**Stony Plain Football Association (SPFA) Policies and Procedures 2015**

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**Stony Plain Football Association (SPFA) Policies and Procedures**

**Mission Statement**

**To provide a safe, developmental and sportsman-like environment while playing and learning football.**

These policies are to be reviewed and updated on an annual basis prior to any registration dates for the upcoming season.

1. Registration
	1. Fees
		1. Registration fees must be **paid in full** and all deposit cheques given before any player will be issued equipment or allowed to participate in any practice or game during the regular season.
		2. Fees will be decided by the Executive before registration and may vary due to differences between each teams costs and requirements
		3. **NSF Cheques**: There will be a charge (at the current bank rate) for any NSF cheques; this charge will be paid by the registrant. After a parent issues an NSF, the club will not accept a second cheque as a form of payment. Only cash or PayPal is acceptable. Parents must also reimburse SPFA the NSF fee.
		4. Executive credits can be applied to registration fees. Each Executive position and each Head Coach is entitled to a $100.00 registration credit. This can be applied to one registered player only per Executive member only.
		5. Registration cheques can be postdated up until April 1, but thereafter must be dated the day of registration. Special exceptions are reviewed on a case by case basis by the treasurer, registrar and president.
		6. All registration and deposit cheques are to remain in the possession of the treasurer. Deposit cheques will be cashed upon notification of the bingo manager and/or the equipment manager.
		7. All cheques will be cashed on or around the 1st and 15th of the month.
		8. No player will be issued equipment without proper documentation in place and registration cheques cleared. The registrar notifies the equipment manager when a player is eligible to receive equipment.
		9. No refunds after May 31st (except players who register June 1st or after, shall be given a 7 day grace period). Special exceptions reviewed on a case by case basis. New nonrefundable deposit = $85 for all levels, regardless of date of registration (based on cost of socks, admin fee and spring camp).
		10. Players who quit must return their equipment within 14 days or equipment deposit cheques will be cashed.
		11. The registrar will appoint individuals whom he/she has trained and deems qualified to accept registrations to avoid mix ups with cheques and missing information.
	2. Age Requirements
		1. Atom players between 8 – 10 years of age (can be older than 10 during the current calendar year).
		2. Pee Wee players between 11 – 12 years of age (can be no older than 12 during the current calendar year).
		3. Bantam players between 13 – 15 years of age (can be no older than 15 during the current calendar year and are **not** entering High School).
		4. Junior players are first and second year High School players and must attend Stony Plain Memorial High School or St. Thomas Aquinas High School.

1.2.4.1 Players must meet the Edmonton Public High School League requirements

* 1. Roster Sizes
		1. SPFA conforms to CDMFA rules with respect to minimum roster sized upon Team Registration.
		2. If at any time there are enough registered players to form more than one effective team at any level, a Special Meeting shall be called by the Team Managers where player’s names will be drawn from a hat to form the teams. This will be done on a positional basis, (for example: all quarterbacks in hat, all linemen in a hat, etc.) The intent of this is to provide a balance between team roster sized and coach to player ratio.
	2. Fundraising Requirements
		1. Bingo System
			1. Executive Members and Head Coaches are exempt from mandatory bingos but may agree to volunteer to them on an as needed basis.
			2. Mandatory Association fundraisers (bingos) will be required for each player registered, (the number of which will be determined by the current year’s Executive). A $100.00 undated cheque per fundraising commitment will be required upon registration. The Bingo Manager will return these to members upon completion of fundraising commitments.
			3. Opt out fees for fundraising are payable in full at time of registration upon the agreement between a parent and the Bingo Manager.
			4. Failure to fulfill fundraising duties will result in cheques being cashed without notice being given.
	3. Insurance
		1. All players must be insured through Football Alberta before they can participate at SPFA camps, practices and games.
		2. Insurance for the Executive and supplementary volunteer personnel is to be paid by SPFA.
		3. Accident insurance applied once all other forms of coverage (i.e. Alberta Health Care, private/work, etc.) have been exhausted.
			1. If finances do not allow claimant to pay expenses and wait for reimbursement through their own coverage, SPFA Executive will consider loaning the funds on the case by case basis.
	4. Registration Refunds
		1. There will be no refunds on registration fees paid unless.
			1. Any player who withdraws **before** the first regular season game, shall be entitled to receive a full refund (100%) of the registration fees paid less a $50.00 administration fee.
			2. Any player sustaining a season ending injury before the first regular season game shall be entitled to receive a full refund (100%) of the registration fees paid less a $50.00 administration fee.
			3. If a season ending injury occurs during SPFA related activities after regular season games begin 0% or the registration fee paid will be reimbursed.
		2. Prior to consideration of a refund of registration fees paid, or a portion thereof:
			1. Equipment must be returned to the Equipment Manager in good and clean condition. The Equipment Manager will then issue a signed Equipment Form (See Addendum A) to the player.
			2. Upon receipt of the completed Equipment Form, it is the Team Manager’s responsibility to contact the Executive at the next regular meeting for a refund if applicable.
		3. There are no refunds on any fundraising functions done throughout the year.
		4. Procedure for refunds is:
1. Contact Registrar
2. See 1.6.2
3. Obtain refund from Treasurer
	1. Registration assistance
		1. Registration Assistance is available through “Kid Sport”.
	2. Equipment
		1. Two undated cheques, the amount of which shall be determined by the current Executive, will be required each time equipment is issued. One cheque will be for equipment deposit and the other for equipment cleaning. The cheques will be returned upon return of equipment that is **clean** and **in good condition**.
	3. Referees

