



## **Stony Plain Football Association (SPFA) Policies and Procedures 2025**

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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 refunds after June 30th (except players who register July 1<sup>st</sup> or after, shall be given a 7 day grace period). Special exceptions reviewed on a case by case basis. New nonrefundable deposit = \$110 for all levels, regardless of date of registration (administration fee and cost of players insurance).
- 1.1.4. 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. U10 Flag players between 6-9 years of age (can be no older than 9 during the current calendar year)
- 1.2.2. U11 players between 8 – 10 years of age (can be no older than 10 during the current calendar year).
- 1.2.3. U13 players between 11 – 12 years of age (can be no older than 12 during the current calendar year).

- 1.2.4. U16 players between 13 – 15 years of age (can be no older than 15 during the current calendar year and are **not** entering High School).

### **1.3. Roster Sizes**

- 1.3.1. SPFA conforms to CDMFA rules with respect to minimum roster size upon Team Registration.
- 1.3.2. If at any time there are enough registered players to form more than one effective team at any level, a Special Meeting shall be called by the Team Managers where player's 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 size 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).
- 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).
- 1.4.2.2. Opt out fee of \$250 for fundraising are 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 \$250 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 a \$110.00 administration fee.
    - 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 a \$110.00 administration fee.
    - 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 **June 30th**, shall be entitled to receive a full refund (100%) of the registration fees paid less a \$110.00 administration fee.

- 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 a \$110.00 administration fee.
- If a season ending injury occurs during SPFA related activities after regular season games begin 0% of the registration fee paid will be reimbursed.

1.6.2. 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 contact the Executive at the next regular meeting for a refund if applicable.

1.6.2.3. There are no refunds on any 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".

## **1.8. Referees**

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

1.8.2. Payment for Atom/Pee Wee 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.

1.8.3. Referees must sign a receipt for payment.

## **2. Equipment**

### **2.1. Issuing Equipment**

2.1.1. Equipment will only be issued to players by the equipment manager or their designate.

2.1.2. Equipment is issued after registration fees and an equipment deposit (as outlined in Section 2.3) have been collected and generally within the first two weeks of the season, or within the first two weeks of a player joining the team.

2.1.3. The equipment manager determines the manner in which equipment will be issued to players and should document how equipment was issued along with notes on what went well and what could or should be changed for the next season.

2.1.4. The following equipment will be issued to tackle football players:

- Helmet
- Shoulder Pads
- Mouthguard (each player will be issued one mouthguard, additional mouthguards can be purchased from the club or independently)
- Knee Pads
- Practice Jersey
- 2 Game Day Jerseys
- Game Day Pants
- Game Day Belt
- Socks (each player will be issued one set of socks at the beginning of the game season, additional socks, if required, can be purchased from the club)
- Equipment Bag

2.1.5. The following equipment may be issued to tackle football players, dependant on equipment availability, equipment budget, and any relevant Board decisions:

- Female specific shoulder pads
- Practice Pants
- Practice Belt

2.1.6. The following equipment is the responsibility of tackle football families:

- Girdle (the club has new girdles that can be purchased at the time of equipment fitting, or players may bring their own).
- Cleats (the club has old cleats that can be used by players, or players may bring their own).
- Knee pads - volleyball knee pads work great (these are required if no practice pants have been issued).

2.1.7. The following equipment will be issued to flag players:

- Flags
- Jersey

2.1.8. The following equipment is the responsibilities of flag families:

- Cleats (the club has old cleats that can be used by players, or players may bring their own).

## 2.2. **Equipment Return**

2.2.1. Equipment must be returned to the equipment manager, or their designate.

2.2.2. The equipment manager determines the manner in which equipment will be returned by players and should document how equipment was returned along with notes on what went well and what could or should be changed for the next season.

2.2.3. Equipment must be returned within 2 weeks of the last game of the season or within 2 weeks of leaving the club. Failure to return equipment in this timeline will result in forfeiture of the equipment deposit outlined in section 2.3, with no notice given.

2.2.4. All equipment must be returned clean and laundered (as applicable) except for the mouthguard and socks, which can be kept. Failure to return equipment in a clean and laundered condition will result in a \$100 cleaning fee charged to your RAMP account.

2.2.5. Prior to signing off on the equipment return, equipment will be inspected by the equipment manager or their designate for cleanliness and condition. It is expected that there will be normal wear and tear on equipment. Excessive damage to equipment will result in the forfeiture of your equipment deposit, with no notice. If the cost to purchase new or repair the equipment is less than the equipment deposit, any unused portion will be returned.

## 2.3. **Equipment Deposit**



The Club invests a significant amount of time and money ensuring that Bombers Players have the equipment they need for a successful season. An equipment deposit is required for tackle equipment to help ensure that equipment is treated properly and is returned in a timely fashion.

- 2.3.1. Prior to tackle equipment being issued an equipment deposit in the amount of \$800 must be provided to the club. This can be provided prior to or on the day that equipment is issued. The deposit will be in the form of a post-dated cheque (dated for June 1 for Female Tackle and November 30 for Fall Tackle)
- 2.3.2. Failure to return equipment, as outlined in section 2.2, will result in a forfeiture of all or part of the equipment deposit.

## **2.4. Off-Season Equipment Borrowing**

- 2.4.1. The Club recognizes the value of players attending off-season training camps and tryouts and will lend equipment out to current, returning, and potential new players for this purpose.
- 2.4.2. Prior to equipment being lent out an equipment deposit must be provided, as outlined in section 2.3.
- 2.4.3. Borrowed equipment must be returned clean and laundered at the time and in the manner agreed to at the time the equipment is lent out. Failure to do so will result in the forfeiture of your equipment deposit.
- 2.4.4. The club will not be held liable for any injuries that occur while utilizing borrowed equipment.
- 2.4.5. Off-season equipment borrowing must be agreed to in writing prior to equipment being lent out. The written agreement must include the reason that the equipment is being lent out for and when the equipment is expected to be returned.
- 2.4.6. The Club reserves the right to limit the types of events that equipment will be lent out for or reserves the right to refuse the lending of equipment.

## **3. Practice Cancellations & Alterations**

- 3.1. Practices may be cancelled for a number of reasons, including:
  - 3.1.1. **Air quality**

Practice will be cancelled if the air quality health index is at or above 7 as indicated at the Enoch OR Genessee stations as per the following link, <https://airquality.alberta.ca/map/>.

If the air quality is between 4 and 6 practice may be adjusted to reduce the intensity or duration of the practice or additional rest periods may be scheduled.

The decision to cancel practice due to air quality will be made between 5:00 p.m. and 5:30 p.m.

If the air quality deteriorates to 7 at any point before or after practice has commenced it will be cancelled as soon as reasonable.

### **3.1.2. Inclement Weather**

Practice will be cancelled if there is lightning or thunder. Practice may be cancelled in the case of heavy rain, hail, or strong winds at the discretion of the coach.

In the case of inclement weather, a decision to cancel practice will be made between 5:00 p.m. and 5:30 p.m.

Should the weather become inclement during practice the practice may be moved into the shacks (shack practice). Practice will move into the shacks upon seeing lightning or hearing thunder. Practice may not move back outside until 30 minutes have passed since the last instance of thunder or lightning.

### **3.1.3. Field Closure**

If the Town of Stony Plain has closed the fields, practice will be cancelled. This will be communicated as soon as the club becomes aware.

### **3.1.4. Lack of appropriate Field Staff**

For safety reasons, the club follows CDMFA guidelines regarding minimum safety personnel requirements as outlined in [CDMFA Safety Personnel Standards & Requirements](#). Should appropriate staff not be available, the club will make every effort to contact back up staff.

A decision to cancel practice due to lack of staff will be made between 5:00 p.m. and 5:30 p.m.

### **3.1.5. Other reasons as may be required from time to time**

The club reserves the right to cancel practice due to any applicable unforeseen circumstance.

- 3.2. Parents are ultimately responsible to decide if it is suitable for their child to attend practice.
- 3.3. Coaches will use the above policies to determine if practice will be cancelled or altered. Coaches are responsible to communicate practice cancellations to the team manager.
- 3.4. Practice cancellations will be communicated to parents and players by the team manager through the RAMP app. Parents are responsible to ensure they have downloaded and are utilizing the team RAMP app.
- 3.5. It will be up to the Coach, in discussion with the team manager, to decide if a make up practice will be held. If a make up practice is being held, it will be communicated by the team manager via the RAMP app. Players should make every effort to attend the make up practice. The team manager will coordinate field space bookings with the facilities coordinator.
- 3.6. At the coaches discretion, a practice may be moved into the shacks instead of cancelled, except in the case of thunder/lightning or air quality. A coach may choose to do this if there is an important game coming up and they are able to utilize a shack practice to prepare the team.

## **4. Coaches**

### **4.1. Expectation of Coaches**

- 4.1.1. Coaches should be aware of and follow the Coaches Code of Ethics as set out under Addendum B – Policies.
- 4.1.2. 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.
- 4.1.3. All Head coaches must submit in writing, a list of all assistance 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.

## **4.2. Coaching Certification**

- 4.2.1. Coaches for all levels must have completed all required training courses as per Football Alberta.
  - 4.2.1.1. Making Headway Module
  - 4.2.1.2. Safe Contact course
  - 4.2.1.3. NCCP Safe Sport Module
  - 4.2.1.4. Community Sport Novice Coach Trained\* (one year grace period for new coaches)
- 4.2.2. SPFA shall promote and encourage certification for coaches at all levels and will reimburse approved associate costs upon Executive prior approval.
- 4.2.3. All Head Coaches, Assistant Coaches and Trainers are required to provide a current RCMP criminal check which must be provided to the Registrar for safekeeping on or before June 15<sup>th</sup> 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 has been returned to the Registrar for safekeeping.

## **4.3. Coaching Selection**

- 4.3.1. All Head Coach applications must be submitted by completing a coaching application and submitting it to the Secretary on or before February 15<sup>th</sup>.
- 4.3.2. 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 1<sup>st</sup> to determine who will gain the position.
- 4.3.3. 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.
- 4.3.4. The President of the SPFA will officiate over this committee.
- 4.3.5. Head coaches will serve a two (2) year term.
- 4.3.6. Coaches have the option to continue with their position after the initial two year term with approval from the Executive.

- 4.3.7. Coaching performance will be reviewed and discussed each year at the Coaches AGM.
- 4.3.8. Coaches AGM will be held prior to the Executive AGM.
- 4.3.9. A Head Coach can only be removed from his/her position by a formal grievance process
- 4.3.10. Coaches can be replaced at any time with just cause and after review by the Executive.
- 4.3.11. 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.
- 4.3.12. Any former coach who has left the club and wishes to return may do so with the approval of the current Board of Executives.

## **5. Fair Play Recommendations.**

### **5.1. Play Time**

- 5.1.1. 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.
- 5.1.2. Play time is subject to regular attendance, compliance to Player Contract, participation at practices, coachable behavior, and ability and player safety.

## **6. Grievances**

### **6.1. Grievance Committee**

- 6.1.1. A grievance committee shall be formed by the Association and shall consist of members from the Executive and the Association President.
- 6.1.2. If a complaint is about the President of the SPFA then the Vice-President shall preside over the committee.
- 6.1.3. There must be one (1) eligible voting member to represent each team represented (Novice, Atom, Pee Wee, and Bantam).

- 6.1.4. This Grievance Committee is selected at the beginning of the season as a Committee. Minimum of five (5) Executive: President, VP, Secretary, Director at Large and Field Liaison are a part of this committee.
- 6.1.5. Each team, if deemed necessary, may have one (1) eligible voting member to represent it, and may not include any person already sitting in an Executive position of SPFA.
- 6.1.6. 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.
- 6.2. Grievances (at team level) shall be handled as follows:
  - 6.2.1. Grievances should **never** be discussed before or while a game or practice is in progress.
  - 6.2.2. Parents and players **must** observe a 24 hour cooling off period before discussing any dispute with the Director at Large.
  - 6.2.3. 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 after the team has been dismissed. 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.
  - 6.2.4. If not satisfied with the outcome at the team level, parents or players may make a formal complaint. The Grievance Form is available on the SPFA website.
  - 6.2.5. No complaint can be considered by the Executive unless they submit a Grievance Form to the Secretary.

## **7. Parent/Player Responsibilities**

- 7.1. Player Responsibilities

- 7.1.1. 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.
- 7.1.2. If not properly equipped for a game or a practice the player may be excluded from play for safety reasons.

## **8. Membership**

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.

## **9. Executive**

- 9.1. An Executive member may be removed from the board by the existing Executive with proven just cause.
- 9.2. Executive positions may retain their position for 2 years or are removed by the Executive with just cause.

**10. RCMP Criminal Record Check**

- 10.1. 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.



## 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 Contract**

### **COACHES CONTRACT**

Welcome to the heart and soul of Stony Plain Bombers Football, where our players shine under the “Friday night lights”, and the community rallies behind and supports the team. Coaching with Bombers Football is more than just drawing up plays and running drills, it’s about building character, fostering teamwork, and shaping our young athletes into strong individuals and leaders on and off the field. Here with The Bombers, football isn’t just a game; it’s a tradition passed down through generations, a source of pride, and a bond that unites families, friends, and neighbors. As a coach with this small town family football organization, you have the unique opportunity to inspire, mentor, and leave a lasting impact on the lives of your players, helping them develop not just their skills but also their work ethic, discipline, and love for the game. Whether it’s the roar of the crowd on game day or the quiet moments of encouragement during practice, small-town football is a special experience—one that you now have the privilege of leading. Welcome to the team!

With that being said below are the list of expectations that all our coaches must adhere to for us to continue being a positive impact on our young athletes’ lives.

1. Coaches will have a level of competence appropriate for their position.
2. Coaches will maintain the highest standards of personal conduct and support the principles of fair play.
3. Coaches understand that they are role models for their players and must conduct themselves accordingly.
4. Coaches will communicate with and treat all players, coaches, officials, volunteers, parents and spectators honestly, fairly, and with respect.
5. Coaches will not condone, permit, defend, or engage in actions, on or off the field which are not consistent with good sportsmanship.
6. Coaches will treat everyone in a fair manner regardless of sex, gender, place of origin, color, sexual orientation, religion, political belief or economic status.
7. Coaches will treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Coaches will actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
8. Coaches will comply with all rules set forth by the Stony Plain Bombers, the Capital District Minor Football Association, and Football Alberta.
9. Coaches will ensure that the activities being undertaken are suitable for the age, experience, ability and fitness level of the athletes.

10. Coaches will not ridicule or berate players for making mistakes or for performing poorly. Coaches will remember that children play to learn and have fun and must be encouraged to have confidence in themselves.

11. Coaches will refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties or in the presence of players.

12. Coaches will be generous with praise, set a good example and will direct comments or criticism at the performance rather than the athlete.

13. Coaches shall abstain from the use of tobacco, alcohol, and cannabis products while in the presence of athletes or while at official Stony Plain Bombers events.

14. Coaches must ensure the safety of the athletes with whom they work and educate the athletes as to their responsibilities in contributing to a safe environment.

15. Coaches will be familiar with the Stony Plain Bombers Players' Contract and hold players accountable to it.

16. Coaches will not turn a blind eye when they see or hear something inappropriate. Issues will be dealt with as they arise. If a coach is unable or uncomfortable in addressing a situation, they will bring it to the attention of the Head Coach, Club President, or Director-at-Large.

17. Coaches will ensure that there are always two adults anytime a player is being interacted with. This includes, but is not limited to, equipment fittings, managing injuries, disciplining, and giving rides.

## **Addendum “C” Player & Parent Contract**

### **PLAYER and PARENT CONTRACT**

As a Stony Plain Bombers Football Player, I understand that my behavior on and off the field is an important part of being a team player. As such, I understand and agree to the following:

1. **SCHOOL COMES FIRST.** I understand that schoolwork and good grades come before football. I will study and do my homework in a timely fashion so that it does not interfere with football, and I will maintain an acceptable grade-point average.
2. **I WILL TAKE CARE OF MY EQUIPMENT.** The equipment manager ensures that each player is issued an equipment bag and outfitted with everything they for a successful football season. I will take care of all equipment issued to me and will ensure that:
  - a. It is kept clean and in good condition, this includes airing it out after games and practices and wiping down the inside of my helmet,
  - b. I will not change or alter my equipment,
  - c. If there is a problem with my equipment, I will let my team manager, or the equipment manager know right away,
  - d. I will never throw or drop my helmet or equipment bag,
  - e. I treat all club equipment with respect,
  - f. I will return my equipment clean and laundered, I understand that if I damage my equipment or do not return it clean and laundered, I may be responsible to pay for the cost of the equipment, up to \$1000.
3. **PRACTICES ARE IMPORTANT.** Attendance at practice is vital to my success as a football player and to the success of my team. I will be on time to practice. If I must miss practice, or will be late, I will ensure that my coach has been notified as soon as possible.
4. **I WILL BE READY TO PRACTICE.** I will make sure that I show up to practice ready to practice. I agree that ready to practice means:
  - a. I will have all of my equipment, and it will be in good working order,
  - b. I will have water to stay hydrated (sports drinks, juice, and pop are not allowed on the field),
  - c. I will check my attitude at the door and show up ready and willing to learn and help others,
  - d. I will help set up the field for practice,
  - e. I will be ready to learn from and help my teammates.

5. NO USE OF ALCOHOL, TOBACCO, CANNABIS, VAPES. I acknowledge that minors are not permitted to legally use alcohol, tobacco, cannabis, or vape products. I will not partake in the use of these substances, especially before or during practice.
6. I WILL SHOW RESPECT. I recognize that coaches and club volunteers are volunteering their time and without them, the Stony Plain Football Club would not exist. I will show respect to coaches, club volunteers, teammates, competing teams, officials, and fans. I will do this by:
  - a. Engaging in fair play
  - b. Listening to coaches, volunteers and officials,
  - c. Leaving coaching to the coaches, if I have a concern with another player or with a coach, I will address it through the coaches or team manager. If the issue cannot be resolved with the coaches or team manager, I will bring the issue to the attention of the Director-at-Large,
  - d. Refraining from name calling, harassing, bullying, and using foul language. Foul language includes the use of swear words, or any derogatory language aimed at a person's gender, race, culture, sexual orientation, capabilities, or personal beliefs.
  - e. Keeping my hands off. I will refrain from any sort of sexual harassment, including, inappropriate or unwanted touching of others, unwelcome or inappropriate comments, etc.
7. CONSEQUENCES. I understand that if I do not follow the contract that there will be consequences. These consequences will commensurate with the severity of the offense and any previous occurrences and will ultimately be determined either at the time of the offence or upon the recommendation of the Club Grievance Committee. Generally speaking, consequences will be as follows:

First offence, Minor:	Verbal warning for a minor offence, such as being unprepared for practice or minor foul language. This will be administered by the Coaches or field staff.
First offence, Major:	For more serious offences, such as using foul or derogatory language or being disrespectful to players, coaches, or referees, players may be asked to leave the field, immediately. Depending on the type of the offence and the impact it has on others, there may be further consequences such as a letter of reprimand or suspension.
Second offence, Minor:	Player may be asked to leave the field, immediately. There may be further consequences such as a letter of reprimand or a suspension.
Second offence, Major:	If a player has been issued a letter of reprimand previously, then they will receive a suspension. If the player has not received a previous reprimand, they may receive a written reprimand or suspension, as the situation justifies. If the player has received a

	suspension previously, they may receive another suspension or be asked to leave the team.
Third offence, Minor:	If a player has been issued a letter of reprimand previously, then they will receive a suspension. If the player has not received a previous reprimand, they may receive a written reprimand or suspension, as the situation justifies. Or there may be further consequences as the situation warrants.
Third offence, Major:	The player will be asked to leave the team.

If a player is suspended or asked to leave the team, there will be no refund of fees and players will still be required to complete volunteer, fundraising, and Bingo requirements for the season or be charged accordingly.

For clarity, the Stony Plain Football Club reserves the right to alter these consequences as they see fit, based on the situation at hand.

By signing this contract I agree to its contents and to treat the club, my equipment, and others with respect and acknowledge that failure to do so will have consequences.

## **Addendum “D” Parents/Spectator Code of Ethics**

- **REMOVED**

## **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