



Policy Category	Operational - Program
Policy Name	CDMFA Transfer Policy & Procedure
Source	CDMFA Boundaries & Release Policy 2023
Date	2024-03, January 6, 2026
Reference:	CDMFA Policies: Recruitment & Boundaries, Registration, Player Eligibility

## CDMFA Transfer Policy

Purpose: The purpose of this document is to define who are existing or new players, and when they would require a transfer to register with a local club.

Transfer Deadlines: Requests for Spring Programs: January 1 - February 1  
Requests for Fall Programs: March 1 - April 1

Player transfers (as defined herein) are available to be issued, via the CDMFA Transfer Request Form, as a method of permanent movement for special circumstances within Minor Football.

The CDMFA Transfer Policy & Procedure is designed to encourage clubs and their respective Boards to settle issues and disputes over transfer eligibility between themselves before resorting to any appeal procedure.

### 1. New Players to CDMFA

- 1.1. New Player: A player that is registering to play for a team within the CDMFA that has not previously been registered with a team within the CDMFA.
- 1.2. Designated zone: as per the CDMFA Recruitment Zones and Boundaries Policy, a player’s primary residence determines their assigned or designated zone. The intent is to play for that Team whose Recruitment Zone includes their primary residence.
- 1.3. A “new player” can play for any club or association within the CDMFA if they meet all other eligibility and registration requirements. (See Player Eligibility Policy)
- 1.4. Players who want to participate in a program that is not currently offered by the clubs in their designated zone (including Spring Flag, Spring U19 12/Side Tackle, Spring U16 & U19 Girls 6vs6 tackle, and U9 Fall flag, etc), these will be considered 'exempted programs' and players can register at the club of their choice that does offer the exempted program in question:
  - 1.4.1. just for those programs
  - 1.4.2. It would not be considered a transfer.
  - 1.4.3. Participation in an exempted program (including Spring Flag, Spring U19 12/Side Tackle, Spring U16 & U19 Girls 6vs6 tackle, and U9 Fall flag, etc), at an out-of-zone club **will not** establish the player as an "Existing Player" of that club for the purpose of core tackle



football programming (Fall U11 Tackle, Fall U13 Tackle and Fall U16 Tackle, etc). A player's "Existing Player" status for core programming is established upon their first registration in a non-exempted program. If their designated zone offers the core program the following year, they must register with their designated zone club as a "New Player."

- 1.4.3.1. If their designated zone offers the exempted program the following year, the athlete will be able to choose to return to the previously registered club for the exempted program or return to the club in their designated zone.

## **2. Existing Players/Members of CDMFA, Requesting a Transfer from a Member Club**

Definition of Capacity:

"Capacity" is defined by the receiving club's ability to safely and effectively integrate a new player based on current registered numbers, coaching resources, league-mandated roster limits, and available equipment. The determination of capacity is made by the receiving club's Board and verified by the CDMFA Executive Committee. The receiving club has the right to deny a transfer request based on established capacity limits.

2.1. Once a player has played for a team/club, they are considered "existing players."

2.1.1. An Existing Player whose primary residence changes is not required to transfer to another club.

2.1.2. As an Existing Player, if life circumstances require a move to a different club, a Transfer Request must be completed.

2.2. The league can ask a club to transfer a player in very specific circumstances. These circumstances must be verified by the CDMFA Executive, or Discipline Committee as applicable, and will be assessed on a case-by-case basis.

2.2.1. Acceptable reasons for transferring from an existing program may include:

2.2.1.1. Family move

The family must provide evidence/documentation confirming that the immediate family are residing in a new permanent residence outside their current club's recruitment zone and that they have completely and permanently moved from the former residence. Such documentation may include:

- Telephone (land line)/utility service operative at the new residence.
- Telephone (land line)/utility service disconnect at the former residence.
- Vehicle registration listing the new residence.
- Real estate documents indicating/verifying a change of residence.
- Insurance slip for home/auto insurance
- Any other documentation that is requested which establishes the player and his/her immediate family is living at the new residence.
- Or a notarized letter stating that proof of residency has been provided.



### 2.2.1.2. Parent-to-parent move

The player moves to reside with the parent with whom they have not been living. Except as otherwise provided, the residence of the player shall be deemed to be that of the parent to whom custody has been awarded by a court competent jurisdiction. The named parent with custody may be asked to provide proof of residency for the new address outside their current club's recruitment zone. Such documentation may include:

- Telephone/utility service operative at the new residence
- Telephone/utility service disconnect at the former residence.
- Vehicle registration listing the new residence.
- Real estate documents indicating/verifying a change of residence.
- Insurance slip for home/auto insurance
- Any other documentation that is requested which establishes the player and his/her immediate family is living at the new residence.
- Or a notarized letter stating that proof of residency has been provided.

