

## **Rules, Policies and Procedures**

**2017**

### **CDMFA Mission Statement**

*To be an association of football clubs that strives for a safe, affordable and first-class amateur football opportunity in the Capital District by governing league play, supporting member organizations, and promoting teamwork, leadership and good sportsmanship with a focus on the development of participants and the enjoyment of everyone.*

#### **1. GENERAL PROVISIONS, DEFINITIONS & INTERPRETATION**

- 1.1. The third person masculine gender, when used throughout this document, shall be understood to mean the third person masculine and feminine genders.
- 1.2. Where anywhere in this document the meaning of a word, phrase, sentence, or clause is unclear or otherwise ambiguous, the Executive shall interpret the meaning of said word, phrase, sentence or clause.
- 1.3. When such an interpretation is conducted by the Executive, it shall be done in a reasonable fashion and effect shall be given to the intent of the words.
- 1.4. The following definitions shall apply, except when the context of the word, words, acronym, or phrase is such that an alternative meaning of same is obvious.
  - 1.4.1. The word "Club", or phrases "Member Club", "Member Association" or "Participating Association" shall mean an association that is duly recognized as a participant in the CDMFA and has met the criteria set forth in the CDMFA By-Laws for membership.
  - 1.4.2. The word "Team" or phrase "Member Team" shall refer to the players, coaches, and team officials of a single team which plays under the authority of a Club.
  - 1.4.3. The initials "CDMFA" shall mean the Capital District Minor Football Association.
  - 1.4.4. The word "Board" and the phrase "Board of Directors" shall mean the Board of Directors of the CDMFA, including the elected members of the Executive and the individual representatives of each Participating Association.
  - 1.4.5. The word "Executive" shall mean the elected officers of the CDMFA, as defined in the bylaws.
  - 1.4.6. The word "family" shall mean one parent who is the legal guardian of one or more players participating in the football program of a Participating Association, or two parents (whether married or common-law), at least one

of which is the legal guardian of one or more players participating in the football program of a Participating Association.

- 1.4.7. The word "football" shall mean the game of Canadian football, played under the rules established in the current version of the Canadian Rule Book for Tackle Football, as modified by the CDMFA.
- 1.4.8. The acronym "RPP" shall mean the rules, policies, and procedures as set forth in this document.
- 1.4.9. The term "By-Laws" shall mean to the By-Laws of the CDMFA.
- 1.4.10. The word "Level" shall mean the age level of competition; i.e. the Atom Level, the Peewee Level, the Bantam Level or the Midget Level.
- 1.4.11. The word "Division" shall mean a number of teams within a Level that shall be placed in a group for scheduling and tiering purposes, in accordance with directives set forth by Football Alberta.
- 1.4.12. The word "import" shall mean a released player.
- 1.4.13. The phrase "recruitment boundary" shall mean the limit of a recruitment zone.
- 1.4.14. The phrase "recruitment zone" shall mean that area that is assigned to a Club or Team within which they shall have player recruitment rights, as defined within this Document.
- 1.4.15. The phrase "released player" shall mean a player who has been released by a Club or by the CDMFA to play on another team, when the player's primary place of residence lies within the releasing Club's recruitment boundaries.
- 1.4.16. The phrase "primary residence" shall refer to a main residence where an individual normally resides, and in the case of a player or parent/guardian shall be the residence that is entered into the CDMFA registration system.

## **2. CDMFA ELIGIBILITY, CLUB RECRUITMENT ZONES AND BOUNDARIES**

### **2.1. UNDERLYING ASSUMPTIONS**

- 2.1.1. Football is for the players.
- 2.1.2. All member teams are honourable.
- 2.1.3. CDMFA is a facilitating organization.
- 2.1.4. CDMFA shall hold Member Associations accountable to these RPPs.

### **2.2. PLAYER RECRUITMENT**

- 2.2.1. Teams and Clubs are free to recruit players without let or hindrance from within their assigned recruitment zone. Teams and Clubs shall not recruit players within the recruitment zone of another Club when that Club has a team competing in the same Level. The act of "actively recruiting" players shall include, but not necessarily be limited to, making the initial contact with a prospective player who resides within another Club's recruitment zone, making subsequent unsolicited contact with a prospective player who resides within another Club's recruitment zone, or advertising a football program within another

Club's recruitment zone. This clause, however, shall in no way infringe upon a

player's or a family's right to contact any Team or Club in the CDMFA with the intent of playing for that Team or Club as a released player.

### **2.3. PLAYER ELIGIBILITY**

- 2.3.1. No individual entering high school (grades 10, 11, or 12), at any time during the calendar year of the current season, will be eligible to play in the Bantam Level of the CDMFA.
- 2.3.2. No individual who is currently enrolled in Grade 9 shall be eligible to play Bantam Football in the CDMFA if he is currently on the roster of a High School football team.
- 2.3.3. No individual who is currently enrolled in Grade 8 shall be eligible to play in the Midget Level of the CDMFA.
- 2.3.4. No individual entering Grade 12 at any time during the school year of the current season will be eligible to play in the Midget level of the CDMFA. The "school year" shall be the year of the current season, ending at the completion of the term concurrent with that season. For the purposes of this clause, the third year of high school will be deemed to be Grade 12, regardless of the actual courses that an individual may be enrolled in.
- 2.3.5. Any individual meeting age requirements, regardless of weight, is eligible to play any position within their age division of the CDMFA.
- 2.3.6. Midget Division. No player over the age of eighteen (18) on December 31 of the current year is eligible to play in the CDMFA.
- 2.3.7. Bantam Division. No player over the age of fifteen (15) on December 31 of the current year is eligible to play in the CDMFA.
- 2.3.8. Pee wee Division. No player over the age of twelve (12) on December 31 of the current year is eligible to play in the CDMFA.
- 2.3.9. Atom Division. No player over the age of ten (10) on December 31 of the current year is eligible to play in the CDMFA.

### **2.4. RECRUITMENT ZONES AND BOUNDARIES**

For the purpose of this Section, a player's primary residence shall be used to determine recruitment rights. Clubs shall have recruitment rights within Recruitment Zones as defined by the following Recruitment Boundaries:

- 2.4.1. The St. Albert Minor Football Association will recruit players from the City of St. Albert and the County of Sturgeon, north of the Corporate Limits of the City of Edmonton and west and north of Highway 28 including the Town of Bon Accord.
- 2.4.2. The West Edmonton Raiders and North Edmonton Minor Football Association (Edmonton Seahawks) will recruit players within the City of Edmonton Corporate Limits bounded on the south by the North Saskatchewan River and on the west, north and east by Edmonton City Limits.
- 2.4.3. The South Edmonton Minor Football Association (Edmonton Chargers), the South West Edmonton Minor Football Association (Edmonton Mustangs) and the Mill Woods Minor Football Association will recruit players from be within the City of Edmonton Corporate Limits bounded on the north by the North Saskatchewan River and on the south and east by the Edmonton City Limits.
- 2.4.4. The Leduc Minor Football Association will recruit players from the County of

Leduc including the City of Leduc, the Town of Beaumont and the Municipality of Devon

