate, and if so request the parties participate in that live session (though neither party is obligated to do so)
      - 6.3.1.4.3. If feasible, have a preliminary response - or at the very least an update on the process – for the Filer within 72 hours of complaint submission
    - 6.3.1.5. Based on the information received, the Ethics Committee will make a Preliminary Recommendation in writing to the Board
      - 6.3.1.5.1. The Ethics Committee may consider the resolution guidelines outlined in Appendix C, but is expected to use their judgment and consider all appropriate contextualizing information in making their Preliminary Recommendation
    - 6.3.1.6. The Board will review the Committee’s Preliminary Recommendation, and in its sole discretion choose to:
      - 6.3.1.6.1. Accept the Preliminary Recommendation, thereby becoming the Preliminary Resolution, in which case both the Filer and Recipient are provided written documentation of the Preliminary Resolution
      - 6.3.1.6.2. Suggest the Ethics Committee reconsider its Preliminary Recommendation (typically reserved for situations where additional information is presented or subsequent related events occur)
      - 6.3.1.6.3. Override the Ethics Committee, and make a unilateral decision to determine its own Preliminary Resolution
  - 6.3.2. Expedited Process
    - 6.3.2.1. At their sole discretion, the Board may act unilaterally (outside of the above process) to determine an appropriate resolution regarding a complaint. While this course is not preferred, it may be required where matters are particularly sensitive, and/or time is of the essence. In this case, both the Filer and Recipient are provided written documentation of the Preliminary Resolution
  - 6.3.3. Appeals
    - 6.3.3.1. In the case of either the Standard Process or the Expedited Process, either the Filer or Recipient may choose to request an appeal of the Preliminary Resolution by requesting in writing an appeal to the Board
    - 6.3.3.2. An appeal will follow a process similar to what is defined in the Standard Process, or another process as deemed appropriate by the Board or Ethics Committee
- 6.4. Possible Outcomes / Resolution
  - 6.4.1. The disciplinary committee has complete jurisdiction to propose whatever outcome/resolution they believe to be appropriate, given the facts and circumstances of the case.

#### 6.4.2. Sample Outcomes

6.4.2.1. Written warning issued to Recipient

6.4.2.2. Probation (terms to be defined by Ethics Committee)

6.4.2.3. Require a written apology to Filer

6.4.2.4. League game play restrictions

6.4.2.4.1. Suspension for a fixed number of league games

6.4.2.4.2. Suspension for remainder of league season

6.4.2.4.3. Suspension for fixed number of league seasons

6.4.2.4.4. Lifetime suspension from league play

6.4.2.5. Travel restrictions

6.4.2.5.1. Loss of eligibility to participate in particular tournaments

6.4.2.5.2. Lifetime suspension from traveling with the league

6.4.2.6. Non-Play consequences

6.4.2.6.1. Restriction on attendance at league-wide socials

6.4.2.6.2. Recommendation for professional assistance (e.g., therapy)

6.4.2.6.3. Limitation of ability to be a Non-Playing Member

6.4.2.6.4. Limitation / termination from league leadership positions (Board, Committees, Captain position, etc.)

6.4.2.7. Any other consequence as determines appropriate by the Ethics Committee

#### 6.5. Follow-up Actions

6.5.1. Written Documentation of Resolution

6.5.1.1. The Commissioner shall prepare a document summarizing all the relevant information about the complaint (allegation, responses, etc.), the process followed for the complaint resolution (when/how did the committee convene, participating committee members, committee recommendation, etc.), as well as the recommendation Resolution

6.5.1.2. Document will be shared with both the Filer and Recipient, and should be appropriate for such distribution

6.5.1.3. Document will also live as part of each player's file with the league, to serve as context for future complaints, should they arrive

6.5.2. Communications

- 6.5.2.1. Immediately following the determination of a member complaint resolution by the Board (be it a Preliminary Resolution or an appeal), the Commissioner shall be responsible for communicating the results of the complaint resolution process to both the Filer and the Recipient.
  - 6.5.2.1.1. Based on the context, the results may first be delivered orally, but the resolution outcome should also be delivered in writing (via email)
  - 6.5.2.1.2. If results are delivered orally, it is recommended that multiple Board members be present for any such discussion
- 6.5.2.2. While not required, it may be helpful to advise the parties of the appeals process, in case they would like the matter to be reconsidered
- 6.5.3. Member Complaint Archive
  - 6.5.3.1. The league shall maintain archives of member complaints received, along with any information gathered during the review process, as well as any resolutions/outcomes
  - 6.5.3.2. These archives shall be maintained in such a way that makes the data readily accessible (i.e., “searchable”) by the Commissioner so that the data can be leveraged in the future
  - 6.5.3.3. The archives shall be treated incredibly sensitively, with access limited to only the Commissioner of the league, or their designee for the purposes of doing specific, essential research or procuring discrete documents
- 6.5.4. Consequences / Conditions Fulfillment
  - 6.5.4.1. It is the responsibility of the Recipient to fulfill any obligations placed upon them to reinstate their “good standing” in the league
  - 6.5.4.2. In the event a game play restriction is imposed as a result of a member complaint, there should be no expectation of registration fees being refunded (or other compensation)
  - 6.5.4.3. In the event there are conditions placed upon a player for a return to “good standing” with the league, it is the responsibility of the Commissioner to ensure those conditions are satisfied (regardless of whether or not they were the Commissioner at the time of the incident or resulting complaint)
  - 6.5.4.4. Commissioner and Ethics Committee shall convene prior to registration each season to review any consequences or conditions which may impact returning members; such a convening should be done with sufficient time prior to registration to ensure expectations are clear with affected members
- 6.6. Notwithstanding the foregoing, the Board and/or the Ethics Committee may decline to hear either a complaint or an appeal, and instead recommend the parties pursue non-league-affiliated channels for resolution (e.g., counseling, mediation/arbitration, law enforcement). While this option is always available, it may be particularly suitable in situations where basic facts are in dispute between the parties.

