

1 **VANCOUVER MAINLAND FOOTBALL LEAGUE (VMFL)**

COMMISSIONER'S TRAINING CLINIC

2 **CLINIC OUTLINE**

- Role of the League Commissioner
- Role of the Game Commissioner
- Game Commissioner Duties and Responsibilities
 - Before the Game
 - During the Game
 - After the Game
- Rule Reminders
- Game Sheet Submission
- Question Period

3 **LEAGUE COMMISSIONER**

- 9-Man Commissioner and 12-Man Commissioner
- Role of the League Commissioners:
 - Train all Commissioner Trainers
 - Collect and review all submitted game sheets
 - Track all penalties and apply sanctions to players if required
 - Liaise with VMFL Coaches Coordinator on coaching sanctions
 - Clarify VMFL handbook sections for Clubs, Coaches and Players
 - Communicate VMFL Expectations to all Clubs, Coaches and Players
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4 **GAME COMMISSIONER**

- Role of the Game Commissioners:
 - Act as an extension of the League Commissioner
 - Coordinate with Game Day Officials and Teams
 - Know the rules that apply to the Division – read the VMFL Handbook
 - Be neutral and apply rules fairly – you are a key part of the game
 - Accurately document all facts without bias
 - Report all incidents of concern to the League Commissioner
 - Represent the VMFL and its values at all times during Game Day

5 **PRE-SEASON PREPARATION**

- Commissioner Trainers - Before the season starts:
 - Ensure there is a vest for the game commissioner to wear (mandatory)
 - Ensure there is a current year VMFL Handbook, a VMFL Penalty Code 2 laminated sheet and CRBTF Handbook, along with blank game sheets and working pens in the Commissioner's kit/box
 - Ensure all club game commissioners have been trained by an authorized Commissioner Trainer which is witnessed by a club President. Game commissioners must know Conduct of the Game, Field Set Up and Equipment, Player Participation Rule, Duties of Game Commissioner, Scoring

and Ejection sections of the VMFL Handbook

6 **PRE-SEASON PREPARATION**

- Commissioner Trainers - Before the season starts (continued):
 - Ensure either game commissioners, or a member of your club is identified and trained on how to properly submit game forms to the VMLF Commissioner and Scorekeeper
 - Seek clarification from the VMFL Commissioner regarding any questions you, or your club's game commissioner have PRIOR to the start of the season.

7 **GAME DAY CHECKLIST**

- Before the game:
 - Ensure each team is ready to play 30 minutes before game time
 - See that the player benches are in place, sideline yard markers are in position, goal post protections are installed, yardsticks and down boxes are on the sideline in place 15 minutes prior to game time
 - Ensure sideline officials (stick crew) is ready for the start of the game
 - Receive verified team rosters from each team completed on the official roster forms and PA Rosters (if applicable)

8 **GAME DAY CHECKLIST**

- Before the game (continued):
 - Ensure you have the VMFL Handbook, a VMFL Penalty Code 2 laminated sheet and a CARBTF Rule Book at the commissioner tent/table for every game
 - Introduce yourself to the Head Official and confer regarding game timing, size of game ball, field set up and recording of URs and OCs
 - Introduce yourself as the Game Commissioner to both Head Coaches and team Managers

9 **GAME DAY CHECKLIST**

- Before the game (continued):
 - Ensure you are able to remain on the sideline and perform the duties of the Commissioner for the entire game.
 - Ensure you wear a vest to identify yourself to game officials and teams as the Game Commissioner.

10 **GAME DAY CHECKLIST**

- During the game:
 - Observe conduct of team officials and players on team benches. If required, issue any instructions as required
 - Ensure that only team officials and players are on the team benches
 - Enforce rule that no fans are allowed behind players' benches
 - Only trainers or designates are allowed on the field when any injury occurs
 - If required, follow club emergency protocols for calling an ambulance
 - Note on the game sheet the team and number of any player for which an ambulance is called

11 **GAME DAY CHECKLIST**

- During the game (continued):
 - Coaches must ask the Commissioner to check in with the 10 play counter for their team.
 - Collect 10-play count sheets at half time and return the sheets to the 10-play counters (if necessary) at the start of the second half
 - Carry out disqualifications and suspensions as noted in Section 13 Ejections and Disqualifications in the VMFL Handbook.

12 **GAME DAY CHECKLIST**

- After the game:
 - Have game commissioner report completed with game score, relevant information and signatures. The penalty code area must be completed. Confer with the head official to ensure all reportable penalties have been documented.
 - Have the Head Official of all games initial the part of the game report where it states the number of officiating crew. This is to confirm the number of officials that officiated the game.
 - Ensure head coaches review and sign the commissioner's report at the end of each game.