The Facilities Director shall work in conjunction with the Atom/Pee Wee Managers on all aspect regarding the referees for Atom/Pee Wee games.

* + 1. Payment for Atom/Pee Wee referees is the responsibility of both the Facilities Director and the Atom/Pee Wee Managers. Monies are provided by the SPFA through the Atom/Pee Wee Manager or Facilities Director.
		2. Referees must sign a receipt for payment.
1. Coaches
	1. Expectation of Coaches
		1. Coaches should be aware of and follow the Coaches Code of Ethics as set out under Addendum B – Policies.
		2. Head Coaches will be welcome to attend meetings of the Executive in order to maintain communications with the Executive. Head coaches will be given time at the beginning of each Executive meeting to voice concerns or share information.
		3. All Head coaches must submit in writing, a list of all assistance coaches to be approved by the Executive. Furthermore, they must get Executive approval for any other assistance coaches they wish to add throughout the calendar year.
	2. Coaching Certification
		1. Head coaches for all levels must have the Theory Level 1 and Technical Level 1 of the coaches’ certificate.
		2. SPFA shall promote and encourage certification for coaches at all levels and will reimburse approved associate costs upon Executive prior approval.
		3. All Head Coaches, Assistant Coaches and Trainers are required to provide a current RCMP criminal check which must be provided to the Registrar for safekeeping on or before May 15th of the calendar year in which they will be coaching or their first spring practice whichever is earliest. No coaching personnel or field staff shall be allowed to assume their duties until their Criminal Check has been returned to the Registrar for safekeeping.
	3. Coaching Selection

All Head Coach applications must be submitted in writing to the Executive on or before February 15th.

