

2021 Managers Meeting

Rostering

- Proper numerical Rosters must be entered into RAMP.
- Only registered players and rostered staff may be on sidelines during games. Any staff on the sidelines, at any point, must be included on the roster. There are NO EXCEPTIONS to this rule. If they are not on your roster, they are not insured.
- If your club currently uses RAMP, you will input the rostering on your own website and it will sync with the CDMFA site through the "League Tie In" feature.
- If your club does not use RAMP, you will be sent a login for the "admin" page on the CDMFA website.
- Teams are to exchange Numerical Rosters before games. Any players not dressed should be marked with a line through their name. Any suspended players should be marked with a line through their name and "SUS", indicating their suspension.
- *RAMP Club Logins for Peewee and Bantam have been emailed out to the club contacts. If you haven't received them please contact Tanya (cdmfatechdir@gmail.com)*

Reporting Scores

Midget

- The "Home" team is responsible for entering the final score as well as confirming the rosters on the CDMFA website. This must be completed no later than 24 hours after the conclusion of the game.
- The "Visiting" team must verify the score on the CDMFA website no later than 48 hours after the conclusion of the game.

Bantam/Peewee Flag

- The "Home" team is responsible for entering the final score as well as confirming the rosters on the CDMFA website. This must be completed no later than 24 hours after the conclusion of the game.
- The "Visiting" team must verify the score on the CDMFA website no later than 48 hours after the conclusion of the game.

Atom/Novice Flag

- No reporting required

CDMFA [Manager's Resources](#) can be found on the CDMFA website under Resources > Club Resources > Manager's Resources. You will find all the information needed for the season on those pages.

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Safety Person Training **New**

As per Football Alberta, one designated member of your staff is required to be the “Safety Person” on the staff. The Safety Person is required to be a Certified Athletic Therapist or equivalent **OR** is required to take the Football Alberta Safety Person Course by the start of your season. The course is 1 hour and 50 minutes and can be watched on their own time. The Safety Person should be listed on your submitted roster to Football Alberta.

[Football Alberta Safety Course - Free](#)

“Home Team” Responsibilities

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- The home team is responsible for providing 5 volunteers per game to cover stick crew (3 volunteers) and scoreclock (2 volunteers).
- 6 or 9 A-Side games, cones and field set-up

Flag

- Bean bags, sideline cones and field set-up

Emergency Action Plan

- If you do not have your own EAP, please use the CDMFA Emergency Action Plan Document which can be found under [Manager’s Resources](#) on the CDMFA website
- More information on EAP’s can also be found in Football Alberta’s Safety Course

Parent Meetings - it is highly recommended that each team/club hosts a parent meeting prior to the kickoff of the season. This will allow your team/club to set very clear expectations, which will support your head coaches in a big way.

New Coach Responsibility Role - does your club have a plan in place to support your head coach(es)?

Raffle Tickets - distribute, collect and record raffle tickets