



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

2023 CDMFA COACHES MANUAL

INTRODUCTION:

First and foremost, we would like to thank you for volunteering your time and effort for the CDMFA 2023 football season. An organization such as CDMFA cannot run without its volunteers and your contributions to the association are one of the cornerstones of our continued success.

Because a head coach is such a visible and prominent representative of the association, you will be held to a higher standard than most. This is primarily due to the responsibility that the position of the head coach has to their team and the organization (it is very important to remember that the promotion of good behaviour will have a very positive effect on those around you and it is equally important to remember that bad behaviour will have the opposite effect).

As a head coach in the Capital District Minor Football Association, you will be counted on to represent the association in a constructive and positive manner at all times. You must always keep the child's best interest front and centre and you must always ensure that the environment around your team is a positive one. Because of this, there will be certain expectations and responsibilities that the association will have on you as a head coach and these should be a common occurrence in the day to day operations of your team. As the head coach, you are one of the most important role model that your players, their parents, your assistant coaches, opposing coaches and the Officials have to measure their actions and themselves to. The example that you set is the one they will emulate – good or bad.

GUIDELINES FOR THE DEVELOPMENT OF OUR COACHES:

While no doubt some individuals are better suited to coaching than others, it is true that coaches are made not born. The CDMFA wishes to maximize the coaching potential within the association and we're committed to implementing a developmental plan, from the day an individual first volunteers. Such a program requires dedication from the volunteer and the association as well as the presence of some technical expertise to develop and support the coach; the association is focused on a developmental model that will ensure a high level of quality across the organization.

The CDMFA coaching philosophy combined with a strong development program is designed to ensure a meaningful and successful experience for our coaches, players, and parents alike.

The creation of the CDMFA Training Centre will allow us to keep all training in house and focussed on not only providing the required coaching certifications but also creating opportunities for further development on programs relevant to all our programs. This will be the opportunity to use our own CDMFA coaches experience and expertise while also using relationships to bring in other coaches and partners as resources for our coaches.



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CERTIFICATION REQUIREMENTS:

Following the NCCP standards for coaching, the one-year grace period is the time a new coach would have to move from “in training” to “trained”

- this grace period does not apply to Head Coach positions as they must be “Certified”
- Refer to the NCCP Operations Manual, or coach.ca for details.

2023 Coaching Requirements for Atom, Peewee and Bantam Tackle Coaches

- “Making Headway” Module - online course
- NCCP Safe Sport Module (free online course)
- “Safe Contact” - in class course
- “Community Coach Trained” - including online and class courses

Note: coaches who have completed “Certified Competition” or “Introduction Position Coaches” or above, are exempt from the Community Coach Training.

Note: To become a Certified Position Coach, you must submit the clinic workbook, pass the online MED Exam and complete an on-site evaluation.

- Police Information Check
- Vulnerable Sector Check

**Coaches who are Certified Competition Introduction Position Coaches or above are exempt from the Community Sport Novice Coach Training and are included in the minimum number requirement. To become a Certified Position Coach, you must submit the clinic workbook, pass the online MED Exam and complete an on-site evaluation.*

This information can all be found in the 2023 CDMFA Coaching Standards & Requirements Policy:

[2023 CDMFA Coaching Standards & Requirements Policy](#)

COACHES RESPONSIBILITIES:

Head Coach:

- Serve as the official spokesperson on behalf of the team
- Establish rules for the team and oversee the supervision of the players
- Effectively communicate with parents and players
- Coordinate the delegation of responsibilities to the assistant coaches and manager - Plan on and off-field activities and design practice plans in consultation with the assistant coaches
- Plan, implement and control pre-game preparation and communication with the team
- Ensure with team manager that numerical roster is correct and printed off to provide one copy to opposing team coach and manager during pre game meeting, and one copy to the announcer
- Provide continuous positive and constructive feedback to the team staff
- Report to the association through the Executive Director or Designate
- Bantam/Peewee provide post game feedback to the CDMFA after every game ([Coaches Feedback Form](#))
- Provide feedback to the organization at the end of the season



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COACHING PHILOSOPHY & CODE OF CONDUCT:

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Coaching Philosophy and Code of Conduct has been developed to aid coaches in achieving a level of behaviour, which will allow their athletes to become well-rounded, self-confident and productive human beings. Although this code is directed toward coaching conduct, it equally applies to other members of the "Team Leadership Staff," i.e. managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the Athlete.

CDMFA Coaching Philosophy

As a Coach I have a responsibility to:

1. I understand that I am a representative of the Capital District Minor Football Association (CDMFA) as well as my team and will act accordingly at all times. Any inappropriate conduct towards the CDMFA Executive, representatives of other organizations, volunteers, parents, players and/or officials will not be tolerated.
2. I understand that being a coach is a position of trust and means I am first and foremost, a teacher. I will be a positive role model and teach my players basic skills, techniques and strategies, and will give all my players the opportunity to improve their skills, gain confidence and develop self esteem.
3. I will ensure all athletes receive equal instruction, support and appropriate fair playing time.
4. I will respect every athlete's dignity. I will refrain from the use of profane, insulting, harassing or otherwise offensive language in conducting my coaching duties.
5. I will maintain open lines of communication. I will communicate with players, parents, opposing coaches and staff, officials, volunteers and administration honestly, generously, fairly and with integrity.
6. I will learn and know the rules of the game and the policies of the league and will support and uphold them to the best of my ability.
7. I will treat opponents and officials with due respect, both in victory and defeat, and encourage athletes to act accordingly. I will actively encourage athletes to uphold the rules of their sport and the spirit of the Game.
8. I will demand a sports environment that is free from drugs and alcohol and will refrain from their use at all games,



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practices and events. I will never coach a game or conduct a practice if I am under the influence of drugs or alcohol.

9. Zero Tolerance for Abuse of Officials - Behavior Management Policy

Fair Play Code for Coaches

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents. 3. I will ensure that all athletes get equal instruction, support and fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

THE PARENT MEETING:

The parent meeting is a key opportunity to illustrate your leadership abilities as the team's head coach. To start the year off right, it's all about setting expectations from the beginning of the year and effectively communicating with your team and parents throughout the season. Here are some key points to review at the meeting.

- Coaching philosophy, skill development, playing time, etc.
- Codes of Conduct: Read through Coaches, Parents and Players Codes of Conduct.
- Expectations of players and parents
- Team rules: These should be tailored to the category and level of football being played. Bringing clarity to the rules of the team and gaining agreement from the parent group is an essential element in successfully starting the season.

EMERGENCY ACTION PLAN:



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It is very important that your teams implement an Emergency Action Plan to ensure that they can properly respond to a player if they are injured.

The coach, manager and safety person should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

1. Safety Person

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player.
- Do not move the athlete.
- Assess the injury and status of the player, and decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your predetermined signal to your call person, control person and your pre-determined first aid/medical person.

2. Call Person

- Makes calls when emergency assistance is required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally this person is at all games and practices and not involved on the sidelines.
- Has a list of emergency phone numbers.

3. Control Person

- Pre-determine the location of the AED and other emergency equipment in the Facility.
- Retrieving the AED and/or first aid kit and bringing it to the injured player if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teammates, other participants and spectators are not in the way.
- Advise opponents, officials, facility staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the field is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured player (Have helmet air pump available if required by EMS)



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Please refer to the 2023 CDMFA Code of Conduct for your reference.

[2023 CDMFA Code of Conduct](#)

COACHES POST-GAME FEEDBACK FORM:

- Online form to be completed by each Head Coach post game - The Post-Game Feedback Form was designed and instituted to help identify best-practices by CDMFA coaches, to recognize coaches for their efforts and commitment to continuous learning and improvement. This is critically important for new coaches, or coaches trying to develop and progress through the levels of certification. Feedback such as this can tie in to NCCP development and possible PD points too.