# CDMFA Board Meeting Minutes

1. **Call to order**

Ali called to order the regular meeting of the CDMFA Executive Committee at 6:39pm on February 10, 2022.

1. **Roll call**

**Attendance**

**-John, Fort Sask**

**-Michelle, Raiders**

**-Colleen, Rams**

**-Tracy N, Wolverines**

**-Nick, Seahawks**

**-Nathan, Stony Plain**

**-Rita, Spruce Grove**

**-Mel, Chargers**

**-Kim, Camrose**

**-Dylan, Fort Mckay**

**-Kurtis, Leduc**

**-Dwayne, Parkland**

**-Leslie, Beaumont**

**-Nicole, Millwoods**

**-Codey, Wetaskawin**

**-Geoff, SAMFA**

1. **Approval of minutes from last meeting**

**- Motion - John, Fort Sask**

**- Second, Nathan, Stony Plain**

* Ali shares Tracy’s President’s notes. Congratulate everyone on Football Alberta Awards. Tracy wants to thank everyone for their committee work and how far we have come in such a short time. Committees will be presenting their work tonight.

1. **Committee Reports 5X5**(max 5 minute summary followed by max 5 minute Q&A)  
   Presented by either the Committee Chair, or the CDMFA Exec appointed as liaison to the committee.
   1. **President Report (Tracy K)**

* Ali shares Tracy’s President’s notes. Congratulate everyone on Football Awards. Tracy wants to thank everyone for their committee work and how far we have come in such a short time. Committees will be presenting their work tonight.
  + 1. **Staff Contracts, Job Descriptions, Conflict of Interest**
* Tracy has finished these documents and they are ready to sign. We continue to be transparent with these contracts as that was an issue for a lot of clubs in previous years.We have ask 2 members of the board of directors (clubs) outside of the CDMFA Executive to be apart of this process which was a success. Tracy will get these documents signed as soon as she is back in Edmonton and can make arrangements.
  + 1. **Service Agreement with GEFFA**
* Tracy has been working on the GEFFA contract which has been completed and signed by the CDMFA, now moves to be signed by GEFFA and filed. We will talk more about GEFFA details later in the agenda as we go.
  + 1. **Committee Structure**
  1. **Bylaw & RPP (Tracey N)**
* Committee working on the definition of member. A PERSON rather than a CLUB clarification. Right now Bylaws read more so the “club” definition of membership. Also need to address the modern language around “they” versus ”he”. Breaking down bylaws into sections so the bylaws never need to change. We will have policies which are living documents and can be easily changed to support the club best and not need a vote at AGM to adjust to our needs. Like COVID, and needing to have meetings online etc
  1. **Communications (Tracy N)**
     1. **Internal**
* Tracy K will be chairing this committee and working with Chantell. We should have proper emails within our clubs such as [president@westedmontonraiders.com](mailto:president@westedmontonraiders.com) and other members of club organizations so streamline information and able to easily pass along when there are coach and board changes. Same at the CDMFA level. Communications for events and other things be consistent.
  + 1. **External**

-Sharing Club social media for the groups. Clubs should supply a tag they want to be tagged in to support each other on social media.Chantell will help clubs with social media launcher and planner as well as content. Capitalize on business connections and clubs connections to help each other with a bigger piece of the pie with 2500 members instead of each club trying to get somewhere with 100 members.

* 1. **Finance – Fundraising (Chantel)**
     1. **Raffle (Darryl / Tracey N)**

-Tracy N wants to share more details around the committee discussion and clarification around the raffle. The raffle has to be paper tickets. Not online tickets. Sept 15th is the fall roster deadline we will have a meeting to hand tickets out, then another one to bring them back as a club. Ali asks if we have to wait for Sept for the Spring season. Spring season roster deadline would work the same way. Talk about different ways to issue them. We can deliver to clubs to hand out too. We can decide these details as the season goes.Darryl suggests talking to your parents about how to opt out of this option when you register. Either way the tickets would ALL have to be returned and entered to have a legitimate raffle. Michelle suggests sending parents an email from last season parents to ensure they understand. Mel asks what the prize is.

