



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	March 2023, May 2023, Jan 10-25 ... draft 2025-09
Refer to Policies	Player Eligibility, Recruitment Zones & Boundaries, Transfers

Registration

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

1. General Registration Policies

1.1. Online Registration System

All members (players, coaches, staff, teams) must be registered for league play through the CDMFA managed online system.

1.2. Data & Document Management

1.2.1. For the purposes of privacy and security only some information will be retained in paper copy. Most information will be retained and kept secure in the registration database.

1.2.1.1. Registration information will be retained in the Ramp database.

1.1.1.1. Clubs can digitally store a secure list of verified data for reference/confirmation for the following. Copies of source documents must be destroyed after verification.

- For Players: Birth certificates, Health Care Cards,
- For Coaches & Volunteers: Police Information Checks, Vulnerable Sector Checks.

1.2.2. Website access shall be granted by the CDMFA Executive.

1.2.3. Before the start of each season, permissions for the previous season in the online system shall be removed for all teams.

1.3. Compliance and Verification

1.3.1. Each club/team shall appoint a volunteer, hereafter called a Registrar, that will be responsible for their Club's registrations.

1.3.2. The club must identify and share the contact information for these individuals with the CDMFA Staff prior to the opening of registration for a particular season/program.

1.3.3. Each club/team shall appoint a volunteer, hereafter called a Manager that will be responsible for scorekeeping on the CDMFA website.



2. Registration, Declaration & Roster Deadlines

	Program	Date/Time	Purpose
Team Declaration "Soft" Deadline	U19 12 vs 12 U16/U19 Female Tackle	January 30	Entering a team for play for the season
Team Declaration Final Deadline	U19 12 vs 12 U16/U19 Female Tackle	February 15	Eligibility for League Play (including Head Coach & Minimum Players)
Team Declaration "Soft" Deadline	Spring Flag Program	February 15	Entering a team(s) for play in the season
Team Declaration Final Deadline	Spring Flag Program	March 15	Eligibility for League Play (including Head Coach & Minimum Players)
Team Declaration Deadline	U11, U13, U16 Fall Program	June 30	Eligibility for League Play (including Head Coach & Minimum Players)
Team Declaration Final Deadline	U13 & U16 Fall Tackle Programming	July 31	All declared teams must meet minimum registered roster numbers to be scheduled for tiering jamboree and regular season
New Player Registration	Spring Season	April 15 Midnight	Final day to register a player who has not previously played a regular season game.
New Player Registration	Fall Season	September 15 Midnight	Final day to register a player who has not previously played a regular season game.
Roster Update	All Teams	Before First Regular Season Game	Jersey numbers must be entered and verified to align with the game day roster.

3. Registration: Coaches, Field Staff & Executives

- 3.1. Clubs/Teams must ensure all their volunteers are registered for league play through the CDMFA managed online system or they will not be insured. (coaches, trainers, equipment managers, team managers, team photographers, club executives ... anyone with a defined role/scope of responsibility)
- 3.2. Copies of credentials and training certificates will need to be verified and recorded and/or added to the member profile
 - PICs/VSC
 - Coaching Certifications by Program/Position



- Trainer Certifications by Program/Position
- Elected Executives: identify and share contact information to the CDMFA Staff

Note: their member profile in Ramp is also used for communication purposes. (i.e. Club Registrar receiving system update information)

4. Registration: Players

- 4.1. It is the responsibility of the Club Registrar and Club President to ensure all players who register are eligible according to age, grade, and residency. (As per CDMFA Player Eligibility Policy)
 - 4.1.1. Upon request, players must provide the Club Registrar proof of age (i.e. Birth Certificate or Alberta Health Care Insurance Card).
 - 4.1.2. 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.
- 4.2. No player shall practice or play with a team/club unless and until they are properly registered on the CDMFA [registration portal](#) with completed waivers, and transfers if applicable
 - 4.2.1. If the registered player has been "Admin Added" by the club it is the clubs responsibility to get all required signed waivers, that are part of the registration process, from the athletes legal guardian(s) and upload the signed waivers into the CDMFA registration portal before the athlete is considered registered and able to participate in programming.
 - 4.2.2. There may be exceptions for CDMFA sanctioned "open" camps. These will be determined by the sanctioning process and proof that insurance has been provided.
- 4.3. 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.
 - 4.3.1. 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.
- 4.4. All registrations are subject to verification by the CDMFA.

5. Roster Management

- 5.1. Rosters
 - 5.1.1. Team Roster: A comprehensive running list of all active and inactive players registered to a specific team, properly registered in the CDMFA Registration system and must follow the guidelines outlined in section 5.5.2.
 - 5.1.2. Game Day Roster: The specific list of active players who are dressed and eligible to play in a specific game and must follow the guidelines outlined in section 5.5.2.
 - 5.1.3. Deactivated player: A player who is still on the team's official Team Roster, but is temporarily ineligible for a specific game (example: injury, illness, suspensions) and removed from the Game Day Roster.
 - 5.1.3.1. All athletes not dressed should be identified by being crossed out on Game Day rosters provided to opposing team and announcer if applicable.
 - 5.1.4. Removed/Transferred player: A player who is permanently removed from the Team Roster, and is no longer part of the team. Once a player is removed, they cannot return to the team for the remainder of the season.



