



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

Updated: March 2024

GAME DAY PROTOCOLS

FACILITIES

The facilities used for CDMFA sanctioned games and events are booked by the CDMFA. As such, we are named as the "Licensee." This contract comes with a long list of terms and conditions for use, not only holding us liable for upholding the terms, but granting us the right to place limits and guidelines on participants to fulfill the terms of our lease and ensure the safety of everyone at the site. This means CDMFA will be helping to enforce who has access to various areas of the facilities, where food and beverages can be consumed, and when access will be granted to the facility.

CDMFA staff and representatives will work with each team to ensure that:

- Fields are set up to the standards outlined in the Canadian Amateur Rule Book
- Announcers and timekeepers are identified and set up with appropriate space in the "spotters' box."
- Space in the "spotters' box" for coaches from both teams
- An Event Organizer space: point of contact for coaches, officials, club representatives to reach the CDMFA personnel on site.
- Change Rooms
- **NOTE:** spectators and fans will only be allowed in the designated "spectator seating" or the general public spaces (as per the Canadian Amateur Rule Book and the respective Lease Agreements)

INJURIES

Refer to the "CDMFA Procedure for Injuries" last published on Oct 2/23.

This procedure is designed for the physical and mental well-being of all the participants. Please be sure that all your players and coaching staff are familiar with this document.

REMEMBER: players who are not injured should ALL move away from the injured player. Standard practice has been to "take a knee," and regardless of if you are following that practice, you must MOVE AWAY from the injured person. Refer to the "CDMFA Procedure for Injuries"

In the event of a serious injury, when an EAP is activated, and EMS are called. There should be NO PLAYING/PRACTICING ON THE FIELD SURFACE until that player has been removed, and the applicable medical personnel have left the field.

CODE OF CONDUCT

All competitions and events must be conducted with a high standard of courtesy, fair play, and sportsmanship. All those involved share this responsibility.

- Acceptable Standards of Behaviour



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

- It is the responsibility of each player, coach, board member, volunteer, and parent to be familiar with the CDMFA Code of Conduct that they signed when registering for the program.
 - Coaches must demonstrate quality of courtesy and good sportsmanship. These are evidenced by proper acceptance of the officials' judgment, positive encouragement of player performance and bench behaviour.
 - Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgement and by showing proper respect for opposing athletes as well as for teammates.
 - Cheerleaders/mascots must demonstrate courtesy and good sportsmanship by the appropriateness and timeliness of the cheers they lead, respect for the other cheerleaders and athletes, and their attempts at effective crowd control.
 - Spectators must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced in the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgement.
- Expectations of the Clubs
 - Clubs/Teams/Board Members are expected to educate and inform their participants and guests as to the standards of safe and acceptable behaviour when participating in a CDMFA event.
 - Clubs are required to have a designated representative from their Board in attendance at the games for their teams, to monitor the participation and behaviour of their members and guests, to intervene as required or safe to do so, and document any incidents that may occur.
- Violations & Consequences ****NOTE****
 - Coaches and players will be expected to follow the Code of Conduct and will be accountable to the rules of the Canadian Amateur Rule Book as applied and enforced by the game officials.
 - **CDMFA reserves the right to suspend play** when members, fans, or guests at the facility are violating the Code of Conduct and/or causing safety concerns for any participants or spectators. The Club Representative will be given the opportunity to either bring the situation under control or remove the offending individual. If the offensive behaviour



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

continues, **CDMFA reserves the right to end/call the game** at that time. The team with the offending member/guest will be given a **forfeit for the event**.

- The Club Representatives on site will be expected to file an Incident Report/Complaint with the CDMFA Office. The CDMFA, or the designated Club Representatives shall have the authority to notify local law enforcement personnel.

TEAMS, TEAM MANAGERS & CLUB REPRESENTATIVES

- Team Manager
 - Team Rosters: submitted to the announcer and exchanged with opposing team.
 - Scores in Ramp: entered or verified.
 - Volunteers: as required by the event (usually the 3 persons needed for “stick crew”)
 - EAP: be familiar with the document and have the paperwork on hand to implement if needed
- Club Representative (**required for all games**)
 - Preferably a member of the Board of the respective club/team
 - Identify themselves with the CDMFA staff/Executive in charge of operations for that event 20 minutes before kick-off.
 - Acts as a point of contact for issues that affect the team/club.
 - Is expected to monitor the reactions and behaviour of the members of their own club. Reminding them of the expectations of the Code of Conduct and documenting any issues that may arise.

SOCIAL MEDIA

While we encourage members and their fans to post and share pictures and stories about their club, we need to remind everyone that the posts you generate on your club sites, or if you name/tag any other CDMFA members, are governed by the [Universal Code of Conduct](#), the [CDMFA Code of Conduct](#), and the [CDMFA Communications Policy](#). Posts that are derogatory, defamatory, discriminatory, or threatening will be reviewed by the CDMFA Disciplinary Committee and referred to the local authorities if necessary.



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

OFFICIALS

Officials provide an important role in helping to promote the ideals of fair play, sportsmanship, leadership, and safety. Just like the coaches and the coaching development plan, there is a training program and long-term development plan for officials. And just like coaches, they are committed to continuous learning and improvement ... and will occasionally miss a call or make a mistake. To keep the game moving and as impartial as possible, there are established lines of communication with officials:



- On field communication is through the respective team captains
- When necessary, the Head Coach may ask to speak to an official for clarification of a rule (NOT to question a call or argue a call)
- Complaints or concerns about the game (coaching, officiating, etc.) must be submitted on a Coaching Feedback form or official complaint form on the CDMFA website. Emails, text messages, and verbal complaints will not be accepted or reviewed.
- CDMFA has a **“Zero Tolerance” for abusive behaviour towards officials.** Please refer to the CDMFA Code of Conduct and Disciplinary Process. If such behaviour exists, the offending party will be removed from the game and may face multiple game suspension, or removal from the CDMFA entirely.

CONCERNS & COMPLAINTS

If you have questions, or need help finding information, please feel free to contact the applicable member of your CDMFA Executive, or the President directly through the contact portal on the website: cdmfa.ca

As a **Coach**, you are expected to be completing the [Post-Game Coaches' Feedback Form](#). The information on this document helps us to identify areas where additional training and communication is needed for game time efficiency.

If you have a **COMPLAINT**, you must complete the [CDMFA Formal Complaint Form](#). Once received, the document will be reviewed and actioned by the appropriate personnel. Complaints received via emails, text messages, etc. will only be regarded as a “heads up” informational piece and not reviewed or actioned by the Executive or Disciplinary Committee. Please refer to the CDMFA Disciplinary Process for complete instructions.