## 7. Financial Matters

### 7.1. Budget

- 7.1.1. The league works towards a balanced budget each season, ensuring that expenses during a particular season are offset by income.
- 7.1.2. At the beginning of the season, the Board adopts a budget, with income coming principally from player registration fees and league sponsors. Due to timing considerations (and resulting ambiguity of both revenues and expenses), there is expected to be considerable variability between the pre-season budget and actual net spending at the end of the season, though the Treasurer and Board work throughout the season to adjust (“reforecast”) the budget to ensure that expenses do not exceed income
- 7.1.3. At the end of the season, the Treasurer shall prepare a high-level summary of the season’s net finances, and share such summary with the League membership

### 7.2. Financial Management

- 7.2.1. The league uses Quickbooks for the tracking of all league finances, and the Treasurer must ensure reasonably up-to-date financial information is maintained throughout the season.
- 7.2.2. All transactions (including vendor payments, referee payments, and reimbursements) are to be processed through Quickbooks with appropriate detail and attached documentation to ensure that there is a clear audit trail and attribution for all league spending.
- 7.2.3. Costs should be allocated to the root expense so there is transparency about how money is spent. For example, a reimbursement for referee jerseys should be allocated to “jerseys – referees”, not to “reimbursements”.
- 7.2.4. The Treasurer is responsible for all financials matters of the league, including:
  - 7.2.4.1. Prompt payment of all vendors
  - 7.2.4.2. Reconciliation of financial statements on a season-by-season basis
  - 7.2.4.3. Invoicing and collection of all sponsorship commitments
  - 7.2.4.4. Processing of any reimbursements
  - 7.2.4.5. Categorization and filing of all expenses incurred
  - 7.2.4.6. Management of all subscription payments
  - 7.2.4.7. Procurement of league insurance
  - 7.2.4.8. Processing annual filing with the IRS prior to any deadlines
  - 7.2.4.9. Processing annual filing with Texas Secretary of State prior to any deadlines

- 7.2.4.10. Monitor and maintain league's PO Box
- 7.2.5. The league must always spend money wisely, and ensure value in all material financial transactions; as such, the Treasurer, along with relevant other Board members, will periodically review vendor relationships to ensure quality and value standards are met
- 7.3. Reserves
  - 7.3.1. The league maintains financial reserves equal to approximately one season's worth of core spending on hand, for emergency liquidity
  - 7.3.2. The board may choose to spend up to 15% of cash on hand at the beginning of the calendar year on strategic initiatives; any contemplated spend great than that should be accompanied by transparency to the entire league membership
- 7.4. Banking Relationships
  - 7.4.1. The league uses Amplify Financial Credit Union for its primary bank. To the extent it deems necessary, the Board may choose to open additional accounts at other institutions, so long as those accounts are added to the Policies and Procedures document.
    - 7.4.1.1. The board has authorized the use of an FDIC-insured bank as a secondary bank, for purposes of opening a high-yield savings account
    - 7.4.1.2. When that account is opened, balances will reported as part of the Treasurer's report
  - 7.4.2. The Commissioner and Treasurer shall be the only Board members with direct access to the league banking accounts and credit/debit cards; as such, they are responsible for the monitoring and reconciliation of all accounts

## 8. Travel Tournaments

- 8.1. **Player Eligibility Criteria** To be eligible to play in Pride Bowl and/or Gay Bowl within a calendar year, a person:
  - 8.1.1. Must satisfy at least one of the following three conditions:
    - 8.1.1.1. Have been a registered Playing Member in the ATXGFL and attended 50% of the games in either the Spring season of the year Pride Bowl and Gay Bowl falls under or the Fall season of the preceding year; or,
      - 8.1.1.1.1. Note: Individuals who are waitlisted during an ATXGFL season do not fulfill the league Member requirements for travel eligibility. They must register as a Non-Playing Member and may choose to remain on the waitlist.

- 8.1.1.2. Have been a registered Non-Playing Member in either the Spring season of the year Pride Bowl and Gay Bowl falls under or the Fall season of the preceding year and live within a 100-mile radius of Austin, TX; or,
- 8.1.1.3. Register for the fall season that Gay Bowl coincides with and attend over 50% of games leading up to the tournament as a Playing or Non-Playing Member after successfully making a Gay Bowl team during the showcase process.
  - 8.1.1.3.1. Note: Any travel player who does not fulfill this requirement for eligibility purposes will be removed from their Gay Bowl roster
- 8.1.2. Additionally, they must:
  - 8.1.2.1. Not have any adjudicated league disciplinary actions that prevent their participation.; and,
  - 8.1.2.2. Meet all other expectations put forth by their Pride Bowl and/or Gay Bowl team captain(s).
- 8.2. **Captain Selection**
  - 8.2.1. For tournaments other than Pride Bowl and Gay Bowl, captains must obtain approval from the board in order to use ATXGFL resources or the ATX Heat name.
  - 8.2.2. For Gay Bowl and Pride Bowl, the following apply:
    - 8.2.2.1. **Submission Period:** The selection of team captains shall occur during designated open dates before each tournament as established by the Travel Committee. These open dates shall be communicated to all potential applicants in advance.
    - 8.2.2.2. **Captain Submissions**
      - 8.2.2.2.1. Prospective captains interested in leading a team must submit an individual application using a form provided by the league.
      - 8.2.2.2.2. Each application must include the designation of co-captains, with a maximum limit of three captains per team.
    - 8.2.2.3. **Quarterback Requirement:** Each captain applicant must designate a quarterback as part of their submitted application. The quarterback is integral to the team's leadership structure. The quarterback must be confirmed before submission.
    - 8.2.2.4. **Selection Criteria**
      - 8.2.2.4.1. Each potential captain must meet travel member eligibility requirements, and not have any adjudicated league disciplinary actions that prevent their participation.
      - 8.2.2.4.2. Each potential captain will have reviews from previous captained teams considered when determining selection.