### 2.2.1.3. Directed by legal authority.

The player has been directed by legal authority (example: Court of Jurisdiction, a department or agency of the provincial or federal government) to move from their current school or place of residence. Documentation from the named authority may be required. These will be reviewed on the merits of each case.

### 2.2.1.4. Note: a change of address does not guarantee a transfer from a club. These are always assessed on a case-by-case basis.

## 2.3. Transfers are requested by players using the CDMFA Transfer Request Form and are submitted for review by the CDMFA Executive Committee.

### 2.3.1. Transfer requests cannot be processed during a season of play.

#### 2.3.1.1. Transfers for spring programming: December 1 - January 1

#### 2.3.1.2. Transfers for fall programming will be processed between March 1 - April 1

### 2.3.2. The prescribed CDMFA Transfer Request Form must be completed in full by the Player/Guardian requesting the transfer.

### 2.3.3. Supporting documents must be provided (as described in Item 2.2)

### 2.3.4. Submit the Request form and documentation to the CDMFA Executive for review:

[president@cdmfa.ca](mailto:president@cdmfa.ca)

### 2.3.5. The CDMFA Executive will then review the request.

#### 2.3.5.1. If approved, the player/guardian and both the home club and the receiving club will receive a letter of confirmation.

#### 2.3.5.2. If additional information is required, or if the receiving club does not have the capacity to take the transfer, the Player/Guardian will be contacted for further instructions.



- 2.4. Players who want to participate in a program that is not currently offered by the clubs in their designated zone (including Spring Flag, Spring U19 12/Side Tackle, Spring U16 & U19 Girls 6vs6 tackle, and U9 Fall flag, etc), can register at the club of their choice that does offer the program in question:
  - 2.4.1. just for those programs.
  - 2.4.2. It would not be considered a transfer.
  - 2.4.3. They would be considered a “new player”, and associations need to follow the guidelines described in this policy for that player to play on an association outside their boundary.

### **3. Club Requested Transfers**

There are instances where, to facilitate program growth, players may be moved from one club to another by the club itself.

- 3.1. Club Transfers are initiated by the President of the current or Home club of the player in question.
- 3.2. Club Transfer requests must be approved by the President of the receiving club.
- 3.3. A completed copy of the Club Transfer must be submitted to the CDMFA Executive for filing/tracking purposes.
- 3.4. Club requested transfers are not appealable.

### **4. Transfer Appeal Procedure**

- 4.1. The decision of the CDMFA Executive Committee regarding a player-requested transfer is considered final.
- 4.2. Any appeal of this decision must be submitted in writing and will be handled according to the procedures outlined in the CDMFA Dispute Resolution Policy.
- 4.3. Note that only player-initiated transfers are subject to appeal; Club Requested Transfers are not appealable.

### **5. Requesting a Player Release from the League**

Releases may be required for players who are moving from the CDMFA league to another league within the province, or outside Alberta. If a player/guardian needs a release of this nature, they must contact the CDMFA Executive directly. [president@cdmfa.ca](mailto:president@cdmfa.ca)

### **6. Honest and Full Disclosure**

As per the CDMFA Code of Conduct and the CDMFA Dispute Resolution Policy:

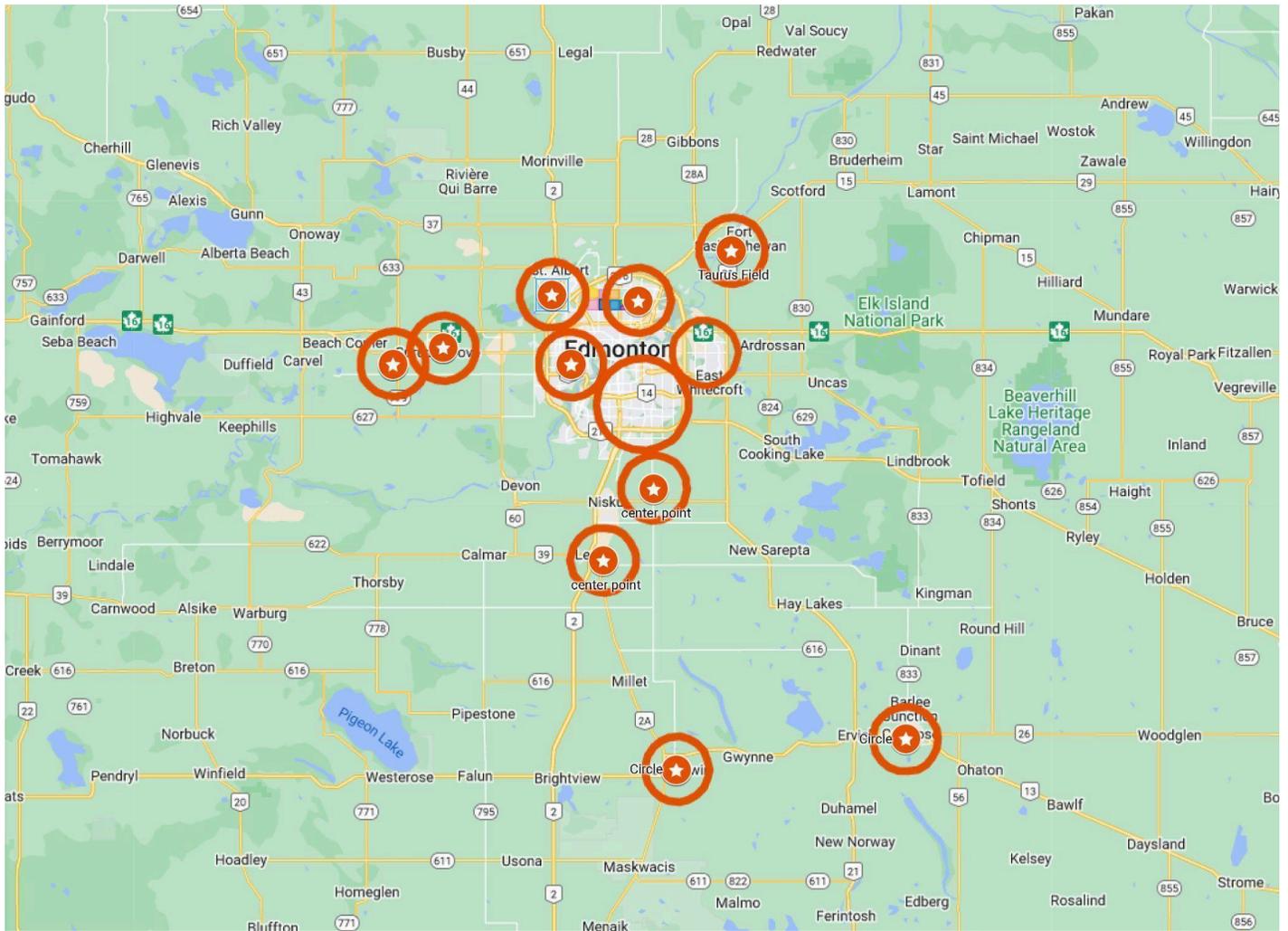
- 6.1. When providing information to the CDMFA regarding any/all matters, including but not limited to: transfers, appeals or disciplinary matters, all parties involved (players, coaches, managers, Board members, parents/guardians and others), are expected to provide complete and accurate information regardless if the information requested may be perceived by the party member(s) to have a less desirable impact on decision outcomes.
- 6.2. Full disclosure of information by all parties in all CDMFA matters is expected. This includes verbal communication, documentation, and expectation that relevant information will not be omitted or altered.



- 6.3. The CDMFA reserves the right to investigate and/or follow up to ensure the accuracy of information presented during any CDMFA matter. Decisions made by the CDMFA (including but not limited to: Executive Committee, Dispute Resolution Committee, or other) can be reversed afterwards if omitted or dishonest information is discovered, or if a party is found to not be in compliance with statements or considerations initially presented.
- 6.4. Any third party that is made aware of omission or deceit in a CDMFA matter may report to the Dispute Resolution Committee in writing (via the Complaint form). If a written report is received, it will be reviewed and processed according to the CDMFA Dispute Resolution Policy.
- 6.5. If verified during an investigation that either incomplete, omitted or erroneous information was provided by any party in a CDMFA matter, immediate consequences will apply which may include, but are not limited to: immediate retraction of eligibility to participate, application of probation, monetary fines or other action as determined by the appropriate CDMFA Executive Committee.

CDMFA reserves the right to audit rosters of registered players for each association.  
This policy is to be reviewed at a minimum of every two years and amended as necessary.

#### Map of Associations in Greater Edmonton Area



\*An interactive version of this map to be included on the CDMFA website.