



Stony Plain Football Association (SPFA) Policies and Procedures

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Stony Plain Football Association (SPFA) Policies and Procedures

Mission Statement

To provide a safe, developmental and sportsman-like environment while playing and learning football.

These policies are to be reviewed and updated on an annual basis prior to any registration dates for the upcoming season.

1. Registration

1.1. Fees

- 1.1.1. Registration fees must be **paid in full** before any player will be issued equipment or allowed to participate in any practice or game during the regular season.
- 1.1.2. Fees will be decided by the Executive before registration and may vary due to differences between each teams costs and requirements.
- 1.1.3. No player will be issued equipment without proper documentation in place and registration payment has cleared. The Registrar notifies the Equipment Manager when a player is eligible to receive equipment.
- 1.1.4. No refunds after June 30th (except players who register July 1st or after, shall be given a 7-day grace period). Special exceptions reviewed on a case-by-case basis. New nonrefundable deposit, set by Football Alberta, for all levels, regardless of date of registration (administration fee and cost of players insurance).
- 1.1.5. Players who quit must return their equipment within 14 days or equipment fee will be charged to their RAMP account.
- 1.1.6. Registration shall be completed using the system provided through the CDMFA. In the even that CDMFA does not provide a registration system, the Registrar will appoint individuals whom he/she has trained and deems qualified to accept registrations to avoid mix ups with payments and missing information.

1.2. Age Requirements

- 1.2.1. Fall Programs
 - U-9 (Novice) Flag – players can be no older than 9 during the current calendar year
 - U-11 (Atom) – can be no older than 10 during the current calendar year
 - U-13 (Pee Wee) – players can be no older than 12 during the current calendar year
 - U-16 (Bantam) – players can be no older than 15 during the current calendar year and are **not** entering High School
- 1.2.2. Spring Flag

- U-10 Spring Flag - Players can be no older than 9 during the calendar year
- U-12 Spring Flag – Players can be no older than 11 during the calendar year
- U-14 Spring Flag – Players can be no older than 13 during the calendar year
- U-16 Spring Flag – Players can be no older than 16 during the calendar year

1.2.3. **Girls Tackle**

- U-16 Girls Tackle – Players can be no older than 15 during the Calendar year
- U-19 Girls Tackle – Players can be no older than 18 during the Calendar year

1.3. **Roster Sizes**

1.3.1. SPFA conforms to CDMFA rules with respect to minimum roster size upon Team Registration.

1.3.2. When determining maximum roster size, consideration will be given to CDMFA guidelines. The decision to close registration to cap roster size ultimately lies with the Executive. If registration is closed due to too many registrations, the registrar shall maintain a waitlist and shall notify the Executive immediately should their be enough interest to form a second team.

1.3.3. If at any time there are enough registered or waitlisted players to form more than one effective team at any level, a Special Meeting shall be called by the Team Managers. At the request of the head coach, a competitive and developmental team will be formed. Otherwise, players’ names will be drawn from a hat to form the teams. This will be done on a positional basis, (for example: all quarterbacks in hat, all linemen in a hat, etc.) The intent of this is to provide a balance between team roster sized and coach to player ratio.

1.4. **Fundraising Requirements - Fall Tackle Program**

1.4.1. **Bingo / Casino**

1.4.1.1. Mandatory Association fundraisers (bingos / casinos) will be required for each player registered; the number of which will be determined by the current year’s Executive and may vary

between teams i.e. flag, tackle, and female tackle may have different fundraising requirements.

- 1.4.1.2. Failure to fulfill bingo requirements will result in the \$200 fee being charged to the players RAMP account without notice being given and they will be locked out of their RAMP account until they pay the balance owing.

1.4.2. **Fundraising Dollars**

- 1.4.2.1. Mandatory Association fundraising amount will be required for each player registered. The dollar amount will be determined by the current year's Executive and may vary between teams i.e. flag, tackle, and female tackle may have different fundraising requirements.

- 1.4.2.2. An opt out fee, equal to the fundraising dollar amount set by the Executive, is payable in full at time of registration upon the agreement between a parent and SPFA.

- 1.4.2.3. Failure to fulfill fundraising duties will result in the full fee (or remaining balance of unfulfilled fundraising amount) being charged to the players RAMP account without notice being given and they will be locked out of their RAMP account until they pay the balance owing.

1.5. **Insurance**

- 1.5.1. All players must be insured through Football Alberta before they can participate at SPFA camps, practices and games.

- 1.5.2. Insurance for the Executive and supplementary volunteer personnel is to be paid by SPFA.

- 1.5.3. Accident insurance applied once all other forms of coverage (i.e. Alberta Health Care, private/work, etc.) have been exhausted.

- 1.5.3.1. If finances do not allow claimant to pay expenses and wait for reimbursement through their own coverage, SPFA Executive will consider loaning the funds on a case-by-case basis.

1.6. **Registration Refunds**

1.6.1. There will be no refunds on registration fees paid unless.

1.6.1.1. **Spring Flag / Girls Tackle:** Any player who withdraws **before** the first regular season game, shall be entitled to receive a full refund (100%) of the registration fees paid less the administration fee as set by Football Alberta.

- Any player sustaining a season ending injury before the first regular season game shall be entitled to receive a full refund (100%) of the registration fees paid less the administration fee set by Football Alberta.
- If a season ending injury occurs during SPFA related activities after regular season games begin 0% of the registration fee paid will be reimbursed.

1.6.1.2. **Fall Tackle Program:** Any player who withdraws prior to **June 30th**, shall be entitled to receive a full refund (100%) of the registration fees paid less the administration fee set by Football Alberta.

- Any player sustaining a season ending injury before the first regular season game shall be entitled to receive a full refund (100%) of the registration fees paid less the administration fee set by Football Alberta.
- If a season ending injury occurs during SPFA related activities after regular season games begin 0% or the registration fee paid will be reimbursed.

1.6.2. Prior to consideration of a refund of registration fees paid, or a portion thereof:

1.6.2.1. Equipment must be returned to the Equipment Manager in good and clean condition. The Equipment Manager will then issue a signed Equipment Form (See Addendum A) to the player and Registrar.

1.6.2.2. Upon receipt of the completed Equipment Form, it is the Registrar's responsibility to inform the Executive of the refund at the next regular meeting.

1.6.2.3. There are no refunds on any Bingo, Casino, or fundraising functions done throughout the year.

1.6.3. Procedure for refunds is:

- Fill out the Refund Request Form and send it to the Registrar
- See section 1.6.2
- Registrar will process the refund on RAMP

1.7. **Registration Assistance**

1.7.1. Registration Assistance is available through “Kid Sport” and “Jump Start”.

1.8. **Equipment**

1.8.1. Players who quit must return their equipment within 14 days or an equipment fee will be charged to their RAMP account.

1.8.2. Failure to return equipment will result in a \$1,000.00 replacement fee being charged to the players RAMP account without notice being given and they will be locked out of their RAMP account until they pay the balance owing.

1.8.3. All equipment issued must be returned in a clean, laundered condition. If not, a \$50 fee will be charged to the players RAMP account without notice being given and they will be locked out of their RAMP account until they pay the balance owing.

1.8.4. Any equipment not returned at the end of the season, at your assigned time or if arrangements have not been made within 7 days of your Team Manager contacting you, a \$1,000.00 replacement fee being charged to the players RAMP account without notice being given and they will be locked out of their RAMP account until they pay the balance owing. At their discretion, the Executive may, at a Board meeting, unlock the player’s account upon the recommendation of the Equipment Manager, should the equipment be returned in a clean and laundered condition.

1.9. **Referees**

1.9.1. The Facilities Coordinator shall work in conjunction with the Team Managers on all aspects regarding the referees games.

- 1.9.2. Payment for referees is the responsibility of both the Facilities Coordinator and the Team Managers. Monies are provided by the SPFA through the Team Manager or Facilities Coordinator.
- 1.9.3. Referees must sign a receipt for payment.

2. Coaches

2.1. Expectation of Coaches

- 2.1.1. Coaches should be aware of and follow the Coaches Code of Ethics as set out under Addendum B – Policies.
- 2.1.2. Head Coaches will be welcome to attend meetings of the Executive in order to maintain communications with the Executive. Head coaches will be given time at the beginning of each Executive meeting to voice concerns or share information.
- 2.1.3. All Head coaches must submit, in writing, a list of all assistant coaches to be approved by the Executive. Furthermore, they must get Executive approval for any other assistance coaches they wish to add throughout the calendar year. A list of coaching staff shall be maintained by the Secretary.

2.2. Coaching Certification

- 2.2.1. Coaches for all levels must have completed all required training courses as per Football Alberta.
 - 2.2.1.1. Making Headway Module
 - 2.2.1.2. Safe Contact course
 - 2.2.1.3. NCCP Safe Sport Module
 - 2.2.1.4. Community Sport Novice Coach Trained* (one year grace period for new coaches)
- 2.2.2. The Executive may request or require coaches to take additional training from time to time.
- 2.2.3. SPFA shall promote and encourage certification for coaches at all levels and will reimburse approved associated costs upon Executive prior approval.
- 2.2.4. All Head Coaches, Assistant Coaches and Trainers are required to provide a current RCMP criminal check, Vulnerable Sector, which must be provided to the Registrar for safekeeping on or before June 15th of the calendar year in which they will be coaching or their first spring practice, whichever is earliest. No coaching personnel or field staff shall be allowed to assume their duties until their Criminal Check, Vulnerable Sector, has been returned to the Registrar for safekeeping.

2.3. Coaching Selection

- 2.3.1. All Head Coach applications must be submitted by completing a coaching application and submitting it to the Secretary on or before February 15th.
- 2.3.2. In the event more than one coach is applying for a position, a coaching committee will be formed; this committee will meet on or before March 1st to determine who will gain the position.
- 2.3.3. This committee will be formed of 3 eligible voting members of the Association, the Director at Large and the President. Voting shall be done by a show of hands in the room without the prospective coaches present. The President shall only cast a vote in the event of a tie.
- 2.3.4. The President of the SPFA will officiate over this committee.
- 2.3.5. Coaching performance will be reviewed and discussed each year at the Coaches AGM.
- 2.3.6. Coaches AGM will be held prior to the Club AGM.
- 2.3.7. A Head Coach can only be removed from his/her position by a formal grievance process
- 2.3.8. Coaches can be replaced at any time with just cause and after review by the Executive.
- 2.3.9. It is further understood that the SPFA reserves the right to advertise for a new Head Coaches even if there is an incumbent Head Coach in place.
- 2.3.10. Any former coach who has left the club and wishes to return may do so with the approval of the current Board of Executives.

3. Fair Play Recommendations.

3.1. Play Time

- 3.1.1. Play time expectations shall be clearly communicated by coaches to parents and players at their team's pre-season meeting and reinforced throughout the season.

- 3.1.2. Play time is subject to regular attendance, compliance to Player Contract, participation at practices, coachable behavior, ability and player safety.

4. **Grievances**

4.1. **Grievance Committee**

- 4.1.1. A grievance committee shall be formed by the Association and shall consist of members from the Executive and the Association President and shall be presided over by the President.
- 4.1.2. If a complaint is about the President of the SPFA then the Vice-President shall preside over the committee.
- 4.1.3. This Grievance Committee shall be made up of: President, Vice President, Secretary, Director at Large, and Field Liaison and, if applicable, the head coach of the team involved.
- 4.1.4. Each team, if deemed necessary by the grievance committee, may have one (1) eligible voting member to represent it, and may not include any person already sitting in an Executive position of SPFA.
- 4.1.5. All grievances shall be held in strictest confidence by all parties involved and only the President or Vice President shall have the authority to disseminate the ruling of the Grievance Committee to the affected parties.

4.2. Grievances (at team level) shall be handled as follows:

- 4.2.1. Grievances should **never** be discussed before or while a game or practice is in progress.
- 4.2.2. Parents and players **must** observe a 24-hour cooling off period before discussing any dispute with the Director at Large.
- 4.2.3. Parents or players may approach Team Manager and Director at Large directly to address any problems or concerns they may have **after** the 24-hour cooling off period has been observed and not during practice or game time. Parents must also at this point allow a reasonable and agreed to period of time for the Team Manager and Director at Large to investigate all sides of the Grievance before pressing forward with a written Grievance Form.

- 4.2.4. If not satisfied with the outcome at the team level, parents or players may make a formal complaint using the grievance form available on the SPFA website. For clarity, a formal complaint should only be filed after the grievance committee has had an opportunity to address the concern and the complainant or person who the complaint was made against are not satisfied with the decision or outcome.

5. Parent/Player Responsibilities

5.1. Parent/Player Responsibilities

- 5.1.1. Each player will be issued the proper equipment before the season. It is the parent's and the player's responsibility to ensure the player is fully and properly equipped and ready for all practices and games.
- 5.1.2. If not properly equipped for a game or a practice the player may be excluded from play for safety reasons.
- 5.1.3. Players will arrive on time and ready for practice.
- 5.1.4. Players will conduct themselves in a responsible manner and will ensure that they are respectful of themselves and others at all times.

6. Membership

- 6.1. Any individuals who are residents within the current SPFA boundaries or those residing outside those boundaries but granted membership by the Executive of the SPFA may become members of the SPFA. Each parent or legal guardian of each registered player within the SPFA or any non – Parent, Coach, Assistant Coach, Manager, Executive member or Volunteer granted membership by the Executive.
- 6.2. The Executive may expel or suspend any Member(s) from the membership and/or their child(ren) from participating in the SPFA program if: The conduct of the Member(s) or Member(s) child(ren), is determined by the Executive, in their sole discretion, to be improper, unbecoming or contrary to the interest or reputation of the SPFA; or the Member(s) or the Member(s) child(ren) willfully commits a breach of the Bylaws, Policies, Code of Conduct, Rules or Regulations of the SPFA in effect. No Member(s) or Member(s) child(ren) will be expelled or indefinitely suspended without being notified of the charge or complaint against them.

- 6.3. Member(s) may withdraw with written notice to the Executive. The effective date of the withdrawal will be the date on which the notice is received by the Executive.
- 6.4. Member(s) will remain liable for payment of any dues, fees or amounts levied or which become payable by the Member(s) to the SPFA prior to the effective date of their withdrawal. Any Member(s) who withdraws, received warning(s) or suspended from the SPFA will forfeit all right, claim or interest arising from or associated with membership as they are no long a Member in Good Standing. Unless specifically approved by the Executive, the Member(s) who have received warning(s), suspended or withdraws, or whose child has received warning(s), suspended or withdraws will not be entitled to refund of any fees that have been paid up to that time.

7. Executive

- 7.1. An Executive member may be removed from the board by a carried vote of the existing Executive with proven just cause.
- 7.2. Executive positions may retain their position for 2 years or are removed by the Executive with just cause.

8. RCMP Criminal Record Check

- 8.1. Any Member(s) who have a criminal records check returned back with a current, past or pardoned record of a sex related, vulnerable sector, violent crime and other offences that the Executive deems a concern in relation to dealing with youth will not be eligible for coach, assistant coach or hold an executive seat.
- 8.2. All members of the Executive, Coaches, Team Managers, Trainers and Field Staff are required to have a vulnerable sector criminal record check.

Addendum "A" Equipment Form

EQUIPMENT SIGN OUT FORM STONY PLAIN FOOTBALL ASSOCIATION

Name: _____

Date: _____

Weight: _____ Height: _____

LEVEL: Atom Pee-wee Bantam

Equipment Item	Size	Returned
Helmet		
Shoulder Pads		
Practice Pants		
Game Pants		
Practice Jersey		

Equipment Item	Received	Returned
Knee Pads		
Practice Belt		
Game Belt		
Mouth Guard		N/A
Game Socks		N/A
Girdle		N/A
Equipment Bag		
Game Jersey		

I, the undersigned, being parent or legal guardian of said player, hereby take full responsibility of the above listed equipment. I am responsible to ensure that the equipment is not abused or modified in any way and that it will be returned to Stony Plain Football Association in the same condition in which I have received it (with exception to normal wear and tear). Failure to do so will result in my RAMP account being charged the replacement cost of the equipment at its current market value. I will be advised of the date and place where this equipment will be returned and agree to return it on that day. Any injury that may occur due to the modification of any piece of equipment or failure to wear all required equipment during practice or games will not be covered by league insurance. Nor will the coaches or any member of the Stony Football Association or the Association itself be responsible for any modifications or failure to wear the proper equipment. ALL EQUIPMENT that is deemed to be returned, with the exception of the girdle, game socks, and mouthguard) MUST be returned within 14 days of the season ending and within 7 days of withdrawing. All equipment, with the exception of shoulder pads and helmet, must be returned cleaned or your account will be charged \$50 for cleaning.

Parent Signature: _____ Date: _____

Player Signature: _____ Date: _____

Addendum “B” Coaches Code of Ethics

SPFA Coaches/Executive/Staff Code of Ethics

- I will place the emotional and physical well-being of the players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will treat my coaches & team managers & executive with respect & dignity
- I will refrain from outbursts towards officials that are not necessary
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of the sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, manager, or executive and that the game is for children and not adults.
- I will refrain from the use of profanity, slander or deformation of character towards other SPFA members/SPFA players.
- I hereby pledge to adhere to the SPFA Code of Conduct and fully understand if I do not uphold them I will be held accountable for my behavior. Any violations will result in immediate action by the SPFA.
- If I am aware of player issues or poor player conduct, I will bring it to the attention of the head coach or team manager as appropriate.

Addendum “C” Players Code of Ethics

SCHOOL COMES FIRST. Your grades and true class work come before football. I am not talking about extracurricular activities. I am only referring to circumstances that will affect your grades. Do your home work and studying when you should. If you don't wait until the last day to do your homework or studying, school will rarely interfere with football.

ALL PRACTICES ARE REQUIRED. We know that circumstances may arise where you must miss a practice (vacation, illness, etc). When this occurs, the parent or player must notify their coach as soon as possible. Coaches take time out of their own busy schedules to hold practices. Not having enough players to conduct a practice is not fair to the coaches or the other teammates.

IN FAIRNESS TO ALL, if a player does not come to practice consistently, you may not be eligible to play the upcoming game(s) and/or playing time may be reduced.

TAKE CARE OF ALL OF YOUR EQUIPMENT. All gear will be washed for all games. Do not alter any of your own equipment. If you are having trouble with your equipment, please go directly to the Equipment Director. If equipment is forgotten for games or practices, the player will not be allowed to participate in that game or practice.

WATER. Players must bring their own water bottles to games or practices. It is crucial that athletes stay hydrated at all times. This is not just for performance - dehydration is a serious health risk. Sport drinks, energy drinks, or carbonated sodas are prohibited on the field at any time.

RESPECT. All players are to treat teammates and coaching staff with respect and courtesy. Behavior that puts other players or coaches down, results in profanity or demonstrates lack of self control **will not be tolerated.** Criticizing the officials or opponents **will not be tolerated.**

Addendum “D” Parents/Spectator Code of Ethics

- Encourage members of both teams.
- Keep all comments positive.
- Only players and Football staff are allowed on the field, no exceptions.
- Leave the coaching to the coaches.
- Criticizing the officials, coaches and opponents will not be tolerated at all.
- The same goes for abusive language or cursing.
- This is a youth sport, everyone makes mistakes, referees do too.
- You will not make or communicate (through email or any social media) offensive, abusive or insulting remarks toward any other player, official, parent, coach or volunteer.
- You are responsible for all family members or friends attending the games and/or practices.
- All parent to team contact must be made through the team director.
- Physical confrontations will not be tolerated.
- SCHOOL COMES FIRST.
 - Your player grades and true class work come before football.
 - If school work is managed properly then school will rarely interfere with football.
- ALL PRACTICES ARE REQUIRED.
 - We know that circumstances may arise where you must miss a practice (vacation, illness, etc.). When this occurs the parent or player must notify his coach as soon as possible. Our coaches take time out of their own very busy schedules to hold practices. Not having enough players to conduct a practice is not fair to the coaches or the other teammates.
- IN FAIRNESS TO ALL, if a player does not come to practice consistently, you may not be eligible to play the upcoming game(s) and/or playing time may be reduced.
- PLAYER IS TO TAKE CARE OF ALL EQUIPMENT.
 - All gear will be washed for all games.
 - Do not alter any of the equipment. If there is trouble with the equipment, please go directly to the Equipment Manager
 - If equipment is forgotten for games or practices, the player will not be allowed to take part in that game or practice.
- WATER.
 - Players must bring their own water bottles to games or practices. It is crucial that athletes stay hydrated always. This is not just for performance – dehydration is a serious health risk. Sports drinks, energy drinks, or carbonated sodas are prohibited on the field at any time.
- No use of alcohol, tobacco (smoking or chew) or drug related products are allowed on the field at any time.
- RESPECT.
 - All players are to treat teammates and coaching staff with respect and courtesy.
 - Behaviour that puts other players or coaches down, results in profanity, or demonstrates a lack of self-control **will not** be tolerated
 - Criticizing the officials, coaches, and opponents **will not** be tolerated.
- I understand that unsportsmanlike behaviour or not adhering to the policies and procedures on my players' part can lead to suspension from and the possible forfeiture of a game.
- I understand that in these circumstances, my player will be required to appear before the association to explain their actions and the committee will take whatever action it feels justified.

Addendum “F” AGM Agenda

Stony Plain Football Association AGM

Date:

Welcome

Call to Order

Attendees: sign in sheet

Presentation of the Agenda:

Review: last year's AGM meeting minutes and AGM package material

Board Election: Roles up for Nomination are...

Audit

Draw for free membership

Adjournment

Addendum “G” Executive Role Descriptions

President

The president shall be the ex-officio member of all committees and shall be charged with the general supervision of all the activities of the SPFA. His/her presence is required at the monthly CDFMA meeting and any committee in the interest of SPFA. He/she shall, when present, preside all meetings of the society and the executive. In his/her absence, the Vice – President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside. The President shall have cosigning authority along with the Treasurer and the Vice President. A Head Coach shall not hold the position of President, The President shall only be allowed to vote in Executive Meetings or Special Meetings to break a tie.

Vice - President

The vice – president shall preside at all the general and special meetings of SPFA and the Executive of SPFA in the absence of the president. In the event of the temporary absence or resignation of the president the vice – president shall assume the duties of the president. In the event of another position of the board becoming vacant, and prior to the election of a successor, or as may otherwise be directed by the President and/or Board, the Vice- President shall assume the duties. It is the Vice – President’s responsibility to educate new executive members as to the responsibilities of their role on the executive. The Vice president shall have co-signing authority along with the Treasurer and the President.

Secretary

It shall be the duty of the Secretary to attend all meetings of the SPFA and the Executive of the SPFA, and all other committees as requested by the President. He/she shall keep accurate minutes of the same and ensure proper distribution of those minutes in a timely manner. In the case of the absence of the Secretary, the duties shall be delegated by the President. He/she is also in charge of maintaining the SPFA archives, and to bring forward any bylaw changes appropriate sources.

Treasurer

The treasurer shall receive all moneys collected or otherwise received on behalf of or in the name of SPFA, shall pay all accounts of the Association for properly approved expenses and issue receipts. Cheques are to be cashed in a timely manner to avoid placing our family in finance strain. He/she shall keep proper books of account, receipts and vouchers for the same and shall deposit funds of SPFA in the bank account for the elected term. The Treasurer shall be responsible for the pick-up and delivery of mail, preparation of all correspondence on behalf of the SPFA and the executive of the SPFA, under the direction of the President of the Executive. The Treasurer shall be responsible for the presentation to the Annual General Meeting of SPFA of an audited statement of the financial affairs of the SPFA for the preceding year. The treasurer shall be responsible for any documents pertaining to Revenue Canada and prepare all reports as required by AGLC by the required deadlines; failure to do so results in the loss of the clubs bingos and casinos and the club will be fined. The Treasurer shall have co-signing authority along with the President and the Vice President.

Bingo Director

The Bingo Director shall coordinate and facilitate the operations of all bingos and casinos for SPFA and be in attendance per the AGLC requirements. Specifically, he/she/they shall keep accurate records of all in attendance to members, and all money received, to turn all money over to the Treasurer with appropriate documentation. Acting on the direction of the Executive, he/she/they will report on the allocation of the Bingo/Casino funds. All monies received shall be turned in to the Treasurer for deposit to the SPFA account. The Bingo/Fundraising Coordinator is required to sit on the Parkland Bingo Board, attend all meetings and vote as a representative of SPFA. A Bingo Coordinator may be appointed to assist the Bingo Director as needed and will be a non-voting position.

Fundraising Director

The Fundraising Director shall coordinate and facilitate the operations of all fundraising activities for SPFA. He/she shall obtain and close AGLC licenses, ensure raffle tickets meet AGLC requirements as well as track ticket inventory. The Fundraising Director shall ensure all members are aware of the fundraising requirements for the season, track when commitments are fulfilled, and report back to the executive when players whose commitments are not being fulfilled so that a decision can be made to cash deposit cheques.

Registrar

The Registrar shall be responsible for registering and insuring all players, coaches, teams and executive to appropriate league affiliations. He/she shall submit all full team lists to Football Alberta and Team Managers and must attend a pre – registration meeting at the CDMFA. All monies received shall be turned in to the Treasurer for deposit to the SPFA account. The Registrar shall also keep a record of the members of SPFA along with their addresses. The registrar is responsible for collecting criminal record checks, NCCP numbers, and coaches' certifications to ensure compliance with the CDFMA rules and regulations.

Equipment Director

The Equipment Manager shall order, organize, catalogue each piece of equipment, and supply equipment to all registered players of SPFA, on the approval of the Executive. He/she maintains equipment and ensures safety certifications as required and shall issue a fitted set of equipment to every inventory-registered player. The Equipment Manager shall maintain a current of all equipment in cooperation with the Team Managers and also keep a copy of all the signed-out equipment.

Facilities Coordinator

The Facilities Coordinator shall be responsible for the field/facility management and booking practice and game fields He/she shall be responsible to book meeting rooms for any and all Executive Meetings, Special Meetings and General Meetings. This includes ensuring preparation and take-down of game day fields, washroom facilities and coordination of field/facility upgrades. He/she shall be responsible for booking all facilities and preparing all permits as directed by the President and/or the Executive.

Communications Director

The Communications Director shall be responsible for all communications, promotion and advertising of the SPFA with direction from the President and/or the Executive within the community and SPFA

membership. These duties shall include being a part of select committees, ensuring website is up to date, keeping an active and positive social media profile and assisting other roles in the running of the SPFA.

Volunteer Coordinator

The Volunteer Coordinator shall be responsible for all member volunteer commitments. He/she/they will keep a list of all membership per team, with the amount of commitments needed per team, as well as the running of the concession as directed by the President and/or the Executive. They will keep accurate records of member attendance and to turn all money over to the Treasurer with the appropriate documentation.

Non-Contact Director

The Non-Contact Director will oversee the daily operations of the club in regards to the Flag League with the direction of the President and/or Executive. He/she will be in charge of coordinating all Flag teams, ensure proper communication is being given and handling all Flag team related matters.

Field Liaison

The Field Liaison will oversee and assign staff to every team, tackle and flag. Will work with direction from the President and/or the Executive in the daily running of each team. Will attend all meetings with Managers/Staff and ensure timely communication is being handled in all matters. The Field liaison will be the initial contact point for all Team Managers and staff.

Director at Large

The Director at Large will keep accurate and up to date Executive Descriptions, RPP's and ensuring the SPFA Bylaws/RPP's are being followed. He/she will suggest any necessary changes to the Executive in regards to Bylaws and RPP's. He/she will monitor all complaints/grievances and ensure all matters being handled in regards to RPP's, Code of Conduct. The Director at Large will be the initial contact point for all Members in regards to complaints.

Addendum “H” Board Committees

Sponsorship/grants Committee

- Director at Large
- President
- Communications
- Fundraising

Awards Committee

- Facilities
- Volunteer
- Communications
- Field Liaison
- Team Managers

Parade Committee

- Facilities
- Volunteer
- Director at Large
- Communications
- Field Liaison

Community / Recruitment Committee

- Volunteer
- Director at Large
- Field Liaison
- Communications

Facilities Committee

- Facilities

- Equipment manager

Grievance Committee (min 5 board members, always odd number)

- President,
- VP
- Secretary
- Director at Large
- Field Liaison

Welcome Back Committee

- Volunteer,
- Director at Large,
- Communications,
- Field Liaison