- 8.2.2.4.3. Captains may or may not be approved based on team number allotment for the upcoming tournament or the number of players interested.
- 8.2.2.5. **Liaison Responsibility**
  - 8.2.2.5.1. Among the designated captains of each team, only one individual shall serve as the liaison with the Travel Committee.
  - 8.2.2.5.2. The appointed liaison captain shall be the sole Point of Contact for interactions, communications, and inquiries with the Travel Committee and the ATXGFL board.
- 8.2.2.6. **Leadership Responsibilities** Captains, as a collective group, bear responsibility for managing team-related activities, including but not limited to organizing practices, coordinating social events, and fostering unity amongst all travel teams.
- 8.2.2.7. **Conduct Responsibility** Each captain and coach is individually accountable for ensuring that they and their team members uphold exemplary conduct on and off the field, following the ATXGFL Code of Conduct.
- 8.2.2.8. **Involvement in League Events** Captains are responsible for ensuring active participation by their respective teams in travel events, such as fundraising opportunities and socials.
- 8.2.3. **Captain Review** The Travel Committee shall distribute a player survey following Pride Bowl and Gay Bowl to review captain performance (within two weeks of the last day of the tournament). The Travel Committee will review the surveys with each captain.
- 8.2.4. **Captain Removal**
  - 8.2.4.1. At any time, a captain may be removed by a majority vote of the Travel Committee. This can be initiated by teams petitioning the Travel Committee to remove a captain. This petition must be signed by half of its drafted team. Mid-tournament removal should only be enacted for cases of gross misconduct, negligence, and/or incompetence.
  - 8.2.4.2. If a captain is removed, the team will vote to elect a new captain.
- 8.2.5. **Captain Resignation** Any captain who resigns or is removed is still eligible to remain with the team as a player in that tournament, pending approval by a majority vote of the respective team.
- 8.3. **Showcase Process**
  - 8.3.1. **Showcase Schedule**
    - 8.3.1.1. The league shall organize and conduct two showcases each for both Pride Bowl and Gay Bowl, the dates of which will be communicated to all league members in advance.
    - 8.3.1.2. These showcases aim to display player interest, skills, and commitment to representing the ATXGFL. They are also meant to promote league-wide unity and camaraderie.



### **8.3.2. Showcase Registration**

8.3.2.1. Players interested in participating in Pride Bowl or Gay Bowl must complete and submit a designated form expressing their interest in traveling for either tournament.

8.3.2.2. Submission of the form indicating intent to travel to either tournament is mandatory for all players and must be submitted before the start of the final showcase date for each tournament.

### **8.3.3. Showcase Attendance Requirement**

8.3.3.1. Each player interested in participating in Pride Bowl or Gay Bowl must attend at least one of the scheduled showcases for that tournament.

8.3.3.2. Failure to attend any showcase without prior written notice, as outlined in the section below, may result in ineligibility for tournament participation.

### **8.3.4. Absence and Written Submission**

8.3.4.1. Players unable to attend either showcase for Pride Bowl or Gay Bowl must submit a written explanation detailing the reason(s) for their absence to the Travel Committee at [atxgfl@gmail.com](mailto:atxgfl@gmail.com)

8.3.4.2. The committee must receive the written explanation before the final scheduled showcase for each tournament.

### **8.3.5. Absence Review**

8.3.5.1. The committee will review and consider all written explanations for showcase absence submitted by players within 5 days of receiving an explanation.

8.3.5.2. The committee reserves the right to determine, at its discretion, the eligibility of players who were unable to attend any showcase based on the provided written explanation.

## **8.4. Player Team Preference and Draft Process**

### **8.4.1. Team Size**

8.4.1.1. Each team will be allowed 18 players max, with the goal to be between 14-16 players.

### **8.4.2. Player Team Preference**

8.4.2.1. Each player is permitted to indicate a preferred team and position for participation in an upcoming tournament. This will be shared with all captains.

8.4.2.2. This preference must be selected before the start of the final showcase for each tournament. Only one submission per player will be considered, with no changes allowed after their initial submission.

### **8.4.3. Team Selection of Preferred Players**

8.4.3.1. Captains have the authority to select players who have designated them as their preferred team, provided that their team has available spots.

- 8.4.3.2. Players can confirm or decline the invitation from their preferred team based on information the captain provides about potential playing time, position, and role.
- 8.4.4. **Draft Pool for Remaining Spots**
  - 8.4.4.1. Players who have specified a team preference but were not selected by their preferred team will enter a draft pool.
  - 8.4.4.2. Players who decline a spot on their preferred team or did not specify a team will also enter the draft pool.
- 8.4.5. **Draft**
  - 8.4.5.1. Following the final showcase event, teams with open spots will be able to draft players from the draft pool to fill their remaining roster needs.
  - 8.4.5.2. Players in the draft pool will be selected by teams in a fair and unbiased draft process, with the designated A division team selecting players first to fill their roster, then B, then C, etc. If two teams choose to compete in the same division, the draft will start with a random draw for the first pick and proceed back and forth until both teams are complete.
- 8.4.6. **Waitlist Procedure**
  - 8.4.6.1. Eligibility
    - 8.4.6.1.1. Any player who did not sign up before the designated showcase date or was not selected for a team during the team selection process will be offered a spot on the waitlist as a reserve player via email. They will be able to accept or decline this offer.
  - 8.4.6.2. Waitlist Purpose
    - 8.4.6.2.1. The waitlist serves as a reserve pool of players available to fill team needs arising from injuries, player departures, or other unforeseen circumstances.
  - 8.4.6.3. Practice and Community Involvement
    - 8.4.6.3.1. Players on the waitlist are encouraged to attend practices and actively engage with the travel football community.
    - 8.4.6.3.2. Waitlisted players are welcomed and encouraged to participate in travel events, including practices and socials.
  - 8.4.6.4. Filling Team Needs
    - 8.4.6.4.1. Teams facing roster shortages due to injuries, player departures, or other reasons may request to pull players from the waitlist to fill these vacancies.

8.4.6.4.2. The team captain must make requests via email at atxgfl@gmail.com. The request must include the player who left, the reasoning, and the player they wish to add to their team. Requests are made on a first come first serve basis.

8.4.6.4.3. Once a request is made, that player will be notified and be allowed to accept or decline an invitation to that team. If the player declines, they will be allowed to remain on the waitlist.

8.5. **Practices**

8.5.1. Practices are left up to the discretion of the captains of each team.

8.5.2. During the ATXGFL season, the weekday travel practices should be held to as not conflict with the standing league practice days, to the extent such days are declared by the Board

8.6. **Coaches**

8.6.1. A team may elect to have paid or volunteer coaches. The general travel fund will not go toward supporting the coaches, but the individual team may choose to allocate team-specific funds how they see fit.

8.6.2. Coaches must register as a Non-Playing Member for the ATXGFL in either the season before the tournament or the season of the tournament. They will be subject to the same ATXGFL code of conduct and eligibility rules as all travel players.