13 **GAME DAY CHECKLIST**

- After the game (continued):
 - Sign the form as Game Commissioner.
 - If any Official, Coach, or you as the Game Commissioner have an issue or a concern that the League Commissioner should be aware of, check the "EMAIL TO FOLLOW WITHIN 24 HOURS" box and follow up with an email to the appropriate League Commissioner.
 - Provide the Home and Away copies of the game sheet to the Head Coach or team Manager once all areas are completed and signed.

14 **GAME DAY CHECKLIST**

- After the game (continued):
 - Reports and those days' rosters are to be scanned and e-mailed to the VMFL Commissioner by midnight game day. If you as the Game Commissioner have not been given that responsibility, please ensure the paperwork is given/sent to whomever submits game day paperwork for your association
 - NOTE: If game sheets are not submitted to the League Commissioner by the cut-off, the club will be fined and the team will forfeit the game if they won

15 **RULE REMINDERS**

- Player Participation Rule – VMFL Handbook 2.11:
 - Regular Season – Atom, Peewee and Junior Bantam
 - Each player is to be included in a minimum of 10 plays, excluding special teams and non-participatory plays (kneel downs)
 - Special team play to define kick off, kickoff return and PAT
 - Each team will supply two individuals, one will monitor their own team and the other will monitor the opposing team
 - Both monitors will sign the play count sheet when completed and submit the sheet to the game commissioner

16 **RULE REMINDERS**

- Player Participation Rule – VMFL Handbook 2.11 (continued):
 - Exceptions to the Player Participation Rule:
 - Injury or illness – physically unfit to continue playing
 - Ejection or disqualification – removed from the game
 - In both cases, the game commissioner crosses out the remaining 10-play boxes for the player, initials the line and makes a note at the bottom of the game sheet as to the reason for the line
 - NOTE – there are slightly different Player Participation Rules for playoff games – please refer to the VMFL Handbook if applicable

17 **RULE REMINDERS**

- Minimum Number of Players Dressed – VMFL Handbook 9.3:
 - If the minimum number of dressed players (VMFL Handbook 7.1 b) is not met by one or both teams this MUST be noted in the game report
 - If one team has less than minimum dressed limit and both Head Coaches agree then the game can be played, otherwise the game is a forfeit and in either case the score is recorded as 10-0 in favour of the team with the required number of dressed players
 - If both teams have less than the minimum dressed limit and both Head Coaches agree then the game can be played and the score is recorded as a 10-10 tie

18 **RULE REMINDERS**

- Ejections – VMFL Handbook 13:
 - Ejections/Disqualifications are generally a very high tension situation and as game commissioner you are in charge of bringing the situation under control
 - Enlist the Head Official to send the teams to their benches for a cool-off period
 - Discuss the situation with the Head Official to understand the nature of the ejection – you will be responsible for emailing a full report for every ejection to the League Commissioner

19 **RULE REMINDERS**

- Ejections – VMFL Handbook 13 (continued):
 - Ejections can be the result of a one time incident or a collection of smaller incidents
 - An accumulation of 3 Unnecessary Roughness penalties
 - An accumulation of 2 Objectionable Conduct penalties
 - Whatever the reason for the ejection, it must be carefully recorded on the game sheet with the EXACT quarter and time (ie 2 minutes left in the 3rd quarter) of the ejection

20 **RULE REMINDERS**

- Ejections – VMFL Handbook 13 (continued):
 - The game Head Official (HO) informs the game commissioner (GC) of the disqualification/ejection of player(s), coach(es) or team staff
 - HO and GC approach team(s) concerned and have the player(s) or the team staff member escorted from the playing field by a responsible team staff member (often manager)
 - Before a player is escorted from the field the player must remove their shoulder pads, game jersey and helmet. (Be reasonable - these are kids and ejection can be highly emotional)

21 **RULE REMINDERS**

- Ejections – VMFL Handbook 13 (continued):
 - A team staff member (or responsible person e.g. parent) must remain with the ejected player(s) or team staff member until the game is over

- Every Head Coach is ultimately responsible for the actions of their staff members. If a coaching staff member is penalized, the Head Official may eject the Head Coach – support their ruling
- The game will not resume until player or team staff member are removed from the playing area

22 **RULE REMINDERS**

- Courtesy Treatment – VMFL Handbook 12.2:
 - All game officials, game commissioners, and VMFL Executive must be treated with courtesy at all times during the entire season by all players, coaches, managers, and Association presidents. Any infraction or violation of this rule will be reported to the Executive Director for possible further action (including an investigation and imposition of sanctions if appropriate).

