



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** Updated by FBCAN Roster Info May 2023, 2024-03
Refer to Policies	Player Eligibility, Recruitment Zones & Boundaries, Transfers

## Registration

These rules apply to all programs and levels of play unless stated otherwise.

When providing information to the CDMFA, all parties involved are expected to provide complete and accurate information.

### 1. Registration: Systems, Registrars & Managers

- 1.1. Clubs/Teams must register their players for league play through the CDMFA managed online system.
- 1.2. Clubs/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 club/team shall appoint a volunteer, hereafter called a Registrar, that will be responsible for their Club’s registrations.
- 1.4. Each club/team shall appoint a volunteer, hereafter called a 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. Registration: Players

- 2.1. It is the responsibility of the Club Registrar and President to ensure all players who registered are eligible according to age, grade, and residency. (As per CDMFA Player Eligibility Policy)
  - 2.1.1. Upon request, players must provide 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.
  - 2.1.2. Upon request, U16, U18, and U19 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.
- 2.2. No player shall practice or play with a team/club unless and until they are properly registered on the CDMFA [registration website](#) with completed waivers, and transfers if applicable, or they will not be insured.
  - 2.2.1. There may be exceptions for CDMFA sanctioned “open” camps. These will be



determined by the sanctioning process and proof that insurance has been provided.

- 2.3. 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.
  - 2.3.1. If a player is found to be registered for two or more clubs, CDMFA staff will notify the teams involved and the guardians. A decision must be declared prior to participating in the first practice.
- 2.4. All registrations are subject to verification by the CDMFA.

### **3. Registration: Coaches, Field Staff & Executives**

- 3.1. All volunteers assisting with the team must be registered and rostered to be insured. This includes coaches, support staff (i.e. Trainers, equipment managers, team managers) and Board/Executive members.
- 3.2. Background/security checks are required as part of the Registration. Refer to the Police & Vulnerable Sector Policy.
- 3.3. NCCP numbers and training standards are required as part of the registration for all coaches. Refer to the Coaching Standards & Requirements Policy
- 3.4. Training & certification requirements are required as part of the registration for all trainers and equipment managers. Refer to the Safety Personnel Standards Policy.
- 3.5. All registrations are subject to verification by the CDMFA.

### **4. ROSTERS**

- 4.1. Team Roster: a running list of all active and inactive players on a team, utilized by coaches and officials throughout the entire season.
- 4.2. Game Day Roster: those active players who will be dressed and scheduled to play a particular game.
- 4.3. To ensure alignment with LTAD and deliver the best player development:
  - 4.3.1. Non-equipment practices, camps, and flag football programs can happen at any time of the year, with the exception of July. (As per Football Alberta guidelines).
  - 4.3.2. Equipment practices, games, camps, and jamborees will only take place at specified times. This schedule will be prepared by the CDMFA Executive and Staff, will have all necessary approvals from Football Alberta, and will be posted no later than February 1 of each year.
- 4.4. 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).
- 4.5. Jersey numbers must be entered into the CDMFA Team webpage on the CDMFA website before the first regular season game.
  - 4.5.1. Jersey numbers must align with the game day rosters.
- 4.6. 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 game day 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 precedent-setting.
  - 4.6.1. Each team must have a maximum number of players on their roster, after which they must start thinking of other options (Football Canada Competition Review, April 2018)



4.6.1.1.

	Minimum to start season	Minimum to play game	Recommended to play game	Maximum to begin thinking of alternative options
Touch 5	7	4	7	10 **
Touch 7	9	7	9	14 **
Flag 5	7	4 ***	7	10 **
Flag 7	9	7	9	14 **
6-a-side	9	8	12 **	18 **
9-a-side	17	13	18 **	27 **
12-a-side	28*	24	28	45

\* This was changed based on a recommendation by the LTAD Committee in 2022

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\*\*\* As indicated in Football Canada’s Non-Contact Rulebook

4.6.1.2. 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)

4.6.1.3. U19 Spring Tackle 12v12: 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)

4.6.1.3.1. Only for U19 Spring Tackle 12v12: 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)

4.6.2. Once a player is removed from a team roster, they cannot be reactivated in that season of play.

4.6.3. If a player is deactivated from a game day roster, they can be reactivated during that season.

4.6.4. At the U19 Traditional Spring Tackle 12v12: 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.



- 4.6.4.1. 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.
- 4.6.4.2. Only for U19 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.
- 4.6.5. 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 Spring season or September 15<sup>th</sup> for the fall season.
  - 4.6.5.1. Once a player has played a regular season game with a team, they are not allowed to switch teams.
- 4.6.6. 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.
- 4.6.7. U19 team registrations must be in place by January 30<sup>th</sup> to be eligible for league play.
- 4.6.8. U11, U13 and U16 team registrations must be in place by June 30<sup>th</sup> to be eligible for league play.
- 4.6.9. The **CDMFA Executive or Staff** may audit a team's roster at any time.

## 5. VIOLATIONS

- 5.1. 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.

## 6. INSURANCE

- 6.1. Each Association is responsible for ensuring that all their registered players and field staff have proper insurance.
  - 6.1.1. This means all players, coaches, and field staff must be accurately registered in the CDMFA system and rostered.
  - 6.1.2. Registration fees must be paid/remitted to CDMFA.
- 6.2. No player is allowed to practice or play without being insured.
- 6.3. 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.

## 7. MEMBERSHIP FEES (Ref: CDMFA Bylaw Article 4)

- 7.1. 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.
- 7.2. CDMFA Player Membership Fee



- 7.2.1. A CDMFA Membership Fee is set by the Board prior to opening registration in January each year.
- 7.2.2. The Annual Fee structure (including the Football Alberta fee) is established by the Board prior to opening registration in January each year.  
Refer to the CDMFA Annual Fee Structure Document for the current year.