8.6.3. Any breach of the ATXGFL code of conduct by travel coaches will result in an Ethics Committee review. If a coach is deemed to no longer be in good standing with the league, that team must sever ties with that coach for the recommended time provided by the Ethics Committee.

8.7. **Other Tournaments** Any teams that wish to use the ATX Heat jersey and/or name for tournaments other than Gay Bowl and Pride Bowl, must first seek the approval of either the ATXGFL board or Travel Committee.

8.8. **Playing Time** Playing time is up to the discretion of the captains. We encourage each captain to communicate potential position assignments and play time amount as soon as this is known. Playing time is not guaranteed for travel team players.

8.9. **Jerseys and Flags**

8.9.1. The logistics director will handle jersey and flag orders. They will work with captains to gather sizes and funds if needed.

8.9.2. One set of two jersey tops will be provided and paid for by the ATXGFL travel fund through sponsorships or donations earmarked to travel for each travel player once. If a second set is required, that player must pay for an additional set.

8.9.3. Players must pay for their own set of flags and any other necessary equipment. Teams may use their own fundraising money for this purpose.

8.10. **Conduct Guidelines**

- 8.10.1. All players and coaches and affiliates of ATXGFL must abide by the ATXGFL code of conduct. The following rules also apply.
  - 8.10.1.1. **Note:** Affiliates of ATXGFL is defined as any Playing or Non-Playing Member of ATXGFL who chooses to travel with ATXGFL-affiliated teams, but is not a playing member or coach of the team
- 8.10.2. **Sportsmanship**
  - 8.10.2.1. Players and coaches representing the ATXGFL in tournaments must uphold the highest standards of sportsmanship, fairness, and integrity.
  - 8.10.2.2. Respect for opponents, officials, spectators, and fellow teammates is mandatory.
  - 8.10.2.3. We highly encourage all teams to support other ATXGFL travel teams when traveling. This includes watching other teams when your team is off or supporting each other at award ceremonies.
- 8.10.3. **Respect and Inclusivity**
  - 8.10.3.1. All players and coaches are expected to demonstrate respect towards individuals of diverse backgrounds, identities, and beliefs.
  - 8.10.3.2. Discriminatory behavior, harassment, or offensive language and gestures will not be tolerated.
- 8.10.4. **Team and Community Unity** Players must contribute positively to team and community unity and cooperation, fostering an environment of mutual support and camaraderie.
- 8.10.5. **Adherence to Rules**
  - 8.10.5.1. Players must abide by tournament rules, regulations, and guidelines set forth by the organizing body of each tournament.
  - 8.10.5.2. Players must cooperate and show respect towards tournament officials, adhering to their decisions and maintaining a cooperative attitude during matches.
- 8.10.6. **Positive Representation** Players are ambassadors of the ATXGFL and the broader travel flag football community. They should represent both entities positively through their actions and behavior.
- 8.10.7. **Disciplinary Actions**
  - 8.10.7.1. Violations of the tournament or ATXGFL code of conduct may result in disciplinary actions, including warnings, suspensions, or expulsion from the tournament, future tournaments, or the ATXGFL community league, as determined by the ATXGFL Ethics Committee. In some cases, the NGFFL may act as the disciplinary body.
- 8.10.8. **Reporting Procedure**
  - 8.10.8.1. Any incidents or violations of the tournament code of conduct should be reported via the ATXGFL complaint form as described in Section 6
  - 8.10.8.2. You may also choose to report any incidents through the NGFFL via the incident form on their website.

## 8.11. Sponsorship, Donation, and Fundraising Contribution

### 8.11.1. Sponsorship Allocation

- 8.11.1.1. Each travel team within the league is encouraged to seek sponsorships to support travel expenses for tournament participation.
- 8.11.1.2. Funds obtained through team-specific sponsorships shall be divided as follows: 60% allocated to the specific team and 40% directed to the league-wide travel fund.
- 8.11.1.3. If sponsorships are found through general sponsorship acquisition, 100% will go to the league-wide travel fund.
- 8.11.1.4. Travel team sponsorships will be processed through the ATXGFL and will be eligible for a 501(c)3 sponsorship.

### 8.11.2. Donations

- 8.11.2.1. In the event a team brings in 501(c)3 designated donations that are not tied to a specific sponsorship agreement, 60% of the donation shall benefit the team and 40% will go to the travel fund.
- 8.11.2.2. If a team brings in financial contributions not through the 501(c)3 designation, they will keep and manage 100% of those funds.
- 8.11.2.3. Teams are able to determine delegation of their funds with appropriate proof of use that is allowed through the 501(c)3 designation if applicable. This does not include financial contributions not through the 501(c)3 designation.

- 8.11.3. **Team-Specific Fundraising** Any non-501c3-related fundraising efforts initiated by a particular team or teams, where the funds are explicitly earmarked for that team's travel expenses, shall be entirely allocated to that team and can be used however the team desires.

### 8.11.4. League-Sponsored Fundraising

- 8.11.4.1. League-sponsored fundraising initiatives may be organized to support the league's travel fund.
- 8.11.4.2. Teams may be required to provide a designated number of volunteers to ensure the success of these initiatives for the travel community at large. If a team does not send a volunteer, they may not be allocated any funds from that event.

## 9. League History & Archiving

### 9.1. Season Written History

- 9.1.1. The Communications Director, in collaboration with the Assistant Commissioner, shall be responsible maintain the season's written history. All directors are expected to contribute to the history, based on their roles and responsibilities in the league.
- 9.1.2. The Board shall maintain a written history of all activities and events which occur throughout a season, to serve both as a source of truth about the facts around what occurred, as well as subjective reflections as to any issues or feedback which would be helpful for planning subsequent activities. Examples of things to include:
  - 9.1.2.1. Noted about the weather (e.g., "the temperature was 30 degrees, so people were bundled up")
  - 9.1.2.2. Logic behind scheduling (e.g., "we chose sunday afternoon for the opening party because...")
  - 9.1.2.3. Any relevant 3rd party involvement (e.g., "we had two sponsors set-up pop-ups, one of whom was passing out alcohol")
  - 9.1.2.4. Notable events (e.g., "we had 3 games with mercy wins")
  - 9.1.2.5. Medical issues (e.g., "we had a severe injury and had to call the paramedics")
  - 9.1.2.6. Any site-related issues or observations (e.g., "lots of mud meant we had trouble within cars getting stuck")
  - 9.1.2.7. Scores, teams, and officials for games
- 9.1.3. This history ought to be sufficiently comprehensive of all factors which may need to be recalled at a later date (for example, if an insurance claim is filed and we need to produce a summary of events).
- 9.2. Document Retention and File Saving
  - 9.2.1. The league shall adhere to strict document retention for all official documents, including:
    - 9.2.1.1. Board meeting minutes
    - 9.2.1.2. Committee meeting minutes for both standing and informal committees
    - 9.2.1.3. Member complaints
    - 9.2.1.4. Contracts or other long-term obligations
  - 9.2.2. Additionally, the league shall maintain centralized electronic storage for all league-related materials (spreadsheets, presentations, lists, etc), via a permissioned drive