23 **RULE REMINDERS**

- Persons Permitted in the Commissioner Area – VMFL Handbook 2.6:
 - Officials, the game commissioner, VMFL Executive, Association Presidents whose teams are participating in the game and game related required personnel are the only people permitted in the commissioner area
 - Film crew or photographers must have approval from the game commissioner and BOTH coaches before the start of the game
 - All persons in the commissioner box must act in a sportsmanlike and respectful manner towards all participants in the game

24 **GAME SHEET SUBMISSION**

- Game Sheet Submission – VMFL Handbook Appendix N
 - Commissioner reports and rosters and play count forms are to be scanned by game into a PDF File.
 - Each game is to be scanned and saved into its own separate file. Each of the files must be named in the following way
 - Month-Day-Year Association (first six digits or the first 3 of each name) Game Time (military) Division (first 2 digits + 9 or 12)
 - IE: 09-05-2011 Coquit 1600 B12
 - IE: 09-05-2011 Burnab 1430 JB9
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25 **GAME SHEET SUBMISSION**

- Game Sheet Submission – VMFL Handbook Appendix N (continued)
 - For 9-man Divisions the PDF files are to be sent to commish9.vmfll@gmail.com
 - For 12-man Divisions the PDF files are to be sent to commish12.vmfll@gmail.com
 - All game reports need to be emailed by midnight on game day
 - All Scores are to be emailed to scores.vmfll@gmail.com within two hours of the last game at your park.
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26 **GAME SHEET SUBMISSION**

- Game Sheet Submission – VMFL Handbook Appendix N (continued)

27 **GAME SHEET SUBMISSION**

- Game Sheet Submission – VMFL Handbook Appendix N (continued)

28 **SUMMARY**

- Be Prepared – know the rules and know who to ask if you don't
- Be Fair and Unbiased – you represent the VMFL as a Commissioner
- Document and Record – your information is how our League runs

29 **THANK YOU**

- Thank you for taking the VMFL Commissioner's Training Clinic
- Our League runs on volunteer power
- Your Club runs on volunteer power
- Your volunteer time ensures the VMFL players can continue to play FOOTBALL

30 **QUESTION PERIOD**

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COMMISSIONERS CHECKLIST

Before the game:

- See that the player benches are in place; sideline yard markers are in position, goal post protections are installed, yardsticks and down boxes are on the sideline in place.
- Ensure you have the complete set of VMFL Rules (the Handbook) and a CARBTF Rule Book at the field for the game.
- Receive verified team rosters from each team completed on the official roster forms.
- Introduce yourself to the Head Official and both coaches.

During the game:

- Observe conduct of team officials and players on team benches. If required, issue any instructions as required.
- Ensure that only team officials and players are on the team benches.
- Enforce rule that no fans are allowed behind players' benches.
- Only trainers or designates are allowed on the field when any injury occurs. If required, call for or have Association President call an ambulance is required for an injured player.
- Coaches must ask the Commissioner to check in with the 10 play counter for their team.
- Carry out disqualifications and suspensions as noted in PART 13 of the Handbook.

After the game:

- Have game commissioner report completed with information and signatures. The penalty code area must be completed. You may need to confer with the head official.
- Have the Head Official of all games initial the part of the game report where it states the number of officiating crew. This is to confirm the number of officials that did said game.
- Ensure head coaches review and sign the commissioner's report at the end of each game.
- Sign the form as Game Commissioner.
- Reports and those days' rosters are to be scanned and e-mailed to the VMFL Commissioner by midnight game day. If you as the Game Commissioner is not given that responsibility, please ensure the paperwork stays with whoever is taking this on.

VMFL PENALTY CODES

PENALTY CODES:	
1	GAME DISQUALIFICATION
2	UNNECESSARY ROUGHNESS:
2a	HELMET-TO-HELMET CONTACT
2b	CLIPPING
2c	PILING ON
2d	LATE HIT OUT OF BOUNDS
2e	ROUGHING PASSER/KICKER/PLACE-KICK HOLDER/CENTRE
2f	FACE-MASKING
2g	HEAD TACKLING IN OPEN FIELD
2h	CLOTHES-LINING
2i	SPEARING
2j	BUTT-BLOCKING/-TACKLING
2k	ILLEGAL USE OF HANDS IN AN UNNECESSARY MANNER
2L	CRACK BACK BLOCK
2 m	DELAYED KNEE BLOCK
2n	HORSE COLLAR
2p	HAND TO THE FACE
2q	OTHER
3	OBJECTIONABLE CONDUCT

315

* PLEASE PRINT
IN BLOCK LETTERS:

VMFL COMMISSIONER REPORT

COMMISSIONER REPORTS
WILL BE EMAILED TO THE
VMFL COMMISSIONER.