- 2.4.5. The Stony Plain Minor Football Association will recruit players from the Corporate Limits of the Town of Stony Plain.
- 2.4.6. The Spruce Grove and District Minor Football Association will recruit players from the Corporate Limits of the City of Spruce Grove.
- 2.4.7. The Parkland Football Association will recruit midget level players from the Corporate Limits of the Town of Stony Plain, the Corporate Limits of the City of Spruce Grove and the County of Parkland.
- 2.4.8. The Strathcona County Minor Football Association, the Sherwood Park Northstars, the Sherwood Park Rams and the Sherwood Park Wolverines will jointly recruit players from the County of Strathcona including the Hamlets of Sherwood Park and Ardrossan, east of the Corporate Limits of the City of Edmonton and south of Highway 16.
- 2.4.9. The Fort McMurray Ravens Junior Football Association will recruit players from the Regional Municipality of Wood Buffalo, including the Town of Fort McMurray.
- 2.4.10. The Rose City Football Association will recruit players from the County of Camrose, including the City of Camrose.
- 2.4.11. The Camrose Minor Football Association will recruit players from the County of Camrose, including the City of Camrose
- 2.4.12. The Lloydminster Minor Football Association will recruit players from the County of Vermillion River, including the City of Lloydminster.
- 2.4.13. The Fort Saskatchewan Minor Football Association will recruit players from the City of Fort Saskatchewan and the County of Strathcona north of Township Road 534 and the County of Sturgeon east and south of Highway 28 including the Town of Gibbons.
- 2.4.14. Wetaskiwin will recruit players from within the City of Wetaskiwin and the county of Wetaskiwin.
- 2.4.15. The town of Beaumont will be the exclusive recruiting zone for Beaumont Minor Football at the Atom level.
- 2.4.16. Any team may register a player residing outside of their recruitment zone without let or hindrance, provided there is no other CDMFA team with recruitment rights within the area of residence of that player.
- 2.4.17 Any player attending Ardrossan Jr. Sr. High can play with the Northstars as non-imports.

## **2.5. SHARED RECRUITMENT ZONES**

- 2.5.1. The surrounding County of Parkland beyond the Corporate Limits of Spruce Grove and Stony Plain will be jointly shared for recruitment by Stony Plain Minor Football Association and Spruce Grove and District Minor Football Association.
- 2.5.2. A zone between the Yellowhead (east of Highway 21) and Township Road 534, as well as the area south of the Yellowhead, East of Highway 21 and north of Baseline Road to the County of Strathcona Boundary will be a shared recruitment zone for SCMFA, FSMFA, Northstars, Wolverines and Rams.
- 2.5.4. The town of Ponoka and the County of Ponoka will be jointly shared for

recruitment by Wetaskiwin Minor Football, Rose City Football Association and Camrose Minor Football Association.

## **2.6. NEW CLUB AND TEAM RECRUITMENT BOUNDARIES**

- 2.6.1. Any registered society proposing to enter a new Member Club into the CDMFA, subject to Bylaw 7 must submit, with their application, a proposed Recruitment Zone. Where any territorial infringement is objected to by an existing Participating Association, a resolution will be arbitrated by a Committee consisting of: one representative from each Participating Association affected and three impartial members of the then current Executive and/or the Board of Directors of the CDMFA. This committee may recommend rejection of the proposed expansion of the grounds of the infringement.
- 2.6.2. Where an existing Member Club wishes to field a Team in a Level where it currently has no existing Team, that new team's Recruitment Zone shall be the same as the Recruitment Zone already in effect for that Club.
- 2.6.3. Where an existing Member Club wishes to field an additional Team or Teams in a Level where it currently has an existing Team or Teams, the Recruitment Zone of the new Team shall be the same as the Recruitment Zone already in effect for that Club.

## **3. REGISTRATION:**

These rules apply to all levels of play unless superseded by specific rules for that level.

### **3.1. PLAYER REGISTRATION**

- 3.1.1. Teams must register their players for league play through the CDMFA managed online system.
- 3.1.2. Teams are not required to submit paper copies of documentation to the Vice-president Membership for all players at the beginning of the season. However, they are required to keep such documents, and produce copies of such documents at the request of the Vice-president Membership
- 3.1.3. Each team shall appoint a volunteer, hereafter called a Team Registrar that will be responsible for their Club's registrations.
- 3.1.4. Each team shall appoint a volunteer, hereafter called a Team Manager that will be responsible for scorekeeping on the CDMFA website.
- 3.1.5. Website access shall be granted by the CDMFA Executive.
- 3.1.6. Before the start of each season, permissions for the previous season in the online system shall be removed for all teams.

### **3.2. TEAM ROSTERS**

- 3.2.1. At the Midget level, no practices with equipment shall take place before February 1<sup>st</sup> of the current football season.
- 3.2.2. At the Atom, Peewee and Bantam level, practices with equipment may start at any time.
- 3.2.3. Team rosters on the CDMFA online system, must be updated prior to the team registration deadline with the minimum number of players.
- 3.2.4. No player shall practice or play with equipment unless and until he is

- registered on the CDMFA website.
- 3.2.5. Jersey numbers must be entered into the CDMFA Team Registration Pages on the CDMFA website before the first regular season game.
  - 3.2.6. 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.
  - 3.2.7. Team rosters will be limited to a maximum of 50 players. Teams may register more than 50 players for try-out purposes but may not play a league or playoff game with more than 50 players on the roster. The CDMFA Executive may allow, on a case by case basis, additional registrations over the 50-man limit; however, these cases are to be judged on their individual merits and will in no case be considered to be precedent-setting.
  - 3.2.8. Once a player is deactivated or removed from a roster they cannot be reactivated in that season of play.
  - 3.2.9. At the Midget level, rosters shall be further broken down as follows: Ten (10) roster spots are reserved for Grade 9 players, Twenty (20) roster spots are reserved for Grade 10 players and Twenty (20) roster spots are reserved for Grade 11 players.
  - 3.2.10. If the allocated spots for grade 9's cannot be filled with Grade 9 players, then these spots shall not be filled at all. The same applies to the allocated spots for Grade 10 players, except that those spots may be filled with additional Grade 9 players. The same also applies to the allocated spots for Grade 11 players, except that those spots may be filled with additional Grade 9 or Grade 10 players.
  - 3.2.11. Newly registered players may play for a team provided their registration is completed in the CDMFA system by midnight April 15<sup>th</sup> for the Midget season or September 15<sup>th</sup> for the Bantam, Peewee or Atom season
  - 3.2.12. All players must provide to the club registrar proof of age (i.e. Birth Certificate or Alberta Health Care Insurance Card). Clubs must not keep copies of any proof of age documents or information contained therein.
  - 3.2.13. All Bantam and Midget 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 during the current season of play, prior to the commencement of the season.
  - 3.2.14. All registrations are subject to verification by the CDMFA.
  - 3.2.15. A team registration must be provided in full prior to a team being scheduled for play. This must include: team name, team colors, head coach and contact information, head coach NCCP certification number, team manager and contact information, twenty (20) registered players and the full team registration payment.
  - 3.2.16. Midget team registrations must be in place by January 30<sup>th</sup> to be eligible for league play.
  - 3.2.17. Atom, Peewee and Bantam team registrations must be in place by June 30<sup>th</sup> to be eligible for league play.
  - 3.2.18. The CDMFA Vice-president membership may audit a team's roster at any time.