## **10. Committee Membership and Operations**

- 10.1. Standing Committee Appointments and Eligibility
  - 10.1.1. Only Current Season league Members shall be appointed to Standing Committees
  - 10.1.2. A Member serving on a Standing Committee is not eligible to be appointed to another Standing Committee, unless they first surrender their initial Standing Committee position

- 10.1.3. Directors, outside of the Committee Chair position, are not eligible to be appointed to a Standing Committees
  - 10.1.3.1. If a Committee Member becomes a Director, they shall be automatically removed from the committee
- 10.2. Standing Committee overview
  - 10.2.1. There are 3 standing committees currently recognized by the league bylaws
    - 10.2.1.1. Travel Committee
    - 10.2.1.2. Ethics Committee
    - 10.2.1.3. Voting and Elections Committee
- 10.3. Role of Standing Committees in Shaping League P&P
  - 10.3.1. Each year, the standing committees will review and propose changes to the committee's respective policies and procedures, which will be reviewed by the Board, and as appropriate, incorporated into this document (following a vote to adopt any such proposals, changes, or requests)
  - 10.3.2. Committees may solicit feedback from league Members, or the broader community in forming their recommendations
  - 10.3.3. For the avoidance of doubt, the Board has full authority over the league's policies and procedures, and while it greatly values the input of all standing committees in the shaping the ultimate set of P&P procedures documented herein, the Board retains full authority to unilaterally change, modify, delete or supplement any recommendations made by any of the Standing Committees
- 10.4. Travel Committee Governance
  - 10.4.1. **Mission Statement:** The Travel Committee within the ATXGFL is dedicated to representing our community with pride, sportsmanship, and competitive spirit in national flag football tournaments. Our mission is to assemble a talented and diverse group of athletes who excel in the sport and embody the values of inclusivity, camaraderie, and respect. Through dedicated training, teamwork, and a commitment to excellence, our travel teams aim to showcase the skills and unity of the LGBTQ+ community and its allies on a broader platform. We strive to create an environment that fosters individual growth, teamwork, and a strong sense of community within our team and the broader flag football community.
  - 10.4.2. **Vision Statement:** Our vision is to unite the diverse flag football community across the greater Austin, Texas region, under a singular, inclusive, and formidable banner, transcending individual teams to form a cohesive and supportive citywide flag football family. Through shared values of inclusivity, respect, and sportsmanship, we envision a network where each team works hand-in-hand to elevate the sport and each other. By fostering this spirit of togetherness, we aim to create an environment where every player feels valued, supported, and empowered to contribute to flag football's greater success and growth in our vibrant city of Austin.
  - 10.4.3. Committee Structure

- 10.4.3.1. The Travel Committee comprises 2 elected positions (open and women's+ representatives) and 4 board-appointed positions; including and overseen by the ATXGFL Assistant Commissioner.
- 10.4.3.2. The 4 board-appointed positions are: Logistics Director, Communications Director, Social Director, Sponsorships & Fundraising Director.
- 10.4.3.3. The 2 travel community elected positions are: Open Division Representative and Women's+ Representative.
- 10.4.3.4. All interested individuals must first self-nominate before being either board-appointed or elected to their position.
- 10.4.3.5. Election Process
  - 10.4.3.5.1. Self-Nomination Eligibility
    - 10.4.3.5.1.1. ATXGFL league members who have previously participated in at least 2 NGFFL travel tournaments in the past.
    - 10.4.3.5.1.2. ATXGFL league members who have been a Playing or Non-Playing Member within the past two years.
    - 10.4.3.5.1.3. Potential candidates must be in good standing with the league by having no pending or current disciplinary actions.
    - 10.4.3.5.1.4. Self-nominations will be open in early November, with voting to happen concurrently with voting for the ATXGFL board positions.
  - 10.4.3.6. Elections
    - 10.4.3.6.1. Elections and board appointments for the Travel Committee positions will be held in November, allowing for self-nominations from league members interested in these roles.
    - 10.4.3.6.2. The voting body for the Open and Women's+ representatives will include players who have played in the most recent Pride Bowl or Gay Bowl tournaments.
    - 10.4.3.6.3. The board of the current fall season will vote to appoint the remaining 4 positions stated above.
    - 10.4.3.6.4. The term for all positions will run from December 1st to November 30th of the following year.
- 10.4.4. Duties of Travel Committee Positions: Each position within the Travel Committee serves a specific role, focusing on different aspects crucial for the successful operation, organization, and promotion of the travel teams within the league. These duties are intended to streamline operations, enhance player experiences, and contribute to the growth and development of the ATXGFL travel program.
  - 10.4.4.1. Assistant Commissioner:
    - 10.4.4.1.1. Oversee the Travel Committee.
    - 10.4.4.1.2. Serve as a liaison between the Travel Committee and the ATXGFL board.



