



# POLICIES

Approved June 2017

## LDMFA POLICIES

*These policies are in random order*

### **PHILOSOPHY**

*The Leduc and District Minor Football Association's football program will at all times be based upon the following principles:*

1. The purpose of the Association is the enjoyment of the game by the participants.
2. The program is designed to emphasize the development of football skills and sportsmanship by all players, parents and coaches.
3. It is of utmost importance that the SAFETY of all individuals at all times, be a priority.

### **ABBREVIATION**

The name of the Leduc and District Minor Football Association may be abbreviated as LDMFA.

### **LEAGUE**

As a Member Club of the Capital District Minor Football Association (CDMFA) the Leduc & District Minor Football Association will adhere to the *Bylaws, Policies, Guidelines* and *Board Directives* of the CDMFA.

### **REGISTRATION**

***Fees:***

	<u>Regular</u>	<u>Late</u>
<b>Novice</b>	\$150.00	\$150.00
<b>Atom</b>	\$300.00	\$400.00
<b>PeeWee</b>	\$300.00	\$400.00
<b>Bantam</b>	\$300.00	\$400.00

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### ***Documentation:***

Along with a completed registration form, players of all levels are expected to show legal documentation showing their birthday (to confirm their age). Players eligible for Bantam may be required to provide one of the following: copy of their current student ID card, copy of a current report card and/or other formal document showing current grade (to confirm their grade). Players entering grade 10 at the beginning of the season are not eligible.

### ***Player's Missing Documentation/Information:***

Players will be given one week notice to produce the missing information. If after this week has expired, the player will not be allowed to play or practice until the missing information has been received by their Team Director or Registrar.

### ***Injuries:***

Each player is required to disclose any medical conditions as well as past injuries upon registration. If the disclosure is questionable LDMFA has a moral obligation to review the same and possibly request a medical release. It is a parent/guardian decision with special consideration being placed on past injuries. The coach and Director should be present at this meeting.

### ***Equipment Deposit:***

1. Requirements: Atom/PeeWee/Bantam: \$300.00
2. The equipment issued to each player is to be returned in a clean, laundered condition as well as in a good state of repair. The Executive is empowered to deduct a \$20.00 cleaning charge from the equipment deposit for equipment returned in an unacceptable condition of cleanliness.
3. If equipment is not returned by the required date or if equipment has been damaged, the Equipment Deposit Cheque will be cashed, without any special notice being given to the player's family.
4. The Executive is empowered to suspend a player (who has had her/his equipment deposit cheque cashed) from playing the following season.

### ***Fundraising/Volunteering:***

Two deposits are required for Novice, Atom, PeeWee and Bantam

1. Fund-raising Deposit \$200.00 (Due by August 1st)
1. Volunteer Commitment \$200.00 (Due by June 30th)

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### ***Association Fund-raising/Volunteering:***

1. The Executive is empowered to authorize "required" fundraisers that are part of the registration agreement.
2. The Executive is empowered to authorize additional required fund-raising mid-season, if it is deemed necessary.
3. The maximum fund-raising/volunteering obligation per household is what is expected for two registered players.
4. Parent/guardian is responsible to fulfil their fund-raising/volunteer requirements. It is the responsibility of the parent/guardian to approach the Volunteer Coordinator or Team Director or to sign up for "Dibs" on the website to sign up for their volunteer duties.

### ***Team Fundraising:***

Each team is empowered to do their own fundraising to raise funds just for their team.

### ***Cheques:***

1. All cheques are to be made payable to *Leduc and District Minor Football Association (or LDMFA)*.
2. A \$25.00 fee will be levied and collected for all returned cheques.
3. All un-cashed cheques will be destroyed by the Treasure no more than 5 days of date on the cheque.

### ***Refund of Registration Fee:***

1. If a player desires to quit a dated, signed Withdrawal Form must be presented to the Registrar.
2. If an Atom, Peewee, or Bantam player quits on or the last day of June of the current year, the total amount of the Registration fee (less a \$150.00 administration fee) shall be refunded.
3. Written requests for exceptions will be dealt with on a case-by-case basis by the Executive.
4. Players registered after June 30 of the current year, will not be eligible for refunds. Special circumstances will be dealt with on a case-by-case basis by the Executive.
5. All equipment must be returned prior to the issuance of a refund.
6. If any player quits before their equipment is issued a full refund shall be paid out to that player/guardian, including the \$150 administration fee.