Right now is $60 000 profit. More prize details will be send out. The surplus right now looks like $90 000 and funds will then go to the sustainability committee to work on and bring back. Todd asks about the opt out process, why would you opt out. AGLC says we can not force anyone to gamble. Clubs will need to pull the list from ramp to ensure who has what tickets and that they are returned. More discussion around the clarification around fees. Ali explains the ticket booklet system. If you play flag you will be charged $50 and get 5 tickets. If you then play tackle you will pay $100 and get 10 tickets and then will return them ALL for the 1 time raffle draw in the fall. We need to remember these are LEAGUE FEE expenses NOT membership fees. 2 very different additional costs. Membership fees are $10 for spring and $10 for fall. Football Alberta Insurance, Membership and Football Canada Membership fees are $17 for non contact and $40 for contact. Clubs asking how do they run a spring camp. If you have a kid playing tackle in the fall charge them the $40 now and they won’t have to pay it again. If the kid will never play tackle charge them the $17 now and they won’t have to pay it again. If someone does run without insurance and something happens it affects us all as we are an association. Tracy N asks how to run a drop in. Can they have a consent form signed and register under a free Ramp registration. Ali and NIck clarify the difference between accident coverage versus negligence coverage.Darryl explains if you run through Ramp registration under the 2022 Football Alberta Membership season you will be covered for under Football Alberta Insurance for any off season programs you run. Nick shares you can also by one time only special event insurance so may be better for a one off situation.Darryl shares anyone on the field, board, staff, trainer anything need to be registered on Ramp free of charge and CDMFA will bill you in the fall. Michelle shares you can open your own Ramp season and be billed directly through Ramp if you’d like to register families without having to pay the set fees. The goal is to have CDMFA driven events instead of club one off events. Darryl shares organizations right now dealing with lawsuits in BC. Coaches making comments about a players weight and is being personally sued.

* + - 1. **Reread the motion: Board of Directors Meeting Dec 2, 2021, Item 19a**

**Motion made to proceed with the Raffle Campaign for $250,000 to cover the league fees. Details on execution of the campaign will be documented and shared by the committee. Spending of any surplus from this initiative to be decided on a separate motion at a later date.**

**Motion: Nick, Seahawks**

**Second - Terry, Mustangs**

* + 1. **ELKS Fundraiser**
* Chantelle provides the Elks season seat QR code program. She suggests this be a CDMFA initiative not club run to reach more members together. We would share online the QR code and the CDMFA would be paid per season seat renewal. Platinum seats could earn us $125 and so on. Document is loaded on CDMFA website for exact details. These funds would then be added to the surplus from the raffle and go to the committee to come up with ways to spend for clubs and members. Terry asks if we can us the QR code on previously renewed 2022 season seats. Tracy K to find out and let us know as well as look at how many CDMFA are season ticket holders and what the possible revenue would be. These funds will follow the same motion made for the raffle around how the funds are spent. The QR code would take you directly to the CDMFA and wouldn’t have a club option.

Question from Dwayne. He asks by the CDMFA doing this we are taking away opportunities for the clubs to do fundraising on their own. Ali explains that this is one option for clubs to support but are more than welcome to continue to do their own. Chantelle has also but together the following presentation around the “FUN”raising handbook she has created for clubs. This document is also on the CDMFA website for exact details.

