



Fort Saskatchewan Minor Football Association – Rules, Policies, and Procedures

Policy Category	
Policy Name	Administrator Incentive Policy
Source	
Origination Date:	April 2026
Revision Date:	

Administrator Incentive Policy

1. Policy Statement

- 1.1. To outline the Fort Saskatchewan Minor Football Association incentive program to volunteer in various required positions to maintain our programs at the highest levels.
- 1.2. This policy does apply to part of the registration process.

2. Definitions

- 2.1. “Administrators” for the Association encompasses team managers, trainers, coaches and whomever else who are registered staff of association.
- 2.2. “Association” shall refer to the Fort Saskatchewan Minor Football Association.
- 2.3. “Board” shall refer to the elected officials of the Association as defined by the FSMFA Bylaws.
- 2.4. “CDMFA” shall refer to the Capital District Minor Football Association.
- 2.5. “Coach” shall meet all requirements as required by the CDMFA.
- 2.6. “Coach In Training” shall meet all requirements as required by the CDMFA.
- 2.7. “FSMFA” shall refer to the Fort Saskatchewan Minor Football Association.
- 2.8. “Head Coach” shall meet all requirements as required by the CDMFA. A Head Coach shall be responsible for the well-being and safety of the team, including players and Administrators.
- 2.9. “One-time and non-recurring incentive” shall only be received if an individual has not received them while in any other Administrator role.
- 2.10. “Team Trainer” shall meet all certification requirements as required by the CDMFA.
- 2.11. “Trainer” shall meet all certification requirements as required by the CDMFA.

3. Applicability

3.1. Player Registration Discount

- 3.1.1. Discounts shall apply to players of parents/guardians who are Administrators in the Association as identified in this policy.
- 3.1.2. Discounts must be applied during registration process.
- 3.1.3. Discounts cannot be applied after the registration process.
- 3.1.4. Discounts are not transferable.





- 3.1.5. Discounts are not applied to mandatory equipment and may adjust the discount amount.
 - 3.1.6. Discounts cannot be combined.
 - 3.1.7. Administrators must register for the season before the discount promo will be given.
 - 3.1.8. Years of Service are determined by a registered Administrator who is active and participating in one season for the calendar year.
 - 3.1.8.1. Registering for multiple seasons in a calendar year only counts towards one year of service.
 - 3.2. Spring All Registered Staff
 - 3.2.1. All required training courses required shall be covered by the Association.
 - 3.2.2. Are eligible for a Player Registration Discount.
 - 3.2.2.1. Managers, Trainers, Coaches
 - 3.2.2.1.1. After Years of Service
 - 3.2.2.1.1.1. 3 Years and Registered for Year 4
 - 3.2.2.1.1.1.1. Shall receive a 25% discount.
 - 3.2.2.1.1.1.1.1. Recurring every spring season, they are registered in these role.
- 3.3. Fall Coaches
 - 3.3.1. Coach In-Training
 - 3.3.1.1. Are not eligible for a discount.
 - 3.3.1.2. Shall be given a whistle, shirt and hat.
 - 3.3.1.2.1. This is a one-time and non-recurring incentive.
 - 3.3.1.3. Required NCCP training to receive a Coach designation shall be covered by the Association.
 - 3.3.2. Coaches
 - 3.3.2.1. Are eligible for a Player Registration Discount.
 - 3.3.2.1.1. After Years of Service
 - 3.3.2.1.1.1. 2 Years and Registered for Year 3
 - 3.3.2.1.1.1.1. Shall receive a 20% discount.
 - 3.3.2.1.1.1.1.1. Recurring every fall season, they are registered in this role.
 - 3.3.2.1.1.1.2. Shall receive a sweater.
 - 3.3.2.1.1.1.2.1. This is a one-time and non-recurring.
 - 3.3.2.1.1.2. 4 Years and Registered for Year 5
 - 3.3.2.1.1.2.1. Shall receive a Jacket.
 - 3.3.2.1.1.2.1.1. This is a one-time and non-recurring.
 - 3.3.2.2. Head Coaches
 - 3.3.2.2.1. Are eligible for a higher discount as they have taken on extra responsible and risk.
 - 3.3.2.2.1.1. U12 and Below
 - 3.3.2.2.1.1.1. Shall receive a 30% discount.





- 3.3.2.2.1.2. U13 and Above
 - 3.3.2.2.1.2.1. Shall receive a 50% discount.

3.4. Fall Registered Staff

3.4.1. All required training courses required shall be covered by the Association.

3.4.2. Are eligible for a Player Registration Discount.

3.4.2.1. Managers

3.4.2.1.1. After Years of Service

3.4.2.1.1.1. 1 Year and Registered for Year 2

3.4.2.1.1.1.1. Shall receive a shirt and hat.

3.4.2.1.1.1.1.1. This is a one-time and non-recurring.

3.4.2.1.1.2. 3 Years and Registered for Year 4

3.4.2.1.1.2.1. Shall receive a 20% discount.

3.4.2.1.1.2.1.1. Recurring every fall season, they are registered in this role.

3.4.2.1.1.2.2. Shall receive a Sweater.

3.4.2.1.1.2.2.1. This is a one-time and non-recurring.

3.4.3. Trainers

3.4.3.1. After Years of Service

3.4.3.1.1. 2 Years and Registered for Year 3

3.4.3.1.1.1. Shall receive a shirt and hat.

3.4.3.1.1.1.1. This is a one-time and non-recurring.

3.4.3.1.2. 3 Years and Registered for Year 4

3.4.3.1.2.1. Shall receive a 20% discount.

3.4.3.1.2.1.1. Recurring every fall season, they are registered in this role.

3.4.3.1.2.2. Shall receive a Sweater.

3.4.3.1.2.2.1. This is a one-time and non-recurring.

3.5. Board Members

3.5.1. Shall have all required courses to be eligible for discounts.

3.5.2. All required training courses shall be covered by the Association.

3.5.3. Are eligible for a Player Registration Discount.

3.5.3.1. After Years of Service

3.5.3.1.1. 0 Year and Registered for Year 1

3.5.3.1.1.1. Shall receive a hat and shirt.

3.5.3.1.1.1.1. One-time and non-recurring.

3.5.3.1.1.2. Shall receive a 20% discount.

3.5.3.1.2. 1 Year and Registered for Year 2

3.5.3.1.2.1. Shall receive a 50% discount

3.5.3.1.2.1.1. Recurring every year, they are registered in this role.

3.5.3.1.3. 2 Years and Registered for Year 3

3.5.3.1.3.1. Shall receive a Sweater.

3.5.3.1.3.1.1. This is a one-time and non-recurring.





4. Responsibilities

- 4.1. The Registrar shall ensure that all registrations are accurate and promo codes are configured.
- 4.2. The Manager-Trainer Director shall ensure all registered staff receive their incentives.
- 4.3. The Coaching Director shall ensure all registered coaches receive their incentives.

5. Reporting

- 5.1. Our Registrar, Manager-Trainer Director and Coaching Director shall work together to ensure that all registrations, and incentives are given out and documented.

6. Governance

- 6.1. The board has oversight over this Policy.
- 6.2. This policy shall be reviewed and approved at least every year or as required.