### **3.3. RELEASES AND RELEASED PLAYERS, CUTS AND CUT PLAYERS**

- 3.3.1. For a player to be eligible for play in the CDMFA he must conform to CDMFA eligibility restrictions and, as detailed in **Section 2.4 & 2.5 RECRUITMENT ZONES AND BOUNDARIES**, he must play for that Team whose Recruitment Zone includes his primary residence unless all other Teams in that Recruitment Zone have released that player. The player is released to a specific team/association within the CDMFA and which will apply for the duration of his CDMFA eligibility with that association. A release does not remove eligibility from teams in their regular recruitment zone. The release does not make the player a free agent in the league.
- 3.3.2. Released players will be recognized as import players and a team can carry a maximum of three import players in any season. A team can only be requested to release three players from their roster.
- 3.3.3. The league can ask a team to release a player in very specific circumstances, such as when a parent is coaching for an alternate team or all regular recruitment zone teams are at full rosters. These circumstances must be verified by the **Vice-president Membership** and will not count towards the maximum of three released players.
- 3.3.4. Releases are requested through the CDMFA On-Line Registration System and, once approved, affected players are thus thereafter recorded as an "Import Player" within that system. Release request must be submitted and responded to through this system. When a Team requests a release, it must request the release of all Teams within the applicable Recruitment Zone and all of those Teams must approve the request.
- 3.3.5. If a player is found to be registered for two or more teams, the Vice-President Membership will notify the teams involved
- 3.3.6. Any player whose primary residence is within the Recruitment Zone of another Club that fields a Team at that player's level will be recorded on the CDMFA website as an "Import Player" on the roster of the team for which he plays.
- 3.3.7. Only Teams are to request a release of a player from another team. This is intended to foster team-to-team communications.
- 3.3.8. Participating Associations may refuse to release a player if they so choose, however the refusal shall be open to appeal to the CDMFA Board. The league must consult with the home team/association of a player that is requesting a release in order to play football.
- 3.3.9. The Appeal committee shall be made up of the Vice-President Membership and two other members of the Board of Directors not from Participating Associations involved in the appeal. All CDMFA VICE-PRESIDENTs are standing members of the appeal committee.
- 3.3.10. All released players registered in 2010 or earlier are grandfathered – no release required although the player in question must be noted as an "Import Player" in the system.
- 3.3.11. Players may not practice with teams or associations until they are properly registered, including releases. The only exception to this rule are open camps that are not related to league or team play.

### **3.4. CHANGING TEAMS**

- 3.4.1. Any player who has already played a regular season game is not allowed to change teams.

### **3.5. VIOLATIONS**

- 3.5.1. It is the responsibilities 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.

### **3.6. INSURANCE**

- 3.6.1. Each Association is responsible for ensuring that all of their registered players and field staff have proper insurance.
- 3.6.2. No player is allowed to practice or play in league sanctioned play without being insured.
- 3.6.3. Each club is responsible for paying a team insurance fee and coverage for 20 players and field personnel to Football Alberta prior to the start of the regular season.

## **4. RULES GOVERNING PLAY, REPORTING & PRACTICES**

### **4.1. COACHING**

- 4.1.1. The CDMFA recommends that all coaches be NCCP Certified in Tackle Football within the Community Sport Stream.
- 4.1.2. All member associations must ensure that their coaching staff for each team meets Football Canada and Football Alberta certification requirements.

### **4.2. BALL**

- 4.2.1. The regulation balls of the CDMFA will be
- the K2 Football for Atom Level
  - the Wilson TDJ Football for Peewee level. ~~and Atom levels.~~
  - the Wilson TDY Football for Bantams.
  - the Wilson NCAA/TDS for Midget.
- 4.2.2. These footballs shall be the only footballs sanctioned for CDMFA play.
- 4.2.3. Balls may be leather or composite.

### **4.3. DEFAULTS AND FORFEITURES**

- 4.3.1. A defaulted game is defined as
- i) the failure of a team to show up with enough players (15 players) to fully participate in that game within fifteen (15) minutes of the scheduled kickoff.; or,



- ii) the notification that a team does not intend to field a team for a league sanctioned game.
- 4.3.2. At the discretion of the Board, a fine will be levied against the offending Team for a default. The fine shall be \$750 for each offense. Upon collection of this fine, a portion of the fine will then be transferred by the CDMFA to the Member Association of the non-offending team in order to defray any costs that they may have incurred or to mitigate revenue losses that the non-offending team may have suffered as a result of the default. Consideration by the CDMFA Board may be given to reduce, but not eliminate, the fine if at least 72 hours' notice prior to the scheduled game start is provided for a default. A fine and the transfer to the non-offending team will not be reduced below \$250.
- 4.3.3. An offense under section 4.3.2 shall be defined as:
  - i) a single regular season or playoff game; or,
  - ii) one day's schedule of jamboree and/or pre-season games scheduled by CDMFA
- 4.3.4. The offending team shall be recorded as the loser of the game with the score recorded as 40-0 for the non-offending team.
- 4.3.5. After a game has commenced, where the Head Coach of one team determines that it is no longer in the best interest of the CDMFA and of his players to continue the game he may, after consultation with and with the concurrence of the other Head Coach, request that the referee declare the game a Forfeiture. The referee shall, after confirming the concurrence of both Head Coaches, immediately grant this request.
- 4.3.6. Where a game is declared a Forfeit, the score at the time of the declaration shall be considered to be the final score.
- 4.3.7. When a game is declared a Forfeit, the game may be continued from that point as a "controlled scrimmage" until such time as the normal game could have been reasonably expected to end. The purpose of such continuation would only be to afford the players a full and meaningful playing experience.
- 4.3.8. Should a Head Coach request a Forfeit and the opposing Head Coach refuse the request, the game shall continue. Both Head Coaches must explain their reasons for requesting the Forfeiture and for denying the Forfeiture, as appropriate, to the Vice President Program and the Executive Director. These explanations must be submitted via e-mail within 24 hours of the completion of the game. If the Vice-President Program deems that the reason for either the requested Forfeiture by the requesting Head Coach or the denial of Forfeiture by the denying Head Coach to be without merit, he may at his discretion request that the Executive take action under **Section 6 – DISCIPLINARY (SUSPENSIONS AND EXPULSIONS) PROCESS** of the RPPs. The failure of a coach to submit the required explanations as detailed above shall automatically result in disciplinary action.

#### **4.4. RULES**

- 4.4.1. Play will be governed by the current version of the "Canadian Rule Book for Tackle Football" except where modified by the CDMFA. All on-field staff of CDMFA Member Teams must abide by the code of ethics and rules contained

therein.

- 4.4.2. At the Peewee level, the penalty for No Yards shall be 5 yards rather than the regulation 15 yards.
- 4.4.3. At the Atom level, the field will be from the 45-yard line to the end zone and from the hash marks to the sideline. Four atom games will be held simultaneously on one field.
- 4.4.6. Recommendation is that the referees deal only with coaches and not with captains during the game in terms of penalty decisions.

#### **4.5. TIMING**

- 4.5.1. Bantam and Midget Games will consist of 48 minutes of actual playing time, divided into 4 quarters of 12 minutes each. (As per the Canadian Rule Book for Tackle Football, page 3, rule 1, article 1.)
- 4.5.2. Peewee games will consist of four quarters, the first and third quarters will be fifteen (15) minutes of straight playing time. The second and fourth quarters are fourteen (14) minutes of straight playing time followed by 3 plays, as indicated by the official. Should one of the three plays result in an accepted penalty, another play shall be added. The use of a time out shall not add an additional play to those remaining in the half.
- 4.5.3. Atom games shall consist of four sets of six offensive plays per team, jamboree style starting at the 35-yard line. Additional plays will be added if time permits and coaches agree. 90 minutes shall be scheduled for an atom game; 30 minutes for warm up and 60 minutes for the game.

#### **4.6. TIMEOUTS**

- 4.6.1. At the Atom and Peewee levels coaches will be allowed on the field during a time-out.
- 4.6.2. At the Bantam and Midget level no coaches are allowed on the field.

#### **4.7. SCORING**

- 4.7.1. At the Peewee level, the convert is 2 points if kicked through the uprights and 1 point if passed or ran into the end zone.
- 4.7.2. At the Atom level, no score will be posted, however, score differentials will be tracked to ensure proper tiering.

#### **4.8. STANDINGS AND PLAYOFF RANKINGS**

- 4.8.1. CDMFA league standings and ranking for play-off position will be based on 2 points for a win and 1 point for a tie.
- 4.8.2. In the event of two or more teams being tied on this basis and if all tied teams have played each other then they will be ranked relative to each other according to the result of their game(s) against each other. In the event teams are still tied on the basis of performance against each other, that team having over-all lowest points against will rank highest. If still tied, the team with the highest plus/minus differential will rank highest.
- 4.8.3. In the event of two or more teams being tied on this basis, and if all tied teams have **not** played each other then they will be ranked

relative to each other with that team having overall lowest points against ranking highest. If still tied, the team with the highest plus/minus differential will rank highest.

#### **4.9. FIELD EQUIPMENT**

- 4.9.1. Home fields must have goal post padding, down markers and must be appropriately lined for football. Lights and snow clearing must be provided as necessary.
- 4.9.2. The Home team specified by the CDMFA league schedule, at each CDMFA game must provide the Game ball and “chain gang” for down markers.

#### **4.10. GAME SHEETS AND REPORTING SCORES**

- 4.10.1. During the CDMFA regular season and playoffs, each Participating Association shall assign Scorekeepers to enter scores for each team on the CDMFA Website.
- 4.10.2. The home team must enter the game score on the league website no later than 12 hours after the completion of the game. The visiting team must email the Vice-President Program and Executive Director with the final score, also within 12 hours after the completion of the game.

#### **4.11. AWARDS**

- 4.11.1. The CDMFA will present the following awards, at each level of Bantam, Peewee, annually:
  - Most Sportsmanlike Team (Voted on by the Officials’ Association)
  - Best Offensive Team (Voted on by the head coaches of the member teams for the appropriate level and division. May be selected by Vice-president Program in the event of a tie and not awarded if inadequate voting),
  - Best Defensive Team (awarded to the team with the least points against in the regular season standings),
  - Official of the Year (Voted on by the Coaches of the Member Teams at the appropriate level)
  - Coach of the Year (Voted on by the Coaches of the Member Teams for the appropriate level)
  - All teams shall submit their choices to the Executive Director within 48 hours of the completion of the regular season.
  - The Executive Director shall endeavor to have the plaques and trophies prepared forthwith so that they are available to teams for their banquets.
- 4.11.2. For Peewee, Bantam and Midget the following will be awarded depending on registrations and as determined by the board annually:
  - Tier I Champion
  - Tier II Champion
  - Tier III Champion
  - Tier IV Champion
- 4.11.3. A small keeper plaque will be presented with each of the above awards for retention by winning team and/or individual.
- 4.11.4. All permanent trophies shall be returned to the CDMFA on or before the August 31<sup>st</sup> (February 28<sup>th</sup> for Midget) to the Executive Director. Failure to return

permanent trophies before the deadline will result in a \$750 fine.

- 4.11.5. A damage inspection will be conducted by Executive Director. The team returning the trophy will be responsible for cost of repairs of any damage incurred while the trophy was in their possession.

#### **4.12. PRACTICES AND GAME EJECTIONS**

- 4.12.1. Practices at the Midget level are not to exceed 6 hours per week.
- 4.12.2. Any individual who is disqualified or ejected from a game by a referee will be subject to a one-game suspension. The suspension shall apply to the first game after the CDMFA is informed of the disqualification or ejection, and if applicable shall carry over to the next season. Such suspension shall not be open to the Appeals Process under **Section 6 –DISCIPLINARY PROCESS (SUSPENSIONS AND EXPULSIONS)** of the RPPs.

#### **4.13. GAME SCHEDULING**

- 4.13.1. Game scheduling requests must be made when teams are registered.
- 4.13.2. Game scheduling requests will be considered for regular season and playoff games.
- 4.13.3. Scheduling requests must be simple and consistent with a strong supporting reason. Strong supporting reasons include, the head coach and majority of assistant coaches are unavailable regularly due to employment or religious commitments. If requests are excessive, teams may be required to provide proof of their justification.
- 4.13.4. Reasonable scheduling requests will be accommodated when possible, however as a weekend play league with limited field and official availability, not all requests will be met.
- 4.13.5. Changes to schedules will be immediately communicated to head coaches and impacted board members by the Vice-President Fields, Officials & Scheduling or the Executive Director.
- 4.13.6. Mid-season requests for changes can be made by head coaches or association board members to the Vice-President Fields, Officials & Scheduling or the Executive Director.
- 4.13.7. In the event that a game must be rescheduled mid-season and three weeks' notice is provided, the Executive Director and the Vice-President Program will make the decision and give notice to impacted teams.
- 4.13.8. In the event that a game must be rescheduled mid-season and three weeks' notice cannot be provided, the Executive Director and the Vice-President Program will gain consensus with the head coaches. In the event that consensus cannot be reached an appeal will go the CDMFA executive for decision.

### **5. FINANCES, PERFORMANCE BOND AND FINES:**

### **5.1. EXPENDITURES**

- 5.1.1. The CDMFA will pay suppliers for expenses pertaining to the operation of the CDMFA.
- 5.1.2. A Member Team or Participating Association may not commit the expenditure of CDMFA gaming proceeds without the prior written consent of the ~~Treasurer~~ VICE-PRESIDENT Finance & Operations and President of the CDMFA. Retroactive approval will not normally be provided, but may be requested of the Board of Directors.
- 5.1.3. General service agreements shall be signed with all vendors providing recurring products and/or services to CDMFA in excess of \$1,000 during the fiscal year.

### **5.2. GUIDING PRINCIPLES**

- 5.2.1. The Board shall approve the annual budget of the CDMFA.
- 5.2.2. The Executive shall manage the accounts of the association within the parameters of the approved budget.
- 5.2.3. Any changes in the budget and any addition of non-budgeted items must be approved by the Board.

### **5.3. REPORTING**

- 5.3.1. At each Board meeting or prior to the meeting via e-mail, the following reports shall be submitted:
  - Balance Sheet,
  - Budget vs. Actual
  - Cheque detail for all cheques since the preceding Board meeting.

### **5.4. REIMBURSEMENTS**

- 5.4.1. All requests for reimbursement to Executive members or participating associations shall be submitted at monthly Board meetings **or** via e-mail to the Vice-President Finance & Operations on the CDMFA expense form.
- 5.4.2. Requests for reimbursements must be submitted prior to December 15<sup>th</sup> to ensure the budget respects the fiscal year.
- 5.4.3. Reimbursement to Executive members
  - Any expenditure reimbursed to a member of the Executive shall include original proof of purchase and be countersigned by at least two other members of the Executive, either on the cheque or the CDMFA Expense Form.
  - Any request for travel reimbursement outside of the Capital district, must be approved by the Executive prior to the travel taking place.
  - For expenditures in excess of \$300, payment may only be made directly to the supplier of goods or services rather than through an Executive member to a third party supplier with the sole exception being website or any other expenditure identified by the board.
- 5.4.4. All reimbursements to participating associations must be submitted on a CDMFA Expense Form and shall include proof of purchase where applicable.

## **5.5. PURCHASES**

- 5.5.1. When purchases of goods or services over \$2000 are undertaken, the Executive shall provide the Board with three quotes prior to committing to any disbursement, exceptions being field rentals, referee costs, or minor official costs. This clause may be overridden with the approval of the Board or where existing ongoing contracts exist.
- 5.5.2. No purchases shall be made from a member of the Executive or Board, a business owned by a member of the Executive or Board or his/her family unless three quotes are forwarded to the Board. Two of such quotes must be from companies not associated with an Executive or Board member. Executive and or Board members must disclose this relationship, must exclude themselves from the discussion and abstain from voting on the issue.

## **5.6. PERFORMANCE BONDS**

- 5.6.1. Each participating Association in the CDMFA must post a \$500 performance bond to be held in trust in a separate account.
- 5.6.2. Any participating association in good standing that leaves the CDMFA will see their performance bond returned.

## **5.7. LEAGUE FEES**

- 5.7.1. All participating associations shall submit the league fees for each team by January 30<sup>th</sup> for Midgets and post marked no later than July 31 for Atom, Peewee, and Bantam. League fees must be accompanied by a full registration, including the naming of the head coach, their NCCP number and their contact information and twenty registered players. A team will not be scheduled for the season if they are not compliant. Any participating association with outstanding fees or fines as of October 1 may have their teams be deemed ineligible for playoffs at the discretion of the Board.

## **5.8. FINES**

- 5.8.1. A participating association will be fined \$100 should their Board member or alternate not attend two consecutive board or general meetings. The fine will increase by \$100 for each additional consecutive meeting not attended.
- 5.8.2. A participating association that fails to post the score of a game on the website within 24 hours following a game shall be fined \$100.
- 5.8.3. Any league fees not submitted by the applicable due date, are subject to a fine of \$100 per team. The fine will increase by \$100 for each month that the league fees are not submitted.
- 5.8.4. Any team that has not submitted proof of an initial insurance payment to Football Alberta prior to the start of league play shall be fined \$100. Proof of payment shall be submitted to the Vice President Program.
- 5.8.5. Forfeiture (see 4. 3. 2.) \$750
- 5.8.6. Return of Trophies (see 4.11.4.) \$750
- 5.8.7. Opting out of gaming (see 11.4.1.)

## **5.9. RATES FOR REIMBURSEMENT**

- 5.9.1. Kilometers, per diem and meals will be reimbursed at the Alberta government rate.  
<http://www.gprc.ab.ca/pdf/policies/admin/TravelExpensePolicy-Appendix1.pdf>
- 5.9.2. Travel for provincials shall be reimbursed at the following rates:
  - 150 – 250 km; \$900
  - 251 - 450 km; \$1300
  - More than 450 km; \$1700
- 5.9.3. Provincial Final travel expenses shall be submitted directly to Football Alberta. No travel expenses for Provincial Finals will be reimbursed by the CDMFA.
- 5.9.4. Meals for provincial play, where CDMFA is host league at a maximum of \$400/ visiting team.

## **6. DISCIPLINARY PROCESS (SUSPENSIONS AND EXPULSIONS)**

- 6.1. The CDMFA will implement a Disciplinary Committee, with a minimum of 5 members, to hear all suspensions and expulsions as per Bylaws.
- 6.2. The Board of Directors of the CDMFA will make all appointments to the Disciplinary Committee and that the term of appointment shall be for one (1) year.
- 6.3. That all appointments will be made as soon as possible after the Annual General Meeting.
- 6.4. The Board may remove members from the committee as required.
- 6.5. All Disciplinary Committee hearings be presided over by a panel of at least 3 members of the Committee, where none of the panel members are directly associated with the subject.
- 6.6. The ~~applicable Vice-President~~ or President of the CDMFA will call a meeting of the Disciplinary Committee as the result of a formal request from any member club as is considered reasonable, in order to hear the request and to rule on any suspensions or expulsions. All EFOA requests will automatically result in a hearing by the Disciplinary Committee.
- 6.7. That the subject of the hearing (player, coach, parent or volunteer) plus, one coach and one parent/guardian (if a player is the subject) and one team representative be allowed to attend the hearing (and the appeal if one is requested) and to listen to all the presentations of information to the panel and or the Board.
- 6.8. That the team representative be allowed to listen to the presentations as well as the deliberations and decisions of the panel or the Board.
- 6.9. That the subject's history be considered when determining suspensions or expulsions.
- 6.10. That the Disciplinary Committee decision be immediately communicated to the Board.
- 6.11. That the Disciplinary Committee maintains a Disciplinary Archive that includes past incidents and suspensions or expulsions.

## 7. CRIMINAL RECORDS CHECKS

- 7.1. The CDMFA advises every Participating Association follow a practice of conducting regular criminal records checks on all volunteers involved with the activities of their association. As a minimum, the CDMFA strongly encourages that all Participating Associations conduct an annual criminal records check for all coaches, trainers and equipment personnel.

## 8. PRIVACY

### 8.1. BACKGROUND AND PURPOSE OF THE PRIVACY POLICY

- 8.1.1. The CDMFA recognizes the importance of, and is committed to, maintaining the accuracy, confidentiality, and security of personal information. Following the federal Personal Information Protection and Electronic Documents Act (PIPEDA), and Alberta Personal Information and Privacy Act (PIPA), the CDMFA developed this Privacy Policy.
- 8.1.2. The Personal Information Protection and Electronic Documents Act limits the collection, use, and disclosure of personal information: This Privacy Policy describes the manner in which CDMFA shall adhere to all relevant legislative privacy requirements, referencing the 10 Canadian Standards Association (CSA) principles.

### 8.2. PERSONAL INFORMATION

- 8.2.1. Personal information is defined as information about an identifiable individual. Personal information includes that which relates to personal characteristics (e.g., age, gender, home address, phone number, ethnic background), health (e.g. health history, health conditions), or activities and views (e.g. religion, politics, opinions or evaluations). Personal information does not include business information (e.g. business address, business phone).

### 8.3. SCOPE

- 8.3.1. The CDMFA Privacy Policy sets out the principles and practices regarding the protection of personal information that is collected, used, or disclosed.

### 8.4. PRINCIPLES

- 8.4.1. **Accountability.** The CDMFA is responsible for personal information under its control. Furthermore, all CDMFA employees and volunteers who collect maintain and/or use personal information are responsible for ensuring that the collection, use and disclosure of this information is carried out in accordance with this policy and relevant procedures. The CDMFA shall designate a Privacy Officer (Vice-President Membership) to be accountable for CDMFA compliance. The Privacy Officer shall ensure adherence to this Policy by training staff, developing critical pathways for complaints and/or inquiries, and designing security measures to protect personal information possessed by the CDMFA.
- 8.4.2. **Identifying Purposes.** The purpose for which personal information is collected shall be identified by the CDMFA at or before the time the



information is collected. The CDMFA shall only collect information pertinent to its Football Programming and services.

- 8.4.3. **Type of Information Collected.** The CDMFA collects personal information from interested parties, typically its members, prospective members, coaches, officials, participants, administrators, volunteers, contractors, and vendors directly for the purposes of conducting Football Programming. This information may be obtained in person, by mail, over the phone/facsimile or electronically through the CDMFA or its member Participating Associations. Individuals provide the necessary information, as requested, based on their personal need. This information may include, but is not limited to:
- 8.4.3.1. Names, addresses, phone and fax numbers, and email addresses collected for the purposes of facilitating membership communication related to CDMFA upcoming events, programs, and activities.
  - 8.4.3.2. Names, addresses, email addresses provided voluntarily by an individual who accesses secure areas of [www.cdmfa.com](http://www.cdmfa.com).
  - 8.4.3.3. Information pertaining to athletes:
  - 8.4.3.4. Names, addresses, phone and fax numbers, email addresses, dates of birth, and historical information (athlete biography and statistics) of players may be collected to determine eligibility, geographical, division of play (age group), level of play, and transfer information consistent with CDMFA regulations.
  - 8.4.3.5. Information concerning an individual's skill level and development, and feedback on programs may be collected to ensure present and future program success.
  - 8.4.3.6. Personal health information such as allergies, emergency contact and past medical history for use in the case of medical emergency.
  - 8.4.3.7. Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
  - 8.4.3.8. Emergency contact information such as the names, addresses, phone numbers, and email addresses of players' parents, and information regarding educational information, skill levels, ability, and health may be collected to ensure compliance with CDMFA residency regulations are that activities are carried out in a safe and secure environment.
  - 8.4.3.9. The names, addresses, phone and fax numbers, email addresses of officials, coaches, and administrators may be collected to determine level of certification and coaching qualifications, are consistent with CDMFA regulations.
  - 8.4.3.10. Personal information collected for the purposes of football registrations may also be utilized for football specific research purposes, including but not necessarily limited to, football demographic research.
  - 8.4.3.11. Performance data, typical of football, may be collected for the purpose of promoting both the individual and contest.
  - 8.4.3.12. Names, addresses, phone and fax numbers, and email addresses for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.

- 8.4.3.13. Personal information (such as credit card information) that is required to undertake the supply of services or products and payment for said services or products an individual has requested in compliance with the law and regulatory requirements as part of normal business transactions and record keeping.
- 8.4.3.14. Personal information required to provide, administer, and manage the service, program, or product requested integral with CDMFA products and services.
- 8.4.3.15. Banking information, social insurance numbers, criminal records checks, personal reference information, and résumés required to administer CDMFA hiring policy and payroll.
- 8.4.3.16. Appeals and regulations challenges as well as information collected to defend CDMFA against legal action brought against CDMFA.
- 8.4.4. If a purpose has not been identified herein nor consent given for such purpose, CDMFA shall seek consent from individuals. This consent shall be documented as to when and how it was received.

## **8.5. CONSENT**

- 8.5.1. The knowledge and consent of the individual are required for the collection, use or disclosure of personal information. CDMFA shall use personal information for only the specified uses. By consenting to provide information to CDMFA, the individual is deemed to consent to the use of the information for the purposes of Football Programming and to disclosure of the information to other associated organizations for the same purpose. In addition to using personal information for Football Programming purposes, CDMFA may use personal information for the purposes of providing promotional opportunities or football specific communications and association updates. CDMFA shall provide an opportunity for the member to consent to these opportunities during the registration process.
- 8.5.2. CDMFA believes medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore CDMFA may request them and consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- 8.5.3. Individuals may decline to have their personal information collected, used, or disclosed for certain purposes. If at any time individuals wish to withdraw consent, they may do so by contacting the Privacy Officer. The Privacy Officer shall explain the impact of withdrawal on any services provided by CDMFA. Because football by its nature is a contact sport and injuries are to a certain extent inherent in the game, CDMFA reserves the right to refuse participation for the safety and well-being of the individual and public interest should the necessary personal information required not be disclosed.
- 8.5.4. CDMFA may collect personal information without consent where reasonable to do so and where permitted by law.

## **8.6. LIMITING COLLECTION**

- 8.6.1. The collection of personal information shall be limited to that which is

- necessary for the purposes identified by the organization.
- 8.6.2. All information shall be collected by fair and lawful means.
  - 8.6.3. All documents obtaining personal information shall have a collection, use, and disclosure of personal information statement contained therein, such as:
  - 8.6.4. CDMFA shall not use any form of deception in gaining personal information from its members.
  - 8.6.5. CDMFA shall advise potential registration candidates, through its members or by reference to our web site at [www.cdmfa.com](http://www.cdmfa.com), of the purpose for the collection of the data requested at the time of registration.
  - 8.6.6. CDMFA shall ensure that all collectors of personal information are familiar with the potential use of the personal data.
  - 8.6.7. All personal data collected by CDMFA shall be maintained by CDMFA.
  - 8.6.8. CDMFA shall request individual permission for the use of any personal data collected which is extraneous to that which has been identified above unless authorized by law.

### **8.7. LIMITING USE, DISCLOSURE AND RETENTION**

- 8.7.1. Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- 8.7.2. CDMFA shall limit the use of personal information collected to only those purposes identified within this Policy, except with the consent of the individual as legally required.
- 8.7.3. CDMFA collects, uses, and discloses only such information from individuals as is required for the purpose of providing services or information to them, managing databases, conducting research and such other purposes as described in CDMFA's Privacy Policy.
- 8.7.4. CDMFA does not sell, trade, barter, or exchange for consideration any Personal Information obtained. CDMFA's collection, use and disclosure of personal information shall be done in accordance with its Privacy Policy, a copy of which is available at [www.cdmfa.com](http://www.cdmfa.com).
- 8.7.5. CDMFA shall retain personal information in a manner that is consistent with its other statutory and legal requirements. CDMFA shall only retain personal information only as long as is reasonably necessary to meet these requirements.
- 8.7.6. Registration data and athlete information shall be retained for a period of three years after an individual has left a program of CDMFA, in the event that the individual chooses to return to the program.
- 8.7.7. Parental/Family information shall be retained for a period of three years after an individual has left a program of CDMFA, in the event that the individual chooses to return to the program.
- 8.7.8. Information collected by coaches shall be retained for a period of three years after an individual has left a program of CDMFA, in the event that the individual chooses to return to the program.
- 8.7.9. Employee information shall be retained for a period of seven years in

- accordance with Canada Customs and Revenue Agency Requirements.
- 8.7.10. Personal health information shall be immediately destroyed when an individual chooses to leave a CDMFA program.
  - 8.7.11. Information pertaining to infractions shall be retained for a period of four years, in the event that the individual chooses to return to the program.
  - 8.7.12. Marketing information shall be immediately destroyed upon compilation and analysis of collected data.
  - 8.7.13. CDMFA may from time to time enlist the services of third party vendors in order to provide football programs, technical and support services. Prior to enlisting the services of these firms, CDMFA shall ensure that treatment of personal information remains consistent with the Privacy Policy of CDMFA.
  - 8.7.14. CDMFA may disclose to a government authority that has asserted lawful authority to obtain the information or where CDMFA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.
  - 8.7.15. CDMFA may at some point be involved in the merger, transfer or reorganization of its activities. CDMFA may disclose personal information to the other party in such a transaction. CDMFA shall ensure that treatment of personal information remains consistent with the Privacy Policy of CDMFA.
  - 8.7.16. CDMFA may at its discretion release personal information for the purposes of collecting debts which may be owed to CDMFA.
  - 8.7.17. CDMFA shall not sell, trade, barter, or exchange for consideration any personal information obtained.
  - 8.7.18. Documents shall be destroyed via shredding. Electronic files shall be deleted in their entirety. CDMFA shall also ensure that the hard drive is physically destroyed should any hardware be discarded.

## **8.8. ACCURACY**

- 8.8.1. Personal information shall be accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.
- 8.8.2. CDMFA shall make all efforts to ensure that all entrusted personal information is maintained in an accurate manner.
- 8.8.3. CDMFA shall consider the interests of individuals in decision- making, ensuring that decisions are not based on flawed personal information.
- 8.8.4. CDMFA shall update information upon notification.

## **8.9. SAFEGUARDS**

- 8.9.1. Security safeguards appropriate to the sensitivity of the information shall protect personal information.
- 8.9.2. CDMFA and its representatives are required to treat all personal information confidentially.
- 8.9.3. CDMFA maintains reasonably available safeguards that comply in all material respects with industry standards to guard personal information against unauthorized access, disclosure, copying, loss, destruction, use, or

modification.

- 8.9.4. Methods of protection and safeguards to be employed shall include but in no way be limited to locked files, offices and storage areas, security clearances, and need-to-know access, as well as technological measures such as passwords, encryption, and firewalls.
- 8.9.5. The level of safeguards employed by CDMFA shall be directly related to the level of sensitivity of the personal information collected.
- 8.9.6. The following steps shall be taken to ensure security:
  - Paper information is either under supervision or secured in a locked or restricted area.
  - Electronic hardware is either under supervision or secured in a locked or restricted area. In addition, passwords are used on computers.
  - Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
  - Electronic information is transmitted through a direct line or is encrypted.
  - External consultants and agencies with access to personal information shall provide CDMFA with appropriate privacy assurances.

#### **8.10. OPENESS**

- 8.10.1. An organization shall make readily available to individuals' specific information about its policies and practices relating to the management of personal information.
- 8.10.2. CDMFA shall publicly disclose (via web site or upon request by contacting the Privacy Officer) the methods by which CDMFA handles personal information.
- 8.10.3. The information available may include but is not limited to:
  - The name, address, and phone number of the CDMFA Privacy Officer.
  - The required forms to access or change personal information.
  - A description of the type of personal information held by CDMFA and the general uses thereof.

#### **8.11. INDIVIDUAL ACCESS**

- 8.11.1. Upon request, individuals shall be informed of the existence, use and disclosure of their personal information and shall be given access to that information.
- 8.11.2. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
- 8.11.3. Subject to applicable legislation and upon reasonable notice in writing, CDMFA shall allow an individual access and review of the personal information held by CDMFA.
- 8.11.4. CDMFA shall provide the requested information in a timely manner and understandable format at either no expense or at nominal expense relating to photocopying and shipping expenses.
- 8.11.5. CDMFA shall disclose the source of the information when requested and provide an account of third parties to whom the information may have been disclosed.

- 8.11.6. Should the individual believe that any personal information is incomplete or incorrect; the individual may advise CDMFA to update the information. The information shall be corrected by CDMFA in a timely manner. If the information is subject to interpretation or is an opinion, CDMFA shall not change the record of information but may annotate the record to indicate the individual's views. Pertinent third parties shall also be made aware of the corrections.
- 8.11.7. CDMFA may request sufficient information to confirm an individual's identity before the release of personal information to the individual.
- 8.11.8. Individuals may be denied access to their personal information. Upon refusal, CDMFA shall inform the individual of the reasons for such actions and the associated provisions of PIPEDA and PIPA. The denial of requests may be based upon:
  - The information being too prohibitively costly to provide
  - The information containing reference to other individuals
  - The information being subject to solicitor-client or litigation privilege
  - Legal, security, or commercial proprietary reasons

## **8.12. CHALLENGING COMPLIANCE**

- 8.12.1. An individual shall address any challenges concerning compliance with these principles and PIPEDA to the Privacy Officer.
- 8.12.2. CDMFA shall have procedures in place to resolve possible grievances.
- 8.12.3. Upon receipt of a challenge, CDMFA shall acknowledge receipt of the complaint, clarify the nature of the complaint, and make the complaint procedures readily available and accessible.
- 8.12.4. The Privacy Officer shall promptly review and investigate all allegations of policy violations and/or complaints. The review shall look at practices and procedures which have occurred and determine the appropriate measures to be taken.
- 8.12.5. The Privacy Officer shall submit a written report to CDMFA within twenty-eight (28) days of receipt of the complaint.
- 8.12.6. The Privacy Officer shall notify the complainant of the investigation outcome and the measures taken to rectify the challenge within thirty (30) days of the original complaint.

## **8.13. PRIVACY ON THE INTERNET**

- 8.13.1. CDMFA respects the privacy of its Internet users and shall protect that privacy as vigorously as possible.
- 8.13.2. CDMFA does not collect information that personally identifies individuals except when individuals provide such information on a voluntary basis.
- 8.13.3. CDMFA shall only collect information that is voluntarily provided by the user and undertakes that such information shall be kept strictly confidential. Individual information provided to CDMFA to gain access to its web site shall not be sold or made available to a third party.
- 8.13.4. CDMFA reserves the right to perform statistical analyses of user behaviour and characteristics in order to measure interest in and use of the web site so as to improve design and navigation. Only aggregated data shall be used for

this sole purpose.

- 8.13.5. Users should also be aware that certain non-personal information and data may be automatically collected by CDMFA through the operation of “cookies”. “Cookies” are small text files that identify an individual computer’s browser entering a web site. They allow the site to track that browser’s movement through the site over several sessions. Through cookies, a web site can recognize repeat users, facilitate the user’s access to and use of the site, and allow a site to track usage behaviour that allows content improvements.
- 8.13.6. If individuals do not want a cookie placed on their computer by CDMFA, they may disable cookies altogether by modifying the Preference section of Netscape or Internet Explorer browser.
- 8.13.7. If individuals wish to be informed of the appearance of cookies, they may turn on a warning prompt by modifying the cookie warning section.
- 8.13.8. Individuals should be cognizant that other sites linked to the CDMFA web site may not share the same policies as CDMFA.

## **9. FAIR PLAY RECOMMENDATIONS:**

- 9.1. The safety of the player is the first and foremost concern of the Board and Executive of the Capital District Minor Football Association. The head coach of each member team in the CDMFA shall ensure that:
  - 9.1.1. A player will be properly dressed with appropriately certified equipment.
  - 9.1.2. The players are adequately trained and taught the aspects of the game of football.
- 9.2. It is the responsibility of the CDMFA to ensure that any player who shows an interest in playing the sport should be given the opportunity to do so. No one should ever be turned away.
- 9.3. The two youngest levels of the sport (Atom and Peewee) should be regarded as “entry level” with participation and learning as the main goals. Playoffs and Championships are proper in this context, but pursuit of them should not override the main goals. Two-way play should be regarded as a strategy of last resort and should be discouraged more strenuously at the younger age groups.
- 9.4. Any guarantee of playing time or participation should be a two-way street. Coaches should commit to rewarding those players who fully commit to their program in terms of full attendance at practices and positive attitudes with a minimum of 8 on field plays per game. Players who do not conform to this model should be dealt out playing time based on the coach’s discretion. It is the responsibility of the participating associations offering minor football in the CDMFA to oversee the implementation of these recommendations as they fit their particular situations. These are recommendations only and will not be subject to interpretation as “rules” for participation.

## **10. PARTICIPATION IN GAMING**

### **10.1. OBJECTIVE**

- 10.1.1. CDMFA may sponsor gaming events such as Casinos under Alberta Liquor and Gaming Commission Licenses to raise money to meet operating expenses in accordance with Alberta Liquor and Gaming Commission Guidelines on Expenditure of Proceeds.
- 10.1.2. The Board of Directors determines CDMFA sponsored gaming events.
- 10.1.3. The Board shall appoint a Coordinator for any gaming events.

**10.2. GAMING REVENUE USES APPROVED BY THE CDMFA**

- 10.2.1. Officials/Referees fees
- 10.2.2. Facility/Premise/Field rentals

**10.3. WORKERS**

- 10.3.1. With regard to Casinos, each Member Association must supply the number of workers per event as detailed on the event schedule. In general, allocation to teams for workers per event will be based on the total number of workers divided by the number of teams participating in the season.
- 10.3.2. For Casino events, the supplying of worker's names and allocation of their schedules shall be at the discretion of the Coordinator. If sufficient workers are not supplied, the Coordinator may take whatever steps are necessary to ensure a sufficient number of workers. Workers must comply with requirements of the casino, including the filling out of any necessary forms as directed by the Coordinator.

**10.4. OPTING-OUT**

- 10.4.1. Any Participating Association may opt out of the gaming program by paying an additional annual fee to the CDMFA of an amount equal to their proportionate share of CDMFA expenses normally covered by gaming. If the Board deems that a Participating Association has not met its obligations under this policy, the Board may, by Motion passed at any regular meeting, levy the "Opting-out" fee as a fine or suspend or expel said Participating Association.

**11.0 Code of Conduct**

- 11.0.1 This code of conduct had been developed to protect and support the CDMFA associations, players, coaches, parents, Board members and Executive members. This code is intended to guide the behavior of all players, coaches, parents, Board members and Executive members in support of the CDMFA Mission statement, the rules of play, by-laws, policies and procedures and the following values – teamwork, leadership, good sportsmanship, coach and player development and enjoyment

**11.1 Player**

- 11.1.1 as a player I will remember that coaches and officials are there to help me and I will show them respect, play by the rules and in the spirit of the game
- 11.1.2 as a player I will not make or communicate (through email or any other social media) offensive, abusive or insulting remarks toward any other player, official or parent



- 11.1.3 as a player I will show good sportsmanship, remember that winning isn't everything and I will acknowledge all good plays / performances – those of my team and of my opponents.
- 11.1.4 as a player I will not use illegal substances, tobacco or alcohol products.
- 11.1.5 as a player I will control my temper and recognize that fighting and “mouthing off” can spoil the activity for everyone.
- 11.1.6 as a player I will act in a respectful manner and not use bad or vulgar verbal or body language and:
- 11.1.7 do my best to be a true team player and consistently display high standards of behavior.

### **11.2 Parent**

- 11.2.1 A parent's expectations and attitudes have a significant bearing on a child's attitude towards other player, officials, managers, coaches and other parents.
- 11.2.2 as a parent I will exhibit good sportsmanship at all times, never condone violations of the rules of the game or exhibit behavior contrary to the spirit of the rules of the game.
- 11.2.3 as a parent I will place the well-being and safety of each player above all considerations
- 11.2.4 as a parent I will not make abusive remarks to any official, player, coach, volunteer or league administrative personnel
- 11.2.5 as a parent I will respect and show appreciation for the trained volunteers, coaches, officials, managers and trainers and remember that children learn best by example; and
- 11.2.6 be responsible in ensuring attending guests also abide by the Code of Conduct.
- 11.2.7 as a parent with a complaint I agree
- 11.2.71 To respect the formal process of submitting complaints; through the appropriate channels, as identified by my respective association; and,
- 11.2.72 That my respective association is the first point of contact regarding any formal complaints

### **11.3 Coach**

- 11.3.1 as a coach you will be in a position of great responsibility in the development of children and the attitudes and behaviors you exhibit will set the tone for the players and parents you work with.
- 11.3.2 as a coach I will treat other coaches, players and referees and parents with respect and exhibit good sportsmanship at all times
- 11.3.3 as a coach I will place the well-being and safety of each player above all considerations
- 11.3.4 as a coach I will abide by the rules of the game and exhibit appropriate behaviors both on and off the field.
- 11.3.5 as a coach I will respect and show appreciation for the trained volunteers, officials, managers and trainers and remember that children learn best by example

- 11.3.6 as a coach I will strive to take advantage of additional opportunities for training and education to maintain and enhance my skills as a minor football coach.
- 11.3.7 as a coach I will not use any wide-spread social media communication channels to communicate any conflicts, debates or confidential issues, recognizing that mass communication methods can detract from CDMFA's ability to resolve issues and disputes in a timely, equitable and professional fashion.

#### **11.4 Board Members**

- 11.4.1 as a CDMFA Board Member I commit to not only representing my Association(s) but also respecting and advancing the league's mandate and maintain the principles, integrity and dignity of the Capital District Minor Football Association (CDMFA).
- 11.4.2 as a Board member I will prepare in advance of meetings and be familiar with issues on the agenda.
- 11.4.3 as a board member I will fully participate in meetings while demonstrating respect, kindness, consideration and courtesy to others.
- 11.4.4 as a Board member I will respect and adhere to the rules, policies, procedures and by-laws of the CDMFA.
- 11.4.5 as a Board member I will accept the responsibility to ensure that the association (s) I represent are informed of CDMFA activities
- 11.4.6 as a board member I will not use any wide-spread media communication channels to communicate any conflicts, debates or confidential issues, recognizing that mass communication methods can detract from CDMFA's ability to resolve issues and disputes in a timely, equitable and professional fashion.
- 11.4.7 as a Board member I will not use my status or position with the CDFMA to influence or gain a benefit or advantage for myself, my family or others with whom I have a significant personal or business relationship.

#### **11.5 CDMFA Executive Member**

- 11.5.1 As an Executive member I commit to respecting and advancing the league's mandate and maintain the principles, integrity and dignity of the Capital District Minor Football Association (CDMFA)
- 11.5.2 As an Executive member I will strive to be prepared and present for all board and executive meetings, representing the position to which I was elected.
- 11.5.3 as an Executive member I will respect and adhere to the rules, policies, procedures and by-laws of the CDMFA.
- 11.5.4 as an Executive member I will show respect for the concerns, opinions, and questions presented to me by board members and do my best to follow-up in a timely manner.
- 11.5.5 as an Executive member I will exhibit a willingness to sit on committees or chair committees that pertain to the responsibilities inherent to my position on the Executive.
- 11.5.6 as an Executive member I will remove any personal bias of personal team

affiliation during all board discussions, approach contentious issues with sensitivity and tact and place the interests of the CDMFA above my own private interests.

- 11.5.7 as an Executive member I will not use any wide-spread social media communication channels to communicate any conflicts, debates or confidential issues, recognizing that mass communication methods can detract from CDMFA's ability to resolve issues and disputes in a timely, equitable and professional fashion.
- 11.5.8 as an Executive member I will not use my status or position with the CDMFA to influence or gain a benefit or advantage for myself, my family or others with whom I have a significant personal or business relationship.

### **11.6 Code of Conduct Affirmation**

- 11.6.1 The code of conduct for the Capital District Minor Football Association was introduced on March 14, 2012 and is reaffirmed annually by the Board to ensure it remains current and relevant. It is expected that the members who represent associations on the CDMFA Board and Executive Members abide by and sign this Code of Conduct.
- 11.6.2 as a Board member who signs this code of conduct you acknowledge that failure to comply with it may result in any and all suspensions, expulsions and/or requests for dismissal from the CDMFA Board in accordance with CDMFA By-laws
- 11.6.3 as an Executive member who signs this code of conduct you acknowledge that failure to comply with it may result in any and all suspensions, expulsions and/or requests for dismissal from the CDMFA Board in accordance with CDMFA By-laws.
- 11.6.4 the final authority on behalf of CDMFA in terms of decisions relating to any and all suspensions, expulsions and/or requests for dismissal is the President of the Board, as applicable, in accordance with CDMFA By-laws.
- 11.6.5 the VICE-PRESIDENT Finance and Operations will keep a copy of all signed Code of Conducts. All member association liaisons / representatives must have submitted to the VICE-PRESIDENT Finance and Operations a signed Liaison form and a signed Code of Conduct in order to exercise voting representation for their member association.