



WETASKIWIN AND DISTRICT AMATEUR FOOTBALL ASSOCIATION

RULES, POLICIES AND PROCEDURES

January 2023



1. DIVISIONS

Capital District Minor Football Association (CDMFA) Player Eligibility

(Age attained during calendar year)

- FLAG(NOVICE) Ages 4-5, 6-7
- ATOM Ages 8-10
- PEEWEE Ages 11-12
- BANTAM Ages 13-15* (*not enrolling in grade 10 in September)
- FEMALE TACKLE Ages 13-18 (U16 13-15, U18 15-18)
- FLAG Age Divisions are same as above

2. 2023 FEES

PROGRAM TYPE	2023	2024
FLAG	\$110	\$125
ATOM TACKLE	\$285	\$325
PEEWEE TACKLE	\$310	\$350
BANTAM TACKLE	\$335	\$375
FEMALE TACKLE FOOTBALL	\$335	\$375

Football Alberta Membership (Insurance) \$40

CDMFA League Fees and Membership \$120

These fees are included in the Amounts outlined above.

**\$80 can be recuperated by selling the CDMFA RAFFLE TICKETS if these are offered during the season registered.*

*** a 2.5% administration fee will be charged per credit card transaction*

FOOTBALL ALBERTA AND CDMFA FEES ARE SUBJECT TO CHANGE AS THEY REQUIRE

**** Unless Fall Novice plays within the CDMFA they do not have the \$120 fee included in their fees. If Novice decides to be registered within the CDMFA their fees as outlined above will increase by \$120.*



A player will be considered registered with WDAFA when the following has been fulfilled:

- a. Registration fees have been paid to WDAFA in full.
- b. Documentation verifying a player's date of birth (Alberta Health Care Card, Birth Certificate, etc.) must be shown at the time of Registration. Must be shown to the President/Registrar before the first practice.
- c. For Bantam level players, proof of enrollment if a player is 15 (Report Card or Screen shot of Power School registration is acceptable). Must be shown to the President/Registrar before the first practice.
- d. All waivers, medical forms, and Parent and Player Statements are signed and handed back to the Team Manager, SCAT tests are completed with a designated Trainer (online or hard copy as required).
- e. Undated deposit cheques (equipment, volunteer and fundraising) have been submitted to the Treasurer.

****A PLAYER IS NOT PERMITTED TO PARTICIPATE ON THE FIELD UNTIL ALL CONDITIONS OF REGISTRATION HAVE BEEN MET**

Arrangements can be made with the President/Treasurer to pay fees with cash or e-transfer; however, it is preferred for fees to be paid with Credit Card via RAMP. If a Player is utilizing Jump Start or Kid Sport, the registration number for the application is required to be sent to the President and the application filled out prior to participating on the field.

All deposits must be made in cheque form.

- a. Cheques are undated and made out to WDAFA.
- b. Deposit Cheques are held for the season and returned upon satisfying the requirements as described in this document. Deposit cheques will be returned at the AGM or Banquet or mailed out after if necessary.
- c. Deposit cheques are due at the time of your child's equipment fitting,
 - i. Equipment deposit - \$400 for Atom, Peewee, Bantam and Female Tackle.
 - ii. Volunteer and fundraising deposit - \$100 Volunteer, \$150 Fundraising for Atom, Peewee, Bantam and Female Tackle; \$100 Volunteer and \$50 Fundraising for Flag.
 - iii. Volunteer and Fundraising deposits for families with more than 2 children enrolled will be charged as a family – \$200 Volunteer and \$300 Fundraising
- d. Failing to return gear at the end of the season or fulfilling fundraising and volunteer requirements will result in the Association cashing your cheques.

All parents/guardians must create an account on RAMP registration page, as well as on TeamLinkt. TeamLinkt will be our primary method of communication throughout the season.

REFUNDS:

- a. Fees charged by Football Alberta (\$40 Tackle) and the CDMFA (\$120 Tackle) are non-refundable.



- b. A refund for the WDAFA fees will only be issued in extenuating circumstances and is subject to Board Approval at their next General meeting. Requests for a refund must be submitted by email at wdafafootball@gmail.com to the WDAFA President no later than April 15 or August 15 of the current season. There will be a \$20 administration fee to have a refund processed.
- c. WDAFA is not obligated to issue a refund in the event of player injury, change of family circumstances (i.e., re-location) etc. if such occurrence falls after the cutoff date of April 15 or August 15 of the current season.
- d. No refund or transfer of players will be issued until all outstanding WDAFA gear is returned in the same condition in which it was issued.

VOLUNTEERS AND FUNDRAISING

As a non-profit association formed under the *Societies Act of Alberta*, WDAFA has no paid staff members within our organization. To continue to grow and sustain our organization it is imperative that we fundraise, recruit and retain volunteers each year. Any effort put forth greatly enhances the delivery of a successful program for our players.

Required fundraising and volunteer time is not meant to be overwhelming, however it is necessary to ensure WDAFA can continue to achieve successful seasons of football for all the players. This is always our number one goal.

Our volunteer opportunities range from working directly with the teams, to coordinating and supporting the fundraising efforts of WDAFA to working directly with the board. For individuals that are curious about board participation but not ready to take that step, some of these volunteer positions provide insight and opportunity to learn about governance and how we can support kids and the love of football.