- 5.2. To ensure alignment with LTAD and deliver the best player development:
 - 5.2.1. 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).
 - 5.2.2. 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.
 - 5.2.3. All Clubs and personnel must adhere to the Equipment Practices, Games, Camps, and Jamboree schedule published by the CDMFA Executive and Staff.
- 5.3. Team rosters on the CDMFA online registration system must be updated prior to the team registration deadline with the minimum number of players.
- 5.4. Jersey numbers must be entered into the CDMFA Team webpage on the CDMFA website before the first regular season game.
 - 5.4.1. Jersey numbers must align with the game day rosters.

5.5. Roster Sizes & Maximums

- 5.5.1. The CDMFA Executive may allow, on a case-by-case basis, additional registrations over the Team Roster maximum limit; however, these cases are to be judged on their individual merits and will in no case be precedent-setting.

5.5.2.

5.5.2.1.

	TEAM ROSTER Minimum to start Season (LTAD - Mandate)	TEAM ROSTER Minimum to play Game (LTAD - Mandate)	TEAM ROSTER Recommended Roster Size before Splitting Teams (LTAD)	GAME DAY ROSTER Minimum to play a game (LTAD - Preference)	GAME DAY ROSTER Maximum	TEAM ROSTER Maximum
Flag 5	7	4 ***	10**	7	15	18
Flag 7	9	7	14**	9	21	25
U11 6-a-side	9	8	18**	12**	18	20
U16/U19 Girls 6-a-side	9	8	18**	12**	30	35
9-a-side	17	13	27**	18**	36	40
U16 12-a-side	28*	24	45	28	50	55
U19 12-a-side	28*	24	45	28	50	75

* 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

- 5.5.2.2. U19 Spring Tackle 12v12:
Allowances will be made to have more than 50 players on the Team Roster, however only 50 players can be active for any game.
- The U19 Spring Tackle program (12v12) has specific grade-level ratio requirements to ensure balanced competition.
 - **Standard Ratios (Team Roster)**
 - **Grade 9:** 10 Roster Spots
 - **Grade 10:** 20 Roster Spots
 - **Grade 11:** 20 Roster Spots
 - **The "Cascade" Fill Rule** If allocated spots cannot be filled by the designated grade, the following rules apply:
 - **Grade 9 Spots:** Must be filled by Grade 9s. If not, they remain empty.
 - **Grade 10 Spots:** May be filled by Grade 10s or additional Grade 9s.
 - **Grade 11 Spots:** May be filled by Grade 11s, or additional Grade 9s/10s.
 - *Note:* Older players cannot take spots reserved for younger players.
- 5.5.2.3. As per the School Sport Alberta(SSA) rules: high school students may participate on or with a non-school football team during the SSA season of play if less than sixty percent (60%) of that non-school team's players are participating on or with a single non-member school football team as confirmed by the coach of the member school team for each student participating on or with a member school team.
- 5.5.2.3.1. Season of Play is from May 1 through the last week of November for SSA Provincial Championships. July 1 - August 15 are considered blackout periods where SSA activity will happen
- 5.5.3. Each team must reach the "Recommended Roster Size" before considering splitting teams (Football Canada Competition Review, April 2018)
- 5.5.4. A player injured for the season must remain on the Team Roster, however another registered player (from the Team Roster) may replace the injured player on the game day roster.
- 5.5.5. Newly registered players may play for a team provided their registration is completed in the CDMFA system by midnight April 15th for the Spring season or September 15th for the fall season.
- 5.5.5.1. Once a player has played a regular season game with a team, they are not allowed to switch teams.
- 5.5.6. The **CDMFA Executive or Staff** may audit a team's roster at any time.

6. VIOLATIONS

- 6.1. 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.

7. INSURANCE

- 7.1. Each Association is responsible for ensuring that all their registered players and field staff have proper insurance.
 - 7.1.1. This means all players, coaches, field staff, and club executives must be accurately registered in the CDMFA registration system and rostered on the CDMFA website for all players, coaches and field staff including team managers and trainers.
 - 7.1.2. Registration fees must be paid/remitted to CDMFA.
- 7.2. No player is allowed to practice or play without being insured.

8. MEMBERSHIP FEES (Ref: CDMFA Bylaw Article 4)

- 8.1. 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.
- 8.2. CDMFA Player Membership Fee
 - 8.2.1. A CDMFA Membership Fee is set by the Board prior to opening registration in January each year.
 - 8.2.2. 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.
 - 8.2.3. The CDMFA will invoice all clubs for their Football Alberta Fees and CDMFA Membership Fees the following week after the April 15 closing date for spring and within two weeks of the September 15 closing date for fall.