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### ***Roster Size:***

Atom: maximum 30 registered players, unless desired by the Head Coach, approved by the Executive and allowed by the league. Registrations are taken on a first-come-first-serve basis. If more than 30 registrations are received, as required by the CDMFA and at the discretion of the head coach, the players will be divided into two or more teams..

PeeWee: maximum 50 registered players, unless desired by the Head Coach, approved by the Executive and allowed by the League. Registrations are taken on a first-come-first-serve basis. If more than 50 registrations are received, a second team may be created.

Bantam: maximum 50 registered players, unless desired by the Head Coach, approved by the Executive and allowed by the League. Registrations are taken on a first-come-first-serve basis. If more than 50 registrations are received, a second team may be created.

“First-come-first-serve” is determined by the order in which the registration forms are received by the Registrar.

Provided that the necessary coaches and equipment are available, the LDMFA will attempt to field a second team in a level if registrations reach:

- 55 for Atom
- 60 for PeeWee
- 80 for Bantam

A final decision regarding the number of teams will be made by the Executive on or before the first day of August in the current year.

Head coaches have some discretion to exceed the cap (with the approval of the executive) and to set a deadline when no other registrations may be taken, even if the cap has not been reached.

### **COACH/TRAINER TRAINING**

New LDMFA coaches and trainers will be reimbursed for the tuition and reasonable accommodation costs (based on double occupancy) of formal coaching courses or certificates after they have completed their first full season with the LDMFA. Returning coaches and trainers who have already completed a complete year with the association can be reimbursed at any time. Submission of receipts are to be given the Treasurer. Travel costs may also be reimbursed at the discretion of the Executive on a case-by-case basis. All costs require pre-approval by the executive.

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### **EXPENSE REIMBURSEMENT**

Volunteers acting on behalf of LDMFA can be reimbursed by the Association for purchases and expenses for normal budgeted items (any claim over \$100 must receive approval by the Executive).

Other expenses may be reimbursed at the discretion of the Executive on a case-by-case basis.

### **EQUIPMENT PURCHASES**

1. Prior to any equipment being purchased two comparable price quotes will be presented to the LDMFA Executive for discussion.
2. Equipment Manager must provide ample time to discuss the purchase.
3. Should the Equipment Manager require equipment and not be able to wait for the monthly meeting a budget of \$300 will be allowed to cover these contingencies.

### **EQUIPMENT**

1. Players registered with the Leduc and District Minor Football Association will be provided with the following basic equipment for the season:
  - Helmet;
  - Shoulder pads;
  - integrated pants (thigh, knee, hip and tail pads)
  - Practice jersey;
  - Game jersey;
  - One pair of game socks;
  - A mouth guard

If lost, additional pants, games socks and mouth guards can be purchased from the LDMFA.

2. The equipment issued to each player may be either new, used, or a combination of both depending on size and availability. New and used equipment will be divided equitably between all teams.
3. Players must provide their own appropriate cleat-type footwear (no metal cleats or flat footwear are permitted) and padded undergarment (girdle) if required.
4. Players may only wear their uniform or equipment for LDMFA sanctioned practices, games or events.
5. Any visible garments, excluding footwear, must be of team colours (black, gold, white), unless issued by LDMFA

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### ***Helmets/Shoulder Pads:***

1. Unless approved by the Club Equipment Manager, only helmets and shoulder pads supplied by LDMFA may be used. If a player chooses to wear required equipment not supplied by LDMFA (except for cleats), a waiver must be signed.
2. Unless approved by the Club Equipment Manager, no tape, stickers, writing, painting or the affixing of any type of object to the helmet is not permitted.
3. Tinted Helmet Visors can only be used if an ophthalmologist's note stating a medical reason for wearing one is given to the Team Trainer. An equipment waiver must also be signed for visors. The *tint* level of the visor must adhere to league standards. Visors are not supplied by the LDMFA.
4. Players personally purchased helmets (and other visible equipment) must be of the same colours as those issued by LDMFA.
5. Option of Helmet Program to families

### ***Game Film and Training Materials:***

1. All game film and training material purchased by LDMFA are the property of LDMFA and must be returned to the Clubhouse at the end of the team season.
2. All game film and training material borrowed from the Club House must be signed out and notify their Team's Director.
3. A \$100 fine will be applied to material that is not returned, or is not returned in satisfactory condition determined by the Team Director.