- 10.4.4.1.3. Manage and facilitate the execution of Travel Committee decisions and policies.
- 10.4.4.1.4. Provide guidance and support to Travel committee members in fulfilling their roles.
- 10.4.4.1.5. Work with the Ethics Committee and ATXGFL Commissioner for any disciplinary actions.
- 10.4.4.2. Women's+ Representative:
  - 10.4.4.2.1. Serve as a liaison between the Women's+ teams and the Travel Committee.
  - 10.4.4.2.2. Assist with captains to determine the potential number of teams for each tournament.
  - 10.4.4.2.3. Assist captains with any issues that arise within the women's+ teams.
- 10.4.4.3. Open Division Representative:
  - 10.4.4.3.1. Serve as a liaison between the open division teams and the Travel Committee.
  - 10.4.4.3.2. Assist with captains to determine the potential number of teams for each tournament.
  - 10.4.4.3.3. Assist captains with any issues that arise within the open division teams.
- 10.4.4.4. Logistics Director:
  - 10.4.4.4.1. Order jerseys and flags for all travel teams.
  - 10.4.4.4.2. Assist in planning travel logistics and answer any travel-related queries for team captains.
  - 10.4.4.4.3. Remind team captains of any deadlines related to tournament registration, player registration, and travel deal opportunities.
- 10.4.4.5. Travel Communications Director:
  - 10.4.4.5.1. Create and maintain a travel players directory.
  - 10.4.4.5.2. Develop and enhance the league's social media presence.
  - 10.4.4.5.3. Collaborate with the ATXGFL promotions director to keep the travel page updated on the ATXGFL website.
  - 10.4.4.5.4. Assist in promoting travel team events and tournaments.
- 10.4.4.6. Travel Social Director:
  - 10.4.4.6.1. Organize and oversee social events to foster community within the travel teams.
  - 10.4.4.6.2. Plan scrimmages, travel send-off parties, and other social gatherings.
- 10.4.4.7. Travel Sponsorships & Fundraising Director:
  - 10.4.4.7.1. Secure sponsors for the travel teams.
  - 10.4.4.7.2. Collaborate with the ATXGFL sponsorships director and treasurer to secure funds for traveling.
  - 10.4.4.7.3. Develop fundraising opportunities to support travel teams.
- 10.4.5. Committee Changes
  - 10.4.5.1.1. In the event a committee member decides to resign, self nominations will be opened up within 10 days. The current ATXGFL board of directors will vote to fill the open spot.

- 10.4.5.1.2. In the event that a member of the committee is no longer fulfilling their role, a vote of 70% majority of the committee may remove that member from their position. Self nominations will be opened up within 10 days, and the current ATXGFL board of directors will vote to fill the open spot as soon as possible.

## **10.5. Ethics Committee Governance**

- 10.5.1. Responsibilities (in addition to what is discussed in the bylaws)
  - 10.5.1.1. Maintaining and updating Disciplinary Policies & Procedures (Section 6 of this document)
  - 10.5.1.2. Maintaining and updating the league's Code of Conduct
  - 10.5.1.3. Maintaining and updating the league's Conflict of Interest Policy
  - 10.5.1.4. Other appropriate matters, as raised by either the Board, the Board's Committees, or Current Season league Members
- 10.5.2. Structure / Committee Membership
  - 10.5.2.1. Chaired by the Board Commissioner
  - 10.5.2.2. Committee Members serve a 1 year term, and reappointed annually contemporaneous with the League's Policies and Procedures
  - 10.5.2.3. Annual appointment process consists of the following steps:
    - 10.5.2.3.1. Initial list of member is chosen by the Committee Chair in early December (subsequent to the Board Commissioners beginning their new term)
    - 10.5.2.3.2. That list is reviewed by the Board, and must be approved by a majority vote of the Board (with the Commissioner abstaining)
    - 10.5.2.3.3. Those approved nominees are considered conditional, until they are disclosed to the league as part of the annual Policies and Procedures Standard Process, and only considered 'confirmed' once the Standard Process is completed (following a league review and comment period)
    - 10.5.2.3.4. Members should avail themselves of the comment period to raise any concerns with the proposed committee members, and the Board will entertain those concerns commensurate with other concerns raised during that period
  - 10.5.2.4. Vacancies
    - 10.5.2.4.1. Following a Committee vacancy, the Committee Chair shall promptly nominate an eligible person for the vacant position.
    - 10.5.2.4.2. If the person nominated is willing to serve, the Board may appoint them with a simple majority vote.

- 10.5.2.4.3. Committee members appointed to a vacant position shall only serve the remainder of the original term which was vacated

## **10.6. Voting & Elections Committee Governance**

- 10.6.1. Responsibilities, beyond what is discussed in the bylaws
  - 10.6.1.1. To the extent they exist, maintaining and updating Policies & Procedures related to league-wide votes
  - 10.6.1.2. Be the governing body for any actions taken under Section XI of the bylaws (Removal of Director)
    - 10.6.1.2.1. In the event the Committee Chair is a Challenged Director, they shall recuse themselves from participation in the matter on this committee
    - 10.6.1.2.2.
- 10.6.2. Structure / Committee Membership
  - 10.6.2.1. Chaired by the Board Commissioner
  - 10.6.2.2. Committee Members serve a 1 year term, and reappointed annually contemporaneous with the League's Policies and Procedures
  - 10.6.2.3. Annually appointment process consists of the following steps:
    - 10.6.2.3.1. Initial list of member is chosen by the Committee Chair in early December (subsequent to the New Board Commissioner beginning the new term)
    - 10.6.2.3.2. That list is reviewed by the Board, must be approved by a majority vote of the Board (with the Commissioner abstaining)
    - 10.6.2.3.3. Those approved nominees are considered conditional, until they are disclosed to the league as part of the annual Policies and Procedures Standard Process, and only considered 'confirmed' once the Standard Process is completed (following a league review and comment period)
    - 10.6.2.3.4. Members should avail themselves of the comment period to raise any concerns with the proposed committee members, and the Board will entertain those concerns commensurate with other concerns raised during that period
  - 10.6.2.4. Vacancies (for Ethics and Voting & Elections Committee only)
    - 10.6.2.4.1. Following a Committee vacancy, the Committee Chair shall promptly nominate an eligible person for the vacant position.
    - 10.6.2.4.2. If the person nominated is willing to serve, the Board may appoint them with a simple majority vote.
    - 10.6.2.4.3. Committee members appointed to a vacant position shall only serve the remainder of the original term which was vacated
- 10.6.3. Election Governance

### 10.6.3.1. Candidate Guidelines

10.6.3.1.1. ATXGFL is serious about its mission of increasing tolerance and diversity and engendering respect and understanding. As such, we have established campaign guidelines for all candidates to follow. These guidelines are intended to ensure all candidates have a fair chance at winning. If any item is unclear, candidates should email [ATXGFL@gmail.com](mailto:ATXGFL@gmail.com) before you act.

