

Policy Category	Operational - Program
Policy Name	CDMFA Registration Policy & Procedure
Source	CDMFA RPPs 2021, Football Alberta, "Football Canada Competition Review 2018," LTAD Implementation Guidelines 2022, CDMFA Bylaws
Date	Voted March 2023**

## Registration

These rules apply to all levels of play unless superseded by specific rules for that level.

### 1. PLAYER REGISTRATION

- 1.1. Teams must register their players for league play through the CDMFA managed online system.
- 1.2. Teams are not required to submit paper copies of documentation to the [CDMFA Executive](#) for all players at the beginning of the season. However, they are required to keep such documents, and produce copies of such documents at the request of the [CDMFA Executive](#).
- 1.3. Each team shall appoint a volunteer, hereafter called a Team Registrar that will be responsible for their Club's registrations.
- 1.4. Each team shall appoint a volunteer, hereafter called a Team Manager that will be responsible for scorekeeping on the CDMFA website.
- 1.5. Website access shall be granted by the CDMFA Executive.
- 1.6. Before the start of each season, permissions for the previous season in the online system shall be removed for all teams.

### 2. ROSTERS

- 2.1. Team Roster: a running list of all active and inactive players on a team, utilized by coaches and officials throughout the entire season.
- 2.2. Game Day Roster: those active players who will be dressed and scheduled to play for a particular game.
- 2.3. To ensure alignment with LTAD and deliver the best player development:
  - 2.3.1. Non-equipment practices, camps, and flag football programs can happen at any time of the year.
  - 2.3.2. Equipment practices, games, camps, and jamborees will only take place at specified times. This schedule will be prepared by the CDMFA Executive and Staff and have all necessary approvals from Football Alberta, and will be posted no later than February 1 of each year.
- 2.4. Team rosters on the CDMFA online registration system, must be updated prior to the team registration deadline with the minimum number of players (as defined in 2.8.1.1).
- 2.5. No player shall practice or play with equipment unless and until They are registered on the CDMFA [registration website](#).
- 2.6. Jersey numbers must be entered into the CDMFA Team [webpage](#) on the CDMFA website before the first regular season game.
  - 2.6.1. Jersey numbers must align with the game day rosters.
- 2.7. No team shall knowingly register a player if they are already registered with another team. If

a player is registered with two teams in the same season, the registration for the new team will be considered void.

- 2.8. Team rosters for 12v12 tackle will be limited to a maximum of 50 players. Teams may register more than 50 players for try-out purposes but may not play a league or playoff game with more than 50 players on the roster. The CDMFA Executive may allow, on a case by case basis, additional registrations over the 50-man limit; however, these cases are to be judged on their individual merits and will in no case be considered to be precedent-setting.

- 2.8.1. Each team must have a maximum number of players on their roster, after which they have to start thinking of other options (Football Canada Competition Review, April 2018)

- 2.8.1.1.

	Minimum to start season	Minimum to play game	Recommended to play game	Maximum to begin thinking of alternative options
Touch 5	7	5	7	7
Touch 7	9	7	9	9
Flag 5	7	5	7	7
Flag 7	9	7	9	14
6-a-side	9	8	10	10
9-a-side	17	13	15	15
12-a-side	30	24	28	45

- 2.8.1.2. A player injured for the season may be removed from the roster, and another registered player may replace the injured player on the active roster. (CDMFA, March 14, 2018)

- 2.8.1.3. U18 (Midget) Season: Allowances will be made to have more than 50 players on the Team Roster, however only 50 players can be active for any game. Ratios to remain 10, 20, 20 (grade 9, 10, 11). (CDMFA, February 13, 2019)

- 2.8.1.3.1. Only for Midget Season 2023: Allowances will be made to have more than 50 players on the Team Roster, however only 60 players can be active for any game. Ratios to remain 20, 20, 20 (grade 9, 10, 11). (CDMFA, March 9, 2023)

- 2.8.2. Once a player is removed from a team roster they cannot be reactivated in that season of play.
- 2.8.3. If a player is deactivated from a game day roster, they can be reactivated during that season.
- 2.8.4. At the U18 (Midget) level, rosters shall be further broken down as follows: Ten (10)

roster spots are reserved for Grade 9 players, Twenty (20) roster spots are reserved for Grade 10 players and Twenty (20) roster spots are reserved for Grade 11 players.