* + 1. In the event more than one coach is applying for a position, a coaching committee will be formed; this committee will meet on or before March 1st to determine who will gain the position.
		2. This committee will be formed of 3 eligible voting members of the Association, the Team Manager for that level and the President. Voting shall be done by a show of hands in the room without the prospective coaches present. The President shall only cast a vote in the even or a tie.
		3. The President of the SPFA will officiate over this committee.
		4. Head coaches will serve a two (2) year term, re-application for positions need to be made as per policy 2-3.
		5. Coaches have the option to continue with their position after the initial two year term with approval from the Executive.
		6. Coaching performance will be reviewed and discussed each year at the Coaches AGM.
		7. Coaches AGM will be held prior to the Executive AGM.
		8. A Head Coach can only be removed from his/her position by a formal grievance process as per policy 6.0.
		9. Coaches can be replaced at any time with just cause and after review by the Executive.
		10. It is further understood that the SPFA reserves the right to advertise for a new Head Coaches even if there is an incumbent Head Coach in place.
		11. Any former coach who has left the club and wishes to return may do so with the approval of the current board of executives.
	1. Coaches Committee
		1. The coaches committee will consist of 7 members: Atom manager, Pee Wee Manager, Bantam Manager, 3 coaches from the high school program and the SPFA president.
		2. Managers will provide feedback from parents and actual on field experience.
		3. High School coaches will evaluate coaching performance.
	2. Coaches Code of Ethics (Addendum B)
1. Player Code of Ethics (Addendum C)
2. Parent/Spectator Code of Ethics (Addendum D)
3. Fair Play Recommendations.
	1. Play Time
		1. Play time expectations shall be clearly communicated by coaches to parents and players at their team’s pre-season meeting and reinforced throughout the season.
		2. Play time is subject to regular attendance, compliance to Player Contract, participation at practices, coachable behavior, and ability and player safety.
4. Grievances
	1. Grievance Committee
		1. A grievance committee shall be formed by the Association and shall consist of members from the Executive and the Association President.
		2. If a complaint is about the President of the SPFA then the Vice-President shall preside over the committee.
		3. There must be 1 eligible voting member to represent each team represented (Atom, Pee Wee, Bantam and Junior).
		4. Each team must have 1 eligible voting member to represent it, and may not include any person already sitting in an Executive position of SPFA.
		5. All grievances shall be held in strictest confidence by all parties involved and only the President or Vice President shall have the authority to disseminate the ruling of the Grievance Committee to the affected parties.
	2. Grievances (at team level) shall be handled as follows:
		1. Grievances should **never** be discussed before or while a game or practice is in progress.
		2. Parents and players **must** observe a 24 hour cooling off period before discussing any disputed with their Manager.
		3. Parents or players may approach team Manager directly to address any problems or concerns they may have **after** the 24 hour cooling off period has been observed and after the team has been dismissed. Parents must also at this point allow a reasonable and agreed to period of time for the Team Manager to investigate all sides of the Grievance before pressing forward with a written Grievance Form.
		4. If not satisfied with the outcome at the team level, parents or players may make a formal complaint. SPFA uses the CDMFA grievance from, which is available from a Team Manager or any member of the Executive.
		5. No complaint can be considered by the Executive unless put forward to the Executive in writing.
5. Parent/Player Responsibilities
	1. Player Responsibilities
		1. Each player will be issued the proper equipment before the season. It is the parent’s and the player’s responsibility to ensure the player is fully and properly equipped and ready for all practices and games.
		2. If not properly equipped for a game or a practice the player may be excluded from play for safety reasons.
6. Parent Handbook (See Addendum E)
7. Membership
	1. Any individuals who are residents within the current SPFA boundaries or those residing outside those boundaries but granted membership by the Executive of the SPFA may become members of the SPFA. Each parent or legal guardian of each registered player within the SPFA or any non – Parent, Coach, Assistant Coach, Manager, Executive member or Volunteer granted membership by the Executive.
	2. The Executive may expel or suspend any Member(s) from the membership and/or their child(ren) from participating in the SPFA program if: The conduct of the Member(s) or Member(s) child(ren), is determined by the Executive, in their sole discretion, to be improper, unbecoming or contrary to the interest or reputation of the SPFA; or the Member(s) or the Member(s) child(ren) willfully commits a breach of the Bylaws, Policies, Code of Conduct, Rules or Regulations of the SPFA in effect. No Member(s) or Member(s) child(ren) will be expelled or indefinitely suspended without being notified of the charge or complaint against them.
	3. Member(s) may withdraw with written notice to the Executive. The effective date of the withdrawal will be the date on which the notice is received by the Executive.
	4. Member(s) will remain liable for payment of any dues, fees or amounts levied or which become payable by the Member(s) to the SPFA prior to the effective date of their withdrawal. Any Member(s) who withdraws, received warning(s) or suspended from the SPFA will forfeit all right, claim or interest arising from or associated with membership as they are no long a Member in Good Standing. Unless specifically approved by the Executive, the Member(s) who have received warning(s), suspended or withdraws, or whose child has received warning(s), suspended or withdraws will not be entitled to refund of any fees that have been paid up to that time.
8. Executive
	1. An Executive member may be removed from the board by the existing Executive with proven just cause.
	2. Executive positions may retain their position till they choose to step down or are removed by the Executive with just cause as per 10.1.
9. RCMP Criminal Record Check
	1. Any Member(s) who have a criminal records check returned back with a current, past or pardoned record of a sex related, vulnerable sector, violent crime and other offences that the Executive deems a concern in relation to dealing with youth will not be eligible for coach, assistant coach or hold an executive seat.