## **PLAYING TIME POLICY**

1. All registered players will play in every game for which they have practised, during both the regular season and playoffs.
2. The only exception to #1 is that Coaches must not play an athlete at any time the coach believes that playing exposes the athlete to undue risk of injury.
3. Within the confines of #1 and #2, the coaches have sole discretion to allocate playing time to each athlete (there is no expectation that every player will have equal playing time). The LDMFA does offer the following recommendations to coaches:
  - a. Take note that the league *recommends* [but does not require] that each player who fully commits to their team's program in terms of full attendance at practices and positive attitude should play a minimum of eight on-field plays per game.
  - b. Attitude, as well as skill level, could affect the amount of playing time for each athlete.
  - c. Players who do not attend all practices in a week may be given less playing

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*time. Throughout a practice week, several items are covered to prepare specifically for the coming opponent; therefore, those not in attendance will not have that experience and therefore, common sense dictates that the amount playing in the game would be affected.*

- d. Two-way play (having an athlete play both offence and defence continuously [does not get off the field] in the same game) is discouraged at the Atom and PeeWee levels. Two-way play should be used cautiously at the Bantam and levels, balancing competitive and fair play.

### **PARENT-COACH RELATIONS**

1. When a coach identifies a player who, for whatever reason, is experiencing problems, the coach will address his/her concerns (and what action should be taken) with the Team Director, who will communicate with the parents.
2. Similarly, should a parent have any concerns about their child's football experience, they should express those concerns to the Team Director (not directly to the coach), who will then liaise with the coach for resolution.
3. Formal Complaints must be submitted in writing by completing a Complaint Form and submitting it to the President.
4. If the director thinks that the coach should meet directly with this parent, this can be arranged for another day at a time agreeable to all parties (at least a one day *cooling off* period should normally be observed).
5. If it is deemed by the Level Director that a satisfactory solution cannot be reached by the parents and coach, then it will be directed to the Executive for review and a final ruling.

### **BEHAVIORAL DISMISSAL POLICY**

Coaches, parents and players must adhere to the code of conduct. If player is exhibiting negative behaviour on or off the football field, the following steps will be taken.

1. The Head Coach accompanied by another coach or their director will speak to the player privately to explain what behaviour is expected.
2. A second incident with the same player will result in a meeting to be scheduled by the team's director. Parties will include the Head Coach, director and parents/guardians of the said player. The negative behaviour will be discussed and what proper behaviour is expected.
3. A third incident will result in the player being suspended from all association activities for 1 week. Activities include games, practices, team building events and fundraisers.
4. Fourth incident occurrence, the Head coach and Team Director will discuss the full history and present the situation to the President. With their approval, the player will be dismissed with no refund.



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### **NON-COACHING TEAM STAFF**

Each team shall appoint, as needed:

1. a TEAM EQUIPMENT MANAGER who will provide any necessary equipment maintenance. This person is to be the team's liaison with the main LDMFA Equipment Manager.
2. a TEAM TRAINER provides medical assistance as required. Sports and/or emergency medical certification is required. It is especially important that this person attend all practices and games or arrange for a qualified replacement. The trainer will keep a paper copy of all player and team staff's medical information with them during practices and games.
3. a TEAM MANAGER helps make practical arrangements for team activities and coordinates the necessary contacting of players about practice or game changes, informing the head coach if a player will be missing a future practice or game.
4. volunteers to fulfil other duties, as desired.

### **TEAM AND FAN CONDUCT**

1. LDMFA Members are required to sign and abide by a Code of Conduct.
2. LDMFA Teams and Fans are expected to be respectful and positive toward all players, coaches, managers, directors, equipment managers, referees, executive members and fans (of all teams).
3. Volunteers working on "stick crews" must remain neutral (i.e. no cheering, no commenting to officials or players). This can result in a severe penalty affecting the team on the field.
4. When travelling as a team, a player's personal attire is expected to show good taste and class, as instructed by the coaches.
5. The use of profanity, gender specific, racist, homophobic and other insulting language in practice or games is not acceptable and will not be tolerated.
6. Use of illegal drugs and the abuse of alcohol is not acceptable within the Cat's Organization. This includes the use of *legal* substances by those underage.
7. Smoking is not permitted on the field or the sidelines during practices or games. In other situations, smokers are asked to move away from others when they choose to smoke.
8. Disciplinary actions relating to the above will be dealt with on a case-by-case basis, by the appropriate team official or the Executive. Such actions may include: an instructive reprimand, loss of game time, etc., even suspension from the team or exclusion from attending practices or games.