FIELD LOCATION: <u>Mackin</u>	DATE: <u>Oct 17, 2021</u>	<input type="checkbox"/> 9 MAN
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DIVISION: FLAG ATOM PEEWEE JR. BANTAM BANTAM MIDGET

HOME TEAM: Coquitlam HEAD COACH: Jeff Cusker

VISITING TEAM: Richmond HEAD COACH: Sanjay Prasad

COMMISSIONER: Heather Wilson TEL: 778-838-4360 EMAIL: heatwilson@hotmail.com

- PENALTY CODES:** ① GAME DISQUALIFICATION ② UNNECESSARY ROUGHNESS
 ③ OBJECTIONABLE CONDUCT

PLAYER NAME	NO.	TEAM	CODE	PLAYER NAME	NO.	TEAM	CODE
<u>Isaac Mohamud</u>	<u>9</u>	<u>Richmond</u>	<u>2c</u>				
<u>Esaac Mohamud</u>	<u>9</u>	<u>Richmond</u>	<u>2c</u>				
<u>Massoud Nyazullaev</u>	<u>56</u>	<u>Coquitlam</u>	<u>2e</u>				

HEAD REFEREE: Bryd Dutchin
 UMPIRE: Justin Bronsweyk
 HEAD LINESMAN: Daryal Patel
 LINE JUDGE: Con Justice Blunt
 BACK JUDGE: Conston Parchment

Referee's Comment:

HOME TEAM: EMAIL TO FOLLOW WITHIN 24 HOURS _____ Signature

VISITING TEAM: EMAIL TO FOLLOW WITHIN 24 HOURS _____ Signature

GAME COMMISSIONER: EMAIL TO FOLLOW WITHIN 24 HOURS

FINAL SCORE: HOME TEAM: 41 VISITING TEAM: 0

GAME COMMISSIONER'S SIGNATURE: Heather Wilson



Official Team Roster

Head Coach: **SANJAY PRASAD** Phone () _____ Div. **12-MAN JR. BANTAM** Team: **RAIDERS**

Status	No.	Name	Year	Verified Association	Date(mdy)
	50	Adriano Maranhao	2008	Verified	10/21/21
	83	Anas Sabah	2009	Verified	
I		Anyan Adirakar	2009	Verified	
	60	Boston Gray	2009	Verified	
	36	Christian Yeh	2009	Verified	
	62	Connor Bull	2008	Verified	
	21	Cristiano Loyre Silva	2008	Verified	
A	80	Drayden Dhinjal	2009	Verified	
	9	Esaac Mohammed	2009	Verified	
	70	Iasjot Chahal	2008	Verified	
	58	Jayden Minhas	2008	Verified	
	15	Jujhar Sahota	2008	Verified	
	44	Justin Karunaratne	2009	Verified	
		Koid Graham	2009	Verified	
	60	Kharloz Delgado	2009	Verified	3/21/21
	202	Kingston Fairweather	2009	Verified	2/21/21
	10	London Jarman	2008	Verified	
A	33	Lukaas Thompson	2008	Verified	
	27	Marcus Bruyere	2008	Verified	
	68	Matt del Rosario	2008	Verified	
	42	Muhammad Ibrahim	2008	Verified	
	45	Rohin Grewal	2008	Verified	
		Santiago Aguirre-Sobranes	2008	Verified	
A	57	Sean Forbes	2008	Verified	
	63	Sebastian Labrador	2009	Verified	
	76	Tiffany Xie	2008	Verified	
	61	Treasure Kiranga	2009	Verified	
A	53	Veervijay Teja	2009	Verified	
	52	Yousef Wishah	2009	Verified	
	16	Ziad Sabet	2008	Verified	
	18	Cael Dixon	2008	Verified	10/21/21
A	24	Andrew Maheux	2008	Verified	10/21/21
FROZEN ROSTER					

Section 7 of the VMFL Handbook will be observed in completion of this roster or penalty will result.

Association: Richmond Minor Football League

Signature of President: 

Status Legend: Blank = Active I=Injured

S=Illness

A=Absent

D=Discipline



Coaches Code of Conduct

Appendix A

Association: RMFL
 Team: Raiders Division JB
 President: Aarron Thompson

Head Coach:

Sanjay Prasad 
 Print Name: Signed Date July 24 NCCP 6355740

Assistants:

Sheraz Mohammad 
 Print Name: Signed Date July 24 NCCP 5997543

Tim Sorensen 
 Print Name: Signed Date July 24 NCCP 6492231

DeShannon Forbes 
 Print Name: Signed Date July 24 NCCP 6496393

Ryan Horgan 
 Print Name: Signed Date July 27, 2021 NCCP 6471884

Trevor Casey 
 Print Name: Signed Date Aug 31, 2021 NCCP 6493705

DAVID SILVA 
 (TRAINER + MANAGER)
 Print Name: Signed Date SEPT. 1, 2021 NCCP 481154