Volunteer jobs include but are not limited to:

- Coaching
- Team Manager
- Team Trainer
- Volunteer Coordinator
- Swag/Clothing Coordinator
- Parade of Programs worker
- Sound Coordinator for home games
- Stick crew
- Concession coordinator
- Concession shift
- 50/50 worker
- Clean Up crews
- Fundraising Support
- Committee Work
- Scorekeepers
- Casino Workers



- Football Day
- Banquet
- Team Photo Organizer
- Webmaster
- Spring Camp Coordinator
- Game Announcer
- Cleaning
- Painting
- Social Media Coordinator
- Loaning a trailer for bottle drives

Volunteer Requirements per player, per season are as follows:

- a. Deposit cheques as described previously, will be returned at the end of season provided the requirements have been met. If requirements are not fulfilled, WDAFA will deposit the deposit cheques 2 weeks after the final volunteer opportunity of the season.
- b. Tackle and Flag players require 1 job of volunteering for each player.

Once you are signed up for your volunteer job, it is your responsibility to ensure the shift is covered. If you do not show up or cover your shift your cheque will be cashed.

WDAFA relies heavily on fundraising to ensure we can keep football in Wetaskiwin affordable, grow to meet the needs of our participants and be successful in managing our programs. Each **family** is required to fundraise a minimum of \$300 in any combined fundraisers to fulfill their fundraising commitments with the exception of flag players who will fundraise \$100 in any combined fundraisers. We encourage and appreciate families doing more than the minimum amount.

1. Every player is expected to participate in the fall and/or spring Bottle Drives (of the season they're registered in).
2. Other fundraising initiated by the Board are also expected to be supported as well. It is always encouraged that when/where possible each player attempts to fundraise more than the minimum requirement for any fundraisers completed by WDAFA. This accomplishes two things, builds WDAFAs ability to support the Wetaskiwin Football Program and ensures players do not fall short of their fundraising needs.

FOOTBALL EQUIPMENT

Certain protective equipment is required and necessary for full contact play within the CDMFA and some may be allowed but not considered essential. There may be items that trained coaches and officials would discourage the use of. In the interest of the comfort and safety of our players, it is important that equipment regulations are followed and recommendations by our staff taken seriously. Please address your concerns with our club's Equipment Director.



1. Please note: your child will not be issued equipment until all registration documentation is complete.
2. Each player requires an Equipment deposit cheque of \$400, UNDATED, for Atom, Peewee, Bantam and Female Football.
3. Each player's parent/guardian is required to sign an Equipment Use Agreement.
4. All equipment issued remains the property of WDAFA and must be returned in clean, satisfactory condition at the end of each football season or immediately if any equipment is damaged or broken for replacement. If a player quits before the end of season their equipment must be returned at the next scheduled practice. Should the equipment not be returned upon leaving the organization, the deposit cheque will be cashed. If it is returned (Not Sufficient Funds) an additional NSF fee of \$50 will be applied and legal action may be pursued for the equipment or replacement value plus all legal and collection costs. (With the exception of socks and mouth guards.)
5. If a player chooses to provide their own equipment, it must be approved by the WDAFA Equipment Manager.
6. WDAFA will outfit each player with equipment individually suited for size, with attention to his/her potential play positions on the field. Equipment will be assigned just prior to the start of the season. Players are advised to report fitting concerns to the Equipment Manager as soon as possible. Football equipment provided on loan includes:
 - Practice pants and jersey
 - Game jersey
 - Shoulder pads
 - Helmet

WDAFA will also provide:

- 1 pair of Game socks, yours to keep
- 1 mouth guard, yours to keep

In addition to the equipment supplied, each player will need to provide the following individually:

- Cleats, no metal allowed. (We have some available to borrow)
 - Water bottle (for EVERY practice and game)
7. Equipment can be loaned out during the off season for players to attend special camps etc. To do so, an Off-Season Equipment Loan form, a \$50 user fee and deposit cheque of \$400 must be completed.

PROGRAM/SEASON INFORMATION

Our teams participate in the Capital District Minor Football Association (CDMFA) League. Information regarding the League can be found on their website www.cdmfa.ca. Our teams' game and playoff



schedules are determined by the CDMFA, and they are subject to change without notice. The majority of our games are played in the Edmonton area. Please be advised travel is required for all divisions for games, except for flag (unless agreed upon as a team). ** Safe Contact Week is the first week of August. ALL players must complete 3 hours of Safe Contact training each season. Please note that the following days and times are subject to change, however we will do our best to keep as listed.

Fall Novice Flag Level, ages 4-5, 6-7

- a. Practices Mondays from 6:30 - 7:30 from middle of August to end of October (weather dependent)
- b. Novice Flag Football is for players 4-5, 6-7 years of age before Dec 31 of the current year.
- c. Each player receives a t-shirt for participating and flags are provided for use during the season
- d. GAMES: All games are as agreed upon by the team or by scrimmage with our own players. We will have a scheduled game for flag players during our Football Day in Wetaskiwin.
- e. The Flag program is a 5 on 5 game, played on a quarter field. Coaches will be on field with the players. The focus is on learning skills focusing on Long Term Athletic Development.
- f. No experience necessary. This is entry level football for all players regardless of gender.
- g. Players are required to be dressed and ready to enter the field 30 minutes prior to game time.

Atom Level, ages 8-10

- a. Atom 6-A-Side Tackle football is for players 8-10 years of age before Dec 31 of the current year.
- b. 6 game Regular Season plus Jamboree.
- c. Atoms play a modified 6-a-side tackle game on a quarter size field. The use of certified equipment is included.
- d. Players must wear cleats. (Not included)
- e. PRACTICES: Practices are held Tuesdays and Thursdays from 6:30-8:00pm commencing the first week of August.
- f. Players are expected to be dressed and ready on the field minimum 15 minutes before practices begin.
- g. GAMES: All games are held at various fields in the greater Edmonton and surrounding area. Atoms will primarily play in the south end, Leduc, Beaumont