



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

Policy Category	Operational – Program
Policy Name	Administrator Standards & Requirements
Source	
Origination Date:	April 2026
Revised Date:	

Administrator Standards & Requirements

1. Coach, Junior Coach, Field Staff & Volunteers

1.1. Coach

- 1.1.1. Must be registered.
- 1.1.2. NCCP standards defines 3 levels of Coaches. Refer to NCCP standards for complete definitions.
- 1.1.3. FSMFA promotes education and certification of coaches.
- 1.1.4. Participation of coaches at all levels are encouraged.
- 1.1.5. Coaching assignments and opportunities may be assigned to those with the higher NCCP standard.
- 1.1.6. Must be 18 years or older. They must be 2 years older than the oldest player on the team.

1.2. Junior Coach

- 1.2.1. Must be registered.
- 1.2.2. Junior Coaches are under the age of 18.
- 1.2.3. Junior Coaches must be 2 years older than the oldest player on the team.
- 1.2.4. They may be returning players, alumni or high school students who are interested in learning the roles and responsibilities of coaching.
- 1.2.5. They may be working towards their NCCP qualifications.
- 1.2.6. Junior coaches cannot be assigned to head coach positions.
- 1.2.7. They must be working with a trained or certified coach.

1.3. Field Staff

- 1.3.1. This includes trainers, equipment managers, and team managers.
- 1.3.2. Must be registered.
- 1.3.3. They are support staff for the coaches and players
- 1.3.4. They are not coaches and shall follow rules and expectations on the field.

1.4. Registered Staff

- 1.4.1. Shall follow rules and expectations on the field.
- 1.4.2. Shall not interfere with Coaches or Field Staff.

2. Coaching Roster & Sideline Standards

2.1. During games

- 2.1.1. Coach, Staff and substitute players must be listed on rosters and be insured





- 2.1.2. The team bench area shall be the only place that may be occupied on the sidelines.
 - 2.1.3. There shall not be an encroachment of the sidelines or playing field.
 3. Coach Training and Certification Requirements
 - 3.1. All coaches must have an NCCP number.
 - 3.2. All coaches must work to complete CDMFA coaching minimum requirements.
 - 3.3. Coach Requirements:
 - 3.3.1. Making Headway
 - 3.3.2. NCCP Safe Sport
 - 3.3.3. Safe Contact
 - 3.3.4. Rule of Two
 - 3.3.5. Community Coach Trained
 - 3.3.5.1. Coaches are exempt from this course if they have completed “Introduction Position coaches” or “Certified Competition” or above.
 - 3.3.6. Police Information Check
 - 3.3.7. Vulnerable Sector Check
 - 3.4. Junior Coach Requirements:
 - 3.4.1. Making Headway
 - 3.4.2. NCCP Safe Sport Module
 - 3.4.3. Safe Contact
 - 3.4.4. Police Information Check (over 18 years)
 - 3.4.5. Vulnerable Sector Check (over 18 years)
4. Responsibilities
 - 4.1. The Coaching Director shall ensure all registered coaches meet minimum requirements for coaching.
5. Reporting
 - 5.1. Our Registrar and Coaching Director shall work together to ensure that all registrations are 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.