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### **POLICE CRIMINAL RECORDS CHECK**

All executive members, coaches, other team support staff (i.e. Team Manager, Equipment, Trainer, etc.) and LDMFA game officials, must provide to the secretary of the LDMFA a current (less than six months old) Release of Results of Vulnerable Sector Check annually. The LDMFA secretary will provide a letter indicating that this is for a volunteer position, if needed for the police agency to waive the fee. If there is a cost, the LDMFA will reimburse the volunteer. CRC's with unacceptable results will be dealt with by the President, Secretary and the Team Director for that team. CRC's must be received from coaches by June of the current season. If not handed in all involvement with players will be suspended until the paperwork is provided. LDMFA Secretary will hold all CRC Documentation in a secure location. Three months prior CRC of an affected member (anyone who is required as per these Policies) expires the Secretary will let them know and they have until the end of the three months to bring back the completed paperwork. If the paperwork is not submitted by June 1 of the current year, this person will be suspended from their position until their paperwork is up to date.

### **CONFIDENTIALITY AGREEMENT**

1. LDMFA Executive members, Coaches, and Team support staff are required to sign the LDMFA confidentiality agreement on an annual basis.
2. All points of the Confidentiality Agreement must be upheld upon signing of this Agreement
3. All members who wish to attend meetings where confidential and sensitive information may be obtained are required to sign the Confidentiality Agreement
4. Persons who breach this contract are subject to disciplinary measures, including dismissal from their position, as per Disciplinary / Ethics Committee
5. Upon breach of this contract, the affected person will be barred from meetings where confidential and sensitive information may be obtained.

### **COACHING EXPECTATIONS**

Coaches are expected to participate as fully as possible in practices and games. The Head Coach is responsible to see that all of the assistant coaches are meeting this expectation.

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### **COACHING SELECTION AND DISMISSAL COMMITTEE**

#### ***Selection Committee***

1. Selection committee shall consist of the Team Director of that team, the Vice President or President.
2. Any person willing to coach at any level will be required to make a presentation to the Coaches Selection Committee.
3. Selection Committee is required to verify Coaches' qualifications.
4. Selection Committee is required to explain to the coaches the roles and expectations of LDMFA
5. Selection Committee can make suggestions to the head coaches of who is available to coach, however, the final decision is left to the discretion of the head coach.

#### ***Dismissal Committee***

1. Selection will consist of the Director for that respective level, the President or Vice President, plus one non-bias executive member agreed upon by all parties
2. Meeting of the above mentioned people should occur within 48 hours.

### **TEAM NAMES**

Novice = The Leduc Cats

Atom = The Leduc Bobcats

PeeWee = The Leduc Wildcats

Bantam = The Leduc TiCats

### **EXECUTIVE PERKS**

1. Executive members receive a \$50 annual credit towards Cat Wear.
2. Executive members who are parents/guardians of players are expected to participate in mandatory fundraisers.
3. Executive members who are parents/guardians of players are not expected to sign up for the mandatory volunteering, but are encouraged to help as they are able.
4. The LDMFA will buy a thank you gift for executive members who have served at least one year and who retire from the executive.
5. Executive members are expected to attend a minimum of 80% of the scheduled monthly executive meetings or be available by phone during that time to vote if required. All other duties required for pre and regular season must be fulfilled in order to qualify for their executive perks.
6. Executive Directors who do not have a child on the team they are the Director for, LDMFA will give the Director a team picture as a Thank-you Gift.

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### **COACHES AND SUPPORT STAFF PERKS**

1. LDMFA will pay the insurance for all coaches and support staff for each level regardless of the number of coaches.
2. All coaches and support staff receive an article of clothing: one Catwear item per year to be determined by the Executive.
3. Head Coaches who are parents/guardians of players are not expected to sign up for the mandatory volunteering, but are encouraged to help as they are able.