#### 10.6.3.1.1.1. Campaigning

10.6.3.1.1.1.1. Candidates are required to campaign with consideration to Code of Conduct.

10.6.3.1.1.1.2. Candidates are encouraged to speak on previous experience that makes them the best candidate for the position

10.6.3.1.1.1.3. Negative campaigning will not be tolerated.

#### 10.6.3.1.1.2. Candidate Communications

10.6.3.1.1.2.1. Candidates may use whatever personal communications mediums they wish.

10.6.3.1.1.2.2. The League will not provide member contact information to any candidate.

10.6.3.1.1.2.3. The League will distribute a list of questions to the candidates for each position. The candidates may answer those questions as well as provide a personal statement about why they think they are best-suited to the job and contact information that they would like to be public.

10.6.3.1.1.2.4. A candidate may publish one campaign communication on the ATXGFL Facebook Group ([hyperlink to group](#)) and/ or the ATXGFL Facebook page ([hyperlink to page](#)).

#### 10.6.3.1.1.3. Campaign Finance Consideration

10.6.3.1.1.3.1. Candidates may not give voters any item or service of value in exchange for a vote. Examples include, but are not limited to: food, alcohol, tangible items, personal services, etc.

10.6.3.1.1.3.2. Candidates may spend no more than the preceding season's registration fee to campaign for their position.

10.6.3.1.1.3.3. No other persons, league members or non-members alike (including sponsors), may not vote or make direct or indirect campaign expenditures on behalf of any candidate.

### 10.7. Special Committees

10.7.1. The Board has one special committee formed for the purposes of hosting Austin Gay Bowl in October 2024

- 10.7.1.1. This committee is chaired by Matt Morgan
- 10.7.1.2. This committee operates as a standalone legal entity with its own 501(c)3 status: Pride Athletics and Recreation of Texas (“PART”)
- 10.7.1.3. Governance of this entity is defined in PART’s bylaws
- 10.7.2. The Board may create additional special committees with a majority vote; any such additional committees are subsequently to be reflected in this document

## **11. Public Relations and Permissions**

- 11.1. ATXGFL Name and Logo
  - 11.1.1. Usage of ATXGFL Name and Logo must be approved by the Board of Directors
  - 11.1.2. Any commercialization, including, but not limited to; player photos, videos, and league likeness, is requested to be reviewed for approval
- 11.2. Permissions
  - 11.2.1. Vendors, Sponsors, and Fundraisers that wish to use ATXGFL’s name or resources must gain approval by the Board of Directors

## **12. Policies and Procedures for this Document**

- 12.1. Philosophy
  - 12.1.1. This document serves the dual purpose of codifying the policies and procedures of the league, while also offering league membership both transparency into and the ability to hold the Board accountable to those policies and procedures.
  - 12.1.2. This document is designed to provide confidence to the league about critical operational, administrative, and play-related matters. As such, having clear processes by which changes to this document are proposed, shared, reviewed by league membership, and ultimately adopted is crucial.
- 12.2. Annual Policies and Procedures Adoption (the “Standard Process”)
  - 12.2.1. A new P&P will be adopted annually.
    - 12.2.1.1. In most cases, the prior year’s P&P will serve as the template and may not change at all, but the then-new Directors should review and formally adopt these procedures each year.
    - 12.2.1.2. The Board is responsible for maintaining and updating this document such that it can serve as both a roadmap leading into, and a history looking back on, any particular season.

- 12.2.2. It is imperative that a “refreshed” P&P be adopted as soon as possible at the beginning of the Board of Directors term starting December 1st (prior to the Spring season)
  - 12.2.2.1. This is particularly important if changes are going to be made to the Player Registration & Pre-Season Play Related Activities (Section 2), but in no scenario should the adoption delay past the start of Spring season registration.
  - 12.2.3. In concert with the league bylaws, the recommended pre-approval process for updating this document is as follows:
    - 12.2.3.1. As part of their transition of duties, any outgoing Director (whether in the Spring or Fall cycle), should review the entire Policies and Procedures Document in detail with their replacement director, and have a robust understanding of all league mechanics, so as to be able to take responsibility for any portions of the doc which pertain to their director position (regardless of where they fall in the document)
    - 12.2.3.2. Shortly after the Spring Directors assume their positions (~Dec 1st), it is recommended that all Directors prepare their own list of suggested updates to the P&P document
      - 12.2.3.2.1. For the avoidance of doubt, all directors are encouraged to think holistically about the document, and not narrow their scope to only the responsibilities aligned to their role
      - 12.2.3.2.2. Directors may caucus league members for input during this time, but that is not required
  - 12.2.4. The official approval process for the annual P&P review is as follows:
    - 12.2.4.1. The Board shall compile documentation making it clear what new changes are being proposed:
      - 12.2.4.1.1. The proposed new P&P
      - 12.2.4.1.2. An exhaustive list of all changes between the new and prior document
    - 12.2.4.2. The Board shall make those documents available to Full League Membership for a review and comment period of at least seven days, prior to officially adopting them
      - 12.2.4.2.1. During this time, the Board shall host an open forum Q&A to answer questions live, or come up with an asynchronous method of capturing input from the Board
      - 12.2.4.2.2. For the avoidance of doubt, this means that documents should be finalized and shared with Full League Membership 7 days before registration, if changes to registration are contemplated to registration
    - 12.2.4.3. Following the review and comment period, the Board shall vote to adopt the P&P, and if they received a majority vote, will be considered effective
  - 12.2.5. Within 24 hours of the Board vote passing, the Board will “publish” the new P&P to Full League Membership, either via email or posting publicly (such as to the League slack or public website)
- 12.3. In the event the P&P doc is not updated prior to registration, the Board should:

- 12.3.1. Find an appropriate mechanism to share transparency with the league, including an explanation as to why
- 12.3.2. Consider if changes need to be made, either to the document or to the Board, to ensure compliance with the document
- 12.4. Off-Cycle Updates
  - 12.4.1. Updates may be needed to the P&P between the cycles of the Standard annual process
  - 12.4.2. In the event such an update is required, the following processes shall be followed:
    - 12.4.2.1. If the changes contain material updates, or things which a reasonable member might believe to be material (including but not limited to travel eligibility, season schedule, season standing calculations, or committee governance), then the Board shall follow the Annual process outlined in 11.2.4
    - 12.4.2.2. If the changes are determined to be “not material”, then the Board shall vote to adopt the P&P, and if they received a majority vote, will be considered effective
    - 12.4.2.3. In either case, the Board will follow the post-vote procedures outlined in 11.2.5
- 12.5. League Member Suggestions to Change this Document
  - 12.5.1. League members may request changes to this document at any point in time, by emailing [atxgfl@gmail.com](mailto:atxgfl@gmail.com) and offering suggestions for updates.
    - 12.5.1.1. The board will review all member suggestions at the next regularly scheduled meeting,
    - 12.5.1.2. Following that meeting, the Board will promptly provide an update to the submitter, including any decision or feedback received
  - 12.5.2. Additionally, league members who wish to actively change the policies and procedures are encouraged to self-nominate for Board leadership positions, whether they be Directors positions, At-Large roles, or other committee positions which may be available.
- 12.6. Accessibility
  - 12.6.1. The most-recently approved version document is to be made publicly available to Full League Membership, or the public at large, immediately after such approval
  - 12.6.2. The league may choose to share this document with other cities’ leagues or the NGFFL in an effort to aid other leagues in their documentation and/or governance codification
- 12.7. Version Tracking
  - 12.7.1. All adopted versions are to be saved down permanently (e.g., via PDF) and archived according to the league’s document retention practices

### 13. **Appendix A: Code of Conduct**

- 13.1. **Inclusivity and Respect** - We value and celebrate the diversity of our league participants, including individuals of all genders, sexual orientation, gender identity, races, ethnicities, religions, and abilities. Core to our mission is treating all participants, officials, captains, teammates/competitors, and spectators with respect, fairness, and courtesy, regardless of their background; to that end, we ask that all league Members avoid offensive or discriminatory language and/or behavior at all times.
- 13.2. **Non-Discrimination** - Discrimination based on gender, sexual orientation, race, ethnicity, religion, disability, or any other protected characteristic is strictly prohibited. We are firmly committed to promoting an environment where everyone feels safe, welcomed, and included, free from harassment or marginalization.
- 13.3. **Fair Play and Sportsmanship** - Display good sportsmanship and fair play at all times, both on and off the field. Follow the rules and guidelines of the sport being played, respecting the decisions of officials and referees. Encourage friendly competition and teamwork, avoiding overly aggressive or harmful behavior.
- 13.4. **Inappropriate Conduct** - Any form of physical, verbal, sexual or emotional abuse, harassment, bullying, or intimidation is strictly prohibited. This includes, but is not limited to, engaging in violent or aggressive behavior towards any participant, official, captain, or spectator.
- 13.5. **Privacy and Consent** - Respect the privacy and confidentiality of all participants, refraining from sharing personal information without consent.
- 13.6. **Substance Abuse** - The use of illegal drugs, excessive consumption of alcohol, or any other substances that may impair judgment or endanger others, by players during games, is strictly prohibited. The ATXGFL follows all state/federal laws on alcohol consumption, so underage alcohol consumption is prohibited at any ATXGFL affiliated event.
- 13.7. **Conflict Resolution** - Address conflicts or disagreements in a respectful and constructive manner. Members may raise grievances to the attention of League leadership by completing the Member Complaint Form.
- 13.8. **Compliance with Local Laws and Regulations** - Adhere to all local laws, regulations, and policies applicable to the league activities.
- 13.9. **Consequences of Violations** - Violations of this code of conduct may result in disciplinary actions, including warnings, suspensions, or expulsion from the league, depending on the severity and/or frequency of the offense.



**14. Appendix B: Complaint Form**

- 14.1. Your Name (the complaint “Issuer”)
- 14.2. Your preferred email for correspondence associated with this complaint
- 14.3. The name of the person you are issuing the complaint against (the complaint “Recipient”)
- 14.4. Pattern / Frequency (choose one)
  - 14.4.1. Isolated
  - 14.4.2. Repeat incidents involving me
  - 14.4.3. My incident + I’m aware of similar incidents involving others
  - 14.4.4. Other (please describe)
- 14.5. Date(s) of Incident
- 14.6. Approximate time(s) of incident
- 14.7. Location of Incident
- 14.8. Nature of complaint
  - 14.8.1. Sportsmanship / Game-related behavior (may include physical aggression)
  - 14.8.2. Inappropriate sexual-related behavior
  - 14.8.3. Non-inclusive behavior (e.g., LGBTQ+, racist, sexist)
  - 14.8.4. Other (please describe)
- 14.9. Location of incident
  - 14.9.1. At ATXGFL fields
  - 14.9.2. At Official League or team event
  - 14.9.3. Other
- 14.10. Please describe in detail the issue(s)
- 14.11. Prior to this incident, can you describe any relevant context about your relationship / prior interactions with the Recipient?
- 14.12. How would you describe the severity of the offense?
- 14.13. What resolution are you seeking? What consequences do you think are appropriate?
- 14.14. Anything else to add?

15. **Appendix C: ATXGFL Conflict of Interest Policy**

- 15.1. **Purpose:** To ensure that the interests of the league are always prioritized and to maintain the trust of league Members and other stakeholders by managing conflicts of interest appropriately.
- 15.2. **Expectations & Disclosure:** All board members, committee members, and others persons or entities with whom the league has a material economic relationship (together the “Covered Leaders”), are expected to prioritize the league and its players in all league-related decisions, ahead of personal interests or relationships. All Covered Leaders must promptly disclose in writing any actual, or potentially perceived, conflicts of interest which may affect their ability to prioritize the league’s interests above their own.
- 15.3. **Recusal from Conflicted Decisions:** Individuals with a conflict of interest must abstain from discussions, votes, appointments (such a committee appointments), or other activity where their conflict may result in, or simply create the perception of, bias.
- 15.4. **Review of Conflicted Transactions:** Disclosed potential conflicts of interest will be reviewed by the board, and any transactions or arrangements involving conflicts of interest must be approved by a disinterested quorum of the board.
- 15.5. **Recordkeeping:** The league will maintain complete and confidential records of all disclosures, discussions, and actions taken regarding conflicts of interest, consistent with its document retention policies.