* + 1. **Fundraising Referral Handbook**
* Chantelle provides more details around a lot of different options. The initiative is meant to be a number of ideas the CDMFA finds and sets up and sends them to the clubs to do themselves. Nick shares the same feeling as Dwayne. Really wants to ensure we aren’t doing too many CDMFA level fundraisers so the clubs aren’t asking too much of families. Ali shares the idea of the “handbook” is to know what works for clubs, give them the ideas and options they can run and what needs a higher membership number to be successful to the CDMFA level campaigns. Smaller fundraisers would be much more lucrative for smaller memberships.Ali shares the waterpark as an example, We need to sell 1000 tickets. A much larger undertaking for smaller clubs but the CDMFA would use their membership numbers to the larger membership to ensure clubs don’t lose the money on tickets unsold. Use that this season and see what works and what doesn’t. Ali speaks to the feedback of some clubs have a lot of money and some clubs are struggling. We need everyone to be sustainable and the CDMFA wants to support in areas clubs can’t do with smaller membership numbers.Nick shares clubs should be looking how parents can commit time in things like bottle drives instead of asking them for money upfront. CDMFA wants to support networking around the city and clubs working together and become even more successful.
  1. **Sustainability (Tracy K / Nick)**
* This committee comes from the questions brought forward last season around how to we ensure the CDMFA is financially sustainable. We didn’t have an answer. Big problem. Insert this new committee. Tracy K will appoint a chair person to this committee and they will be asking for you guys and your clubs to join them on this committee to gather ideas and bring us back a plan to ensure this is living strong in the future. Nick will be the chair of this committee as he is passionate about this need.
  1. **Discipline (Lawrence / Terry)**
* Terry explains the committee is working on a complaint process and have created a digital form that will be on the website for field complaints that will filter through an email address assigned to this process which will be read and actioned by the chair of the committee, co chair, CDMFA president as well as the committee itself. Tracy K and Terry being the Chair of the committee will have a process in place for if a situation arises where the complaint is around them or someone one the committee that person would have to recuse themselves and pass along to another member to be handled accordingly. If a complaint is within an organization or a team, it would go back to the club to handle themselves. If it is a complaint regarding an issue with 2 clubs the CDMFA would help assist both sides and/or mediate if needed and handle according to policy and the disciplinary committee process in a hearing. Our biggest goal with this committee and complaint process is to educate, hold people accountable, THEN discipline only if needed. Along with this comes a CDMFA code of conduct which we would like to see mirrored within clubs to support progress together. This code of conduct also is in line with the Universal Code of Conduct coming down from Football Alberta and Football Canada. Players above the age of 12 will have to sign the code of conduct as well as the parent so they consent and understand their actions. Lawrence shares the past CDMFA code of conduct did not meet requirements from Football Alberta or Sport Canada so he basically started from scratch while using the above mentioned codes of conduct. Most important things to remember is WE have to be the role model for these young athletes and set the tone for proper behavior. It also includes the issues around social media posting and online abuse of members and what is expected. Novice and Atom would be the responsibility of parents and coaches to share, Peewee and Bantam kids are old enough to read, talk to and understand this process and should be shared directly with them. Members also being aware they are responsible for the company they keep on the field as well as in the stands. Lawrence explains the change in issuing fines against coaches. Under the Societies Act this isn’t something we can actual enforce. Disciplinary action is still under discussion within the committee and may be anything from games suspensions, coach suspensions or other actions agreed upon by the clubs and committee moving forward. Tracy N shares she loves these changes, but asks how to deal with parents to executive harassment. We will never take it out on the kids but parents may need to be removed from club events. Also how do we prevent this excused parent from joining another CDMFA club. Terry shares we are working on ways to track these complaints against members and advise all clubs. These documented records will be kept by the CDMFA for 7 years or as long as that family is a member. Terrys shares the CDMFA would only need to step in and help mediate if the parent says no, I don’t want to deal with that club, they are corrupt, we would support the conversation with the club to ensure that club is given the opportunity to know whats going on, try to make it right or just learn from previous mistakes. The form being used on the website will ensure that the person filing the complaint gives us their contact info and name so it can be carried on within the process if needed but won’t be publicly shared if they chose not to. We want to ensure the family is protected but also gives the accused the right to address their accuser. If this is a

sensitive matter it would ensure the accuser is trusted. Any complaint that has anything to do with a crime, abuse or anything of the sort it will be sent directly to the RCMP, EPS, Children Services or Human Right Commission and not processed within the CDMFA. Any committee member will be available to support clubs through these processes unless it is a legal matter. Jon asks if a parent complains about play time etc would the CDMFA hear that? Only if it escalates to us. That should stay with clubs. He also suggests maybe sharing the Code of conduct with the EFOA since they seem to be coming down harder and harder each year as to

what is acceptable. Darryl will send all of these documents to the clubs to be voted on so please ensure you are having open dialogue with your board and field staff to ensure they know whats coming and can ask questions and feedback before it is voted in at the AGM.