### **DISCRETIONARY FUNDS**

1. Each team is given a budget of \$500 for the benefit of the team to be spent at the discretion of the head coach. Receipts must be submitted to the treasurer for reimbursement.
2. Prior to spending of the discretionary funds, the purchases need to be approved by the Executive Board.

### **YEAR END AWARDS**

The executive board will decide to have either an afternoon awards ceremony or a formal banquet to celebrate the season and its players

### ***GALA/BANQUET TICKETS***

1. As a matter of course, the following people are given free tickets to the season-end banquet: coaches, players, non-coaching team staff, executive members, LDMFA atom referee(s) and a guest speaker and his/her guest, if applicable.
2. From time to time, the Executive may offer free tickets to others in appreciation for their involvement with LDMFA.
3. Members of the press may be invited to attend the banquet if desired by the Executive.

### ***MACLAB***

1. An awards ceremony followed by lunch provided by the association

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### PAID POSITIONS

#### ***Equipment Manager***

1. Equipment Manager must inform LDMFA in writing by the November Executive Meeting of his/her intentions for the following year.
2. Equipment Manager Payment Invoice for the current year to be handed in for November board meeting for review; payment will be issued within 30 days.
3. LDMFA will either extend the contract with the current Equipment Manager or notify the current Equipment Manager in writing their desire to seek out other options for the position during the November board member.
4. Vacant Equipment Manager positions may be advertised on our website and other media outlets to provide fair opportunity to those interested.
5. Vacant Equipment Manager position shall be rewarded by December 30 prior to new season start.

### COACHING STAFF POSITIONS

#### ***Head Coach Positions:***

1. Head coaches must inform LDMFA in writing by the November Executive Meeting of his/her intentions for the following year.
2. LDMFA will either extend the Head Coach's terms or notify the current Head Coach in writing of their desire to seek out other options for the position during the November board member.
3. Vacant Head Coach positions will be advertised to internal coaches. If the position is not filled by an internal coach from LDMFA, then the position will be advertised on the LDMFA website and in local newspaper(s) if needed.
4. Vacant Head Coach positions must be selected by the last day of February and voted in by the executive prior to the new season.
5. Must comply with the LDMFA Coaches' Expectations Policy/Handbook (tbd).

#### ***Assistant Coaches:***

1. Assistant Coaches are appointed at each level by that level's Head Coach.
2. Assistant Coaches must abide by the LDMFA Coaches' Expectations Policy/Handbook (tbd).

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### ***Junior Coaches:***

1. Junior Coaches are appointed at each level by that level's Head Coach.
2. Assistant Coaches must abide by the LDMFA Coaches' Expectations Policy/Handbook (tbd).
3. Junior Coaches may not coach on a team of which the roster includes past teammates of that Junior Coach.

### **Awards and Recognition**

1. Teams winning City Championship will receive medals from LDMFA to acknowledge their accomplishments.
2. Players representing LDMFA for Atom, Peewee, or Bantam level that have the honor to be selected for a Football Alberta elite team or Summer Game team will receive an honorarium in the amount of their mandatory registration costs.
3. Special Recognition Awards for each level will be rewarded at the Awards Ceremony nominated by each level's coaching staff.
4. Special Recognition awards will be awarded according the specified guidelines/criteria in the Coaches' Handbook/Policy (tbd).

### **Injuries**

#### ***Taping and Strapping***

1. Injuries that occur during a game or practice will be taped as a first aide precaution if needed; this tape is provided by LDMFA trainer(s).
2. After initial injury within current season of play, tape is supplied and administered by an LDMFA trainer at the written request of a medical professional.
3. All players taped upon the request of a medical professional must seek medical re-assessment within two weeks of the initial written medical notification; a new medical assessment note must be attained at this time.
4. Upon the start of a new season, any pre-existing injuries that require taping will require the players to purchase/provide the tape necessary. Tape will be made available for purchase through LDMFA.

#### ***Concussion***

1. LDMFA follows all guidelines provided by the Canadian Coaching Association. Concussion Protocol and Return to Play steps will be taken before any athlete is able to return to the field safely. A doctor's note stating the player is safe to return to the field must be provided prior to returning.

(end of policies)