- 2.8.4.1. If the allocated spots for grade 9's cannot be filled with Grade 9 players, then these spots shall not be filled at all. The same applies to the allocated spots for Grade 10 players, except that those spots may be filled with additional Grade 9 players. The same also applies to the allocated spots for Grade 11 players, except that those spots may be filled with additional Grade 9 or Grade 10 players.
- 2.8.4.2. **Only for Midget Season 2023: Allowances will be made to the following roster breakdown; Twenty (20) roster spots are reserved for Grade 9 players, Twenty (20) roster spots are reserved for Grade 10 players and Twenty (20) roster spots are reserved for Grade 11 players**
- 2.8.5. Newly registered players may play for a team provided their registration is completed in the CDMFA system by midnight April 15<sup>th</sup> for the U18 (Midget) season or September 15<sup>th</sup> for the Bantam, Peewee or Atom season
  - 2.8.5.1. Once a player has played a regular season game with a team, they are not allowed to switch teams. They would have to wait until the next season to play with the other team. (As per CDMFA Release Policy)
- 2.8.6. **Upon request**, players must provide to the club registrar proof of age (i.e. Birth Certificate or Alberta Health Care Insurance Card). Clubs must not keep copies of any proof of age documents or information contained therein.
- 2.8.7. **Upon request**, all Bantam and U18 (Midget) players must also provide a current year original report card or a letter from the school that will prove to the Club Registrar's satisfaction the player's grade **and school of enrollment** during the current season of play, prior to the commencement of the season.
- 2.8.8. All registrations are subject to verification by the CDMFA.
- 2.8.9. A team roster must be provided in full prior to a team being scheduled for play. This must include: team name, team colors, head coach and contact information, head coach NCCP certification number, team manager and contact information, **a roster of the minimum number of registered players required to start the season (as per 2.8.1.1)** and the full team registration payment.
- 2.8.10. Midget team registrations must be in place by January 30<sup>th</sup> to be eligible for league play.
- 2.8.11. Atom, Peewee and Bantam team registrations must be in place by June 30<sup>th</sup> to be eligible for league play.
- 2.8.12. The **CDMFA Executive or Staff** may audit a team's roster at any time.

### 3. VIOLATIONS

- 3.1. It is the responsibility of the teams and clubs to ensure that they are fully compliant with all Rules, Policies and Procedures prior to including any players in team practices. Teams that are not compliant will default (with associated fines) all games played while not compliant. In extreme circumstances, teams may also be ineligible for playoffs or expelled from participation in CDMFA program(s) at the discretion of the Board.

### 4. INSURANCE

- 4.1. Each Association is responsible for ensuring that all of their registered players and field staff have proper insurance.
- 4.2. No player is allowed to practice or play without being insured.
- 4.3. Each club is responsible for paying a team insurance fee and coverage for 20 players and field personnel to CDMFA prior to the start of the season.

**5. MEMBERSHIP FEES (Ref: CDMFA Bylaw Article 4)**

5.1. Fees for the respective categories of membership shall be decided each year by the CDMFA Board of Directors, subject to the approval of the operating budget

**5.2. CDMFA Player Membership Fee**

**5.2.1. CDMFA Player Membership Fee**

5.2.1.1. A membership/registration fee of \$40 per player is added to each season (CDMFA, December 30, 2022)

5.2.1.2. Fee Structure for 2023 Season (CDMFA, December 30, 2022)

Fee Structure	Flag	Tackle
Total Registration Fee*	\$250	\$500
CDMFA Membership and Admin Fee	\$40	\$40
CDMFA Fundraising Fee	\$40	\$80
Football Alberta Membership	\$17	\$40
Uniform Package**	\$60	-
Club Retains	\$93	\$340
* Recommended - actual amount to be determined by each club individually		
** Actual amount not to exceed \$60 for flag uniform package		