

Stony Plain Football Association  
Coaches and Team Staff  
Handbook



**Mission Statement:**

To foster the traits of exemplary people and athletes through the sport of football into our players and members. This will be achieved by sharing the following common values: family, community, sportsmanship, team spirit, development, respect, hard work and dedication.

**Vision:**

To be recognized in the community, the city, and the province as one of the leading sports organizations. We will nurture our athletes, so they are sought after by next level associations and schools by offering a safe, fun and competitive environment with high quality coaching and facilities.

**Values:** Integrity, compassion, fair play, determination, creativeness and honesty

Executive 2022

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Stony Plain Football Association  
Box 2331  
Stony Plain, AB T7Z1X8

Please use this handbook in conjunction with the Parents handbook.

## Code of Conduct;

### CDMFA Coaches Code of Conduct

#### 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

### 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.

## CDMFA Parents Code of Conduct

### 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, 1

1.2.72 That my respective association is the first point of contact regarding any formal complaints

## SPFA Parents Code of Conduct

- 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

“Team 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.
- 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 lack of self-control, WILL NOT BE TOLERATED.
- Criticizing the officials, coaches, and opponents will also not be tolerated at all.
- I understand that unsportsmanlike behaviour or not adhering to the policies and procedures on my players’ part can lead to suspension from and 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.

## Coaches

### Expectation of Coaches

- 1.1.1 Coaches should be aware of and follow the Coaches Code of Ethics as set out under Addendum B – Policies.
- 1.1.2 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.
- 1.1.3 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.

### 1.2 Coaching Certification

- 1.2.1 Head coaches for all levels must have the Theory Level 1 and Technical Level 1 of the coaches’ certificate.
- 1.2.2 SPFA shall promote and encourage certification for coaches at all levels and will reimburse approved associate costs upon Executive prior approval.
- 1.2.3 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 May 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.

### 1.3 Coaching Selection

All Head Coach applications must be submitted in writing to the Executive on or before February 15<sup>th</sup>.

- 1.3.1 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.
- 1.3.2 This committee will be formed of 3 eligible voting members of the Association, the Team Manager for that level 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 even or a tie.
- 1.3.3 The President of the SPFA will officiate over this committee.
- 1.3.4 Head coaches will serve a two (2) year term, re-application for positions need to be made as per policy 2-3.
- 1.3.5 Coaches have the option to continue with their position after the initial two-year term with approval from the Executive.
- 1.3.6 Coaching performance will be reviewed and discussed each year at the Coaches AGM.
- 1.3.7 Coaches AGM will be held prior to the Executive AGM.
- 1.3.8 A Head Coach can only be removed from his/her position by a formal grievance process as per policy 6.0.
- 1.3.9 Coaches can be replaced at any time with just cause and after review by the Executive.
- 1.3.10 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.
- 1.3.11 Any former coach who has left the club and wishes to return may do so with the approval of the current board of executives.
- 1.4 Coaches Committee
  - 1.4.1 The coaches committee will consist of 7 members: Atom manager, Pee Wee Manager, Bantam Manager, 3 coaches from the high school program and the SPFA president.
  - 1.4.2 Managers will provide feedback from parents and actual on field experience.
  - 1.4.3 High School coaches will evaluate coaching performance.
- 1.5 Coaches Code of Ethics (Addendum B)

**Edmonton and Area Fields:**

Callingwood Park Sports Fields	178 Street v 76 Avenue, Edmonton, AB
Capilano Park Sports Fields	109A Avenue v 50 Street, Edmonton, AB
Castledowns Sports Fields	113A Street v 153 Avenue, Edmonton, AB
Clarke Park	11000 Stadium Road, Edmonton, AB
Confederation Park Sports Fields	112 Street v 43 Avenue, Edmonton, AB
Eldon Brown	9901 - 93 Avenue, Fort Saskatchewan, AB
Emerald Hills Turf Field	4501 Emerald Dr, Sherwood Park, AB
Footie Field	6820 - 116 St., Edmonton, AB
Fuhr Sports Park	211 Jennifer Heil Way, Spruce Grove, AB
Heritage Hills Park Field A (W) #1	260 Heritage Drive, Sherwood Park, AB

Johnny Bright Stadium	8950 - 163 St., Edmonton, AB
Lede North	Black Gold Drive, Leduc, AB
M.E. Lazerte Sports Field #1	68 Street 144 Avenue, Edmonton, AB
Millwoods Sports Fields	71 Street v 23 Avenue, Edmonton, AB
Riel Field	10 47 Riel Drive, St. Albert, AB
Stony Plain Field	55th Ave and 52 St., Stony Plain, AB
Strathcona Athletic Park	1011 Clover Bar Road, Sherwood Park, AB
WP Wagner School	6310 Wagner Road, Edmonton, AB

EAP: Please have on hand a EAP at all games or practices. Copy can be found on our webpage.

#### Fields Practice usage:

A copy of the field rotation will be in the equipment shack for view. The rotation is to stop major wear and tear on the premier field.

If needing to change or book extra field time, please bring the request forward to Facilities Directorl.

Cancelled Practices – Though football plays in all types weather, there are times when practices will be cut short or cancelled. Parents will need to be notified ASAP via text/call/email and social media.

-Town of Stony Plain Fields Closures <http://www.stonyplain.com/Town-Hall/Departments/Community-and-Protective-Services/Sports-and-Recreation/Sports-Fields-and-Tennis-Courts.htm>

#### Thunder and Lightening Procedure:

The procedure that we follow is that the players still come out to practice, then the Coaches and Trainers will do a PSA (Practice Safety Analyses). If it is deemed that it is too dangerous due to Thunder/Lightening (Stormy), we will have the players wait 30 minutes in guardians vehicles to see if the storm passes. If the storm does not pass, the Coaches and trainers from all 4 levels will cancel that practice.

On Stormy days or if you notice weather getting bad, we would appreciate if 1 guardian with a vehicle would stay at the practice just in case we have to MUSTER the players out of bad weather and into vehicles.

Peewee / Bantam- There are a lot of times where the storm will not pass and Coach will usually take practice inside the club house for film and white board work. So there is always something that Coach can do with the players so that practice isn't wasted. For more info on Lightening Safety please visit- <http://www.ncaa.org/health-and-safety/lightning-safety>

#### Air Quality Cancellation Policy:

The CDMFA will cancel scheduled games when the Air Quality Index is 7 or higher as this is the High Risk zone and could affect player safety. This policy was created in the interest of player safety and based on the Government of Canada's Guidelines. Government of Canada's Website Links below:

<https://www.canada.ca/en/environment-climate-change/services/air-quality-health-index/about.html>

<https://www.canada.ca/en/environment-climate-change/services/air-quality-health-index/understanding-messages.html>

We will use the following tools to determine the AQHI: AQHI Canada app. Developed by the Government of Alberta. Can be found at the link below <https://open.alberta.ca/interact/aqhi-canada>  
Government of Canada's Air Quality Health Index by Station website  
[https://weather.gc.ca/airquality/pages/multiple\\_stations/abaq-001\\_e.html](https://weather.gc.ca/airquality/pages/multiple_stations/abaq-001_e.html)

Notifications of Cancellations Cancellation of morning games ( 9am - 11:45am starts) will be announced by 7am on gameday. Cancellation of Afternoon games ( 12pm and later ) will be announced by 9am on gameday. Cancellations will be announced via Twitter from CDMFAEXECDIR account. Please ask you members to follow: [@cdmfaexecdir](https://twitter.com/cdmfaexecdir)

SPFA will follow this above Air Quality Policy for ALL Practices as well.

The SAFETY of all our Players is our primary concern!!

Shack usage:

- Parents are not allowed in the shacks with out an Executive/Staff or Coach present. This is due to liability and Criminal Record Check clearances.
- Equipment Shack: Stores all the equipment to suit up a player for practices and games. Can be use for "shack" practice, with a whiteboard. There is also a projection system in this shack for DVD's.
- There will be copies of documents as needed in this shack or can be found on our webpage; CRC Letter, Field rotation, Thunder/Lightening Procedure, Equipment sign out book, Jersey List per level
- Players Shack: One side of the shack in a team area and one side for storage and meetings.
- The team area of shack is set up for "shack" practices with a whiteboard and TV/DVD system. This is only a semi private area, it is not a fully functioning dressing room. All players are welcome to use it with appropriate supervision (Coach or staff member). We encourage all players to get ready at home prior to hitting the field. Players/teams must clean up after themselves and work out a weekly "clean" up of this portion of shack if they choose to regularly use it.
- Front walk in area will be used to store tackle bags in a neat pile.  
The meeting room area will be used for storage and for meetings throu the season.

Parking:

General parking can be found near the outdoor pool/curling rink, by the multi cultural center and along the street of 57ave. Behind the shacks is parking only for Executive and Coaches. We are only given limited access to this parking area. Due to this there is no Parent parking or dropping off allowed here. This will be needed to be communicated with your team's parents and other team that may be playing at our field.

Keys: There are 5 sets of keys, with 2 having full sets of masters. This season we will have a set of keys in shack for lights or sea can use, which will need to be returned to shack after using. This is part of one master set of keys, the other full set will stay with the Equipment Director



We will make sure each level has a set of keys for getting into the shacks on their own. This will be to those whom always at the field. We all have to work together in case one person will be late or can not attend a practice, that has a set of keys. Communication is key!

#### Discipline for Players:

Players all sign a Code of Conduct prior to starting the season. CDMFA

##### Player Code of Conduct:

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.

#### SPFA Player 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 homework 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 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.

- 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 "Team 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 at all times. 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. 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 lack of self-control,

WILL NOT BE TOLERATED. Criticizing the officials, coaches, and opponents will also not be tolerated at all.

Enforcement:

First Offense – Individuals will be given one warning for inappropriate activity.

Second Offense – Individuals that continue; will be asked to leave the fields whether it is a game or practice.

Third Offense – other sanctions deemed necessary by the Stony Plain Football Association committee may be enforced.

Always keep parents informed and a paper copy of any incidences that arise.

Trainers:

Should at minimum have taken the Sport Trainers Course but can also have first aid training on top of this. If your trainer has medical training, Doctor /EMT, that will over rule the sports trainers course. It is suggested to have 2 Trainers per team, to ease the demands during practices and games. A trainer must always be at the field if the team is having a practice or a game. The trainer will be supplied by the club with a team medical kit, but they should keep the team bag stocked for all situations.

All Team Staff and Coaches should have “Making Headway”. This is a 90min online free course to take.

Trainers should have the newest version of SCAT on hand and be aware of all the players health. It is up to the trainer to deem if a player is ok to return to play, after an injury during a game or practice. If a player needs medical assistance, the manager will make the appropriate phone calls. A note or report will need to be made to add to the players medical form. If seeing a doctor due to an injury, they will need a doctor note to return to play. If a player is injured outside of football and misses practices due to this, a return to play note will also be needed.

Return to play after a suspected concussion, will follow the steps in making headway. The trainer will then clear the player for full equipment practice after all steps are followed and player is clear of any symptoms.

It is the Team Staff (whom ever is decided upon at start of season) task to keep all coaches, staff and parents informed of any incidences that happen with each player. The trainer is to inform the Coaches of any allergies, prior injuries or health concerns regarding the team.

Insurance:

SPFA Insurance Policy:

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

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

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

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 the case by case basis.

Please have on hand a few copies of the “Claims Form” in case of emergency to give to parents. The Claims Form can be downloaded [HERE](#), as well as the information for the insurance and how to make a claim.

Grievances: ○ Grievance Committee

- A grievance committee shall be formed by the Association and shall consist of members from the Executive and the Association President.
- If a complaint is about the President of the SPFA then the Vice-President shall preside over the committee.
- This Grievance Committee is selected at the beginning of the season as a Committee. Minimum of 5 Executive. President, VP, Secretary, Director at Large and General Manager are apart of this committee.
- There must be 1 eligible voting member to represent each team represented (Atom, Pee Wee, Bantam).
- Each team, if deemed necessary, may have 1 eligible voting member to represent it and may not include any person already sitting in an Executive position of SPFA.
- 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.

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

- Grievances should **never** be discussed before or while a game or practice is in progress.
- Parents and players **must** observe a 24-hour cooling off period before discussing any disputed with the Director at Large.
- Parents or players may approach the 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 Director at Large to investigate all sides of the Grievance before pressing forward with a written Grievance Form.
- If not satisfied with the outcome at the team level, parents or players may make a formal complaint. SPFA has a Grievance Form on our webpage, which is to be filled out and submitted to the Secretary.
- No complaint can be considered by the Executive unless put forward to the Executive via Grievance Form..

Team Organization:

Please remember successful teams are based off a broad range of People helping the team fulfill their goals. Ask for help you need to have a successful season!

- Plan for a Parents Meeting at the start of the season and before the start of the season games. This is to start the season off right with basic info needed and the start of planning of what is needed for the season. The second meeting is more for a reminder and to prepare parents for how games look for the regular season. Both should be arranged to happen with coordination of the other teams. Please try to arrange for executive to be there, if they can be.
- You will want to find and explain the following, if this is not already done
  - o Assistant Coach(s)
  - o Team Manager
  - o Trainer
    - o Team equipment manager
    - o If wanted - Can have Parent helpers for various tasks ie Team Treasurer, Fundraiser, Parent Liaison
    - o Team Policies/Club Policies
      - o Jamborees/Tiering and regular season expectations
      - o Team fundraising
- Meet together, Manager(if team has one lined up prior) and Head Coach to go over the above prior the first meeting.
- Your First meeting may look something like this;
  - o Introduction of all Coaches, Staff and Executive
    - o Tell the team and parents about yourselves i.e. Coaching experience, football experience
    - o Explain your philosophy
    - o Explain team expectations and policies
    - o Explain club expectations and policies, Parent Handbook
    - o Ask for assistance if needed from the above list
- You may need a second or even third meeting with the parents as the season goes on, please arrange as needed

Team Manager (or whom the team has decided on to fill part of this role):

- You will work in conjunction with the Head Coach and staff to carry out all administration responsibilities.
- Create the following for the team
  - o Print off a Contact list for all players to have on hand at all times
  - o Print off a roster list with Jersey numbers for the start of games, and a small one to hand out to parents.
  - o Make a list of all Jamborees or preseason games
    - o Create a team budget, this will include but not limited too;
      - For accountability purposes, this budget will need to be signed by two parents and handed in to the Treasurer at the beginning of the season. At the end of the season the actual budget that was used will also be signed and handed in to the treasurer with any left over funds.
  - o Jamboree costs/ travel costs
  - o Year end party

- Team revenue, Team building funds (\$30 per player), fundraising, donations to team ○ Any team purchases or team building events
- Team and Individual Pictures, club will provide the date. Arrange with the Field Liaison for timing.
  - Arrange for a Team photographer for pictures threw out the season and for an awards video.
- Administration responsibilities may include but not limited too;
  - Keeping Team webpage, Team social media up to date ○ Making sure all are aware of any changes to the schedules
  - Scorekeeper, keeping track of all games scores and sending them in to CDMFA. This could be by email or online entering with the CDMFA site
  - Keeping up to date, with all expectations of Team/Club policies i.e. attendance, health of players, reporting incidences etc.
  - Making sure all Coaches and staff are aware of what is going on with players/team.
  - Arranging with the Field Liaison the use of shacks for “shack practices” ○ With the Team Equipment Manager, help arrange hand out of game jerseys ○ Work with Field Liaison to fulfill any information i.e. Trophy awards list ○ Keeping on hand all necessary documentation for accountability;
    - Team budget and rec’ts
    - Reports
    - EAP
- Plan various team events and/or Team Year end party(s)

#### Game Day:

- All volunteer commitments will have online sign ups, and be handled by the Volunteer Coordinator. The Volunteer Coordinator will notify you, if needing help filling shifts..
- Home games will require
  - Stick crew, 3 volunteers ○ Time keeper, 1 volunteer ○ Video taping, if required
  - Concession, dependant on season set up
- At end of game score will need to be sent to CDMFA either by email or by entering it into the site
  - <http://www.cdmfa.ca/page/show/613150-team-managers-information-> - Parents are only allowed at bleacher side of field during games
- Reinforce that there is no approaching the coach at any time either during game day or practices
- Follow the 24-hr rule for cool down, this applies to everyone on the team
- If spectators are being disrespectful in the stands, the manager and the a Parent Liaison will need to deal with the situation as it arises. After being dealt with, will need to inform the Director at Large.