* 1. **Coaching (Ali / Chris M)**

-Ali shares the coaching committee is going well. They have their first roundtable discussion this week so please join them in their 9-a-side meeting next week Feb 16th. The coaching committee will step in and help support coaches going through the learning process so when Terry receives a complaint about a coach, they can go back and look at his training and touchbase to find what programs this coach may need to take, or retake based on behaviors. Chris Malo is trying to ensure these clinic are kept in house where all coaching talent within our membership can help to teach and support each other along the way throughout the seasons as well. When certifications are needed we would then use the Football Alberta facilitators to attend at that time. They also want to focus on coaches mental health. They can take on a lot sometimes and needs to remain that role model for their kids. We will have a child therapist come and speak to coaches around how to handle their mental health as well as support their kid’s mental health as well. Any new coach or anyone who needs support, absolutely send them our way.

* 1. **Program (Ali)**

**-**Ali shared his idea around joining forces with the new facilities opening in the city. We need to have this committee to come up with “asks” for our Program Managers to contact these facilities and set up these programs we want to have. The committee will also come up with a calendar of events to ensure we are covered to run programs all year round and build our clubs memberships and provide consistent training experience. This will prevent clubs fighting over the recruitment of kids from the facilities and events they run. If the CDMFA does these events they would point kids to the clubs within their boundaries. Information kits regarding their club would be provided to them to them register there. Ali will be asking for clubs to join this committee to help with these ideas.

* 1. **Boundaries (Ali)**
* Erin will provide the update for the boundaries committee. Following the same direction of other committees of coming together and building football in the city of Edmonton. The goal is to offer the most programs to the most kids while respecting geographical boundaries. An option provided is to open registration within the city of Edmonton to all 5 clubs so kids can play with their school friends and community friends as they are already bussing all over the city for different schools, parental custody arrangements etc. Outside of the city of Edmonton is another story. Stony plain and Spruce Grove for example have their communities but also have the area of Parkland county. This is where the committee need feedback from clubs with their issues to move forward. If players want to leave the city they live in to go somewhere else it would be a process through the CDMFA. This would be to prevent the idea of recruiting “super teams” forming and being recruited.The committee will be sending out these asks to all clubs. All clubs will be consulted in this change and how it affects your individual clubs. Grandfathering kids would be moved to the release committee. Tony will be calling city teams, Erin will call out of town clubs. Nick shares his concerns around clubs outside the city being able to vote on boundaries for the city of Edmonton clubs as it does not affect them, but they are being given a say. This is a work in progress and definitely needs more work to move forward. Ali also shares his idea of an 8km radius of the players home being their boundary. The release committee will have to work closely with boundaries. Ali shares a conversation with Justin M where if we allow 1 kid to play wherever he wants to may force a club to fold without the minimin roster now meaning 17 oher kids are now not able to play or relocate.
  1. **Release (Ali)**
* the release committee is stalled due to the boundaries committee needing to reach an agreement to continue. They do have a suggestion around changing the process to clubs would be able to release 5 players per season per club. BUT only 3 of those 5 players would be able to go to 1 organization. So SAMFA could release 5 players in one season but only 3 of those 5 could be released to the Raiders. So every organization would only lose 5 players per season as a maximum but clubs could gain an unlimited amount of players per season.There would no longer be any import rules. If there is a kid following a coach or clubs trying to build an elite team, these situations would be heard by the CDMFA disciplinary committee. Again an issue we will see is parental custody. Our goal is for every kid to play football. This info is to share the work the committees have been doing. It will be discussed further. This also needs to be added to the disciplinary committee work. Geoff clarifies the difference between someone not being happy with a club going to the organization or the CDMFA, if it is a breach of conduct, it would go to the disciplinary committee. A release is the last step of process, if conflict can not be resolved. Rita says in the future we would love to see Ramp give us the ability to only register where they are suppose to play. Clubs would expect the opportunity to speak to or change the issues a parent needs.
  1. **Retention/Recruiting/Marketing (Kim)**

- Focus is on these 3 items right now. Recruitment events hosted by CDMFA and clubs would share the cost. Joint practices and scrimmages to be supported and clubs share those costs. Also a parent event, to learn something like Football 101. Ali shares the committees work has been great. We can’t recruit without retention. We need to also invest in dynamic marketing and not static marketing which is very expensive. Michelle suggests adding the How did you hear about us? Question on Ramp so have feedback as to where to invest your marketing money. Tanya and Darryl will be responsible for booking events and ensuring we have insurance and everything needed.

Questions around committee work and when it will be done. Michelle shares committees are trying to get as much done this season as possible without making more work for clubs. Ali thanks everyone for their work and discussion around these topics. It has been 2 hours of us diving into some sensitive issues without anyone raising their voice or being disrespectful. Huge win for us!

1. **Staff Updates**
   1. **Darryl**
      1. **SnowBowl**

-Snow bowl has been cancelled due to ice under the turf surface area leaving it not safe.

* + 1. **Midget Program & Registrations**

-Midget right now has 6 Midget teams, Flag has 30 teams. 2019 flag had only 4 teams! If you are running camps you need to register on the 2022 Football Alberta Membership fee. When it comes to opening Fall registration the non refundable league fees of $100. This is this issue for clubs right now. We need to find a way to be able to have kids come out and not have to pay those fees until registered. Millwoods is using prepaid credit cards and having the families pay them. Clubs are asking if they pay the $17 for non contact in spring can they just pay the $23 difference through Football Alberta? Darryl will find out for sure. M

*After the meeting the CDMFA spoke to Ramp and have created a promo code to give to families who are not able to pay.*

* + 1. **Field Bookings**
* Darryl sent out special dates etc from clubs.
  + 1. **Auditor submission**
* the auditors report has been sent off.
  + 1. **Society Return**
    2. **RAMP Registration Procedures / Upcoming Training**
* Register and Manager meeting Tuesday Feb 15th online

Darryl’s Notes:

* Football Alberta AGM had some changes. Vulnerable sector checks has to be filed every 36 months for anyone who has direct contact with the kids to be completed as per our insurance policy. Club to keep the copy. VSC. CDMFA is applying for a program to pay for these checks upfront. Football Alberta as decided to support the CDMFA and other leagues within Alberta with any issues our members need after we have exhausted all our policies in place without resolution. Last season they were not willing to be involved in conflict resolution unless it happened during Provincial games or on a Provincial stage.
* GEFFA contract details. Darryl shares the differences between GEFFA and CDMFA flag programs. GEFFA is a developmental system of no competition, more play no practice. Less commitment, no contact programs. This will be for kids who don’t right now have the time to commit to a competitive schedule and maybe a multisport kid who wants to try football at only an hour a week. 8 week spring program.
* CDMFA is a competitive, more commitment and the next level of loving the sport. This is for football families and more progression. We want to work with GEFFA to encourage more kids to start football. GEFFA will support the CDMFA by paying for a full time employee, as well as send us registration funds with the $10 CDMFA membership fee per member they have. Again more membership numbers means more growth in numbers. GEFFA can be a feeder for the CDMFA programs and clubs.
  1. Tanya
     1. **Girls Spring Tackle**
* Registration is open. 12 teams, Minimum roster will need to be in by Feb 28th. U16 and U19. recruitment camps coming up at Foote field 20th and 26th. Elks players and media will be present.
  + 1. **GEFFA Spring NFL Flag**
* Registration is open
  + 1. **GEFFA – Elks Fall Flag Negotiations**
* 1 year left with GEFFA/ELKS contract
  + 1. **GEFFA – Edm Community League Negotiations**
* GEFFA is in talks with community leagues to have another sport for kids. With NFL flag communities don’t need to deal with equipment etc. They are also very interested in paid coaches. GEFFA is finding these paid coaches who have applied for these programs, players from Huskies, Storm, Bears, Wildcats as well as free play. Another meeting next week to see where we land for 2022. Biggest age group right now is 4-5 year olds. That is huge for the growth of the CDMFA.

1. **New Business**
   1. Covid Information Sharing
      1. Covid information is changing/updating in the coming weeks. Please stay informed by following the correct source document: <https://www.alberta.ca/covid-19-public-health-actions.aspx>
      2. We cannot mandate vaccinations. We can only remind people of the current AHS guidelines and the fact that some facilities are participating in the REP. A simple reminder posted to your website and/or part of your registration package is all we can do at this time:
         1. Example: Female Tackle Camp Registration: <https://www.cdmfa.ca/article/71919>
         2. “Some sport facilities where football activities are scheduled in the greater Edmonton area are participating in the Alberta Government Restrictions Exemption Program. It is the responsibility of all participants to be aware of the provincial health orders and follow the guidelines as applicable.”
2. **Round Table Feedback**
3. **Adjournment**

Michelle adjourned the meeting at 9:15pm

Minutes submitted by: Michelle McKay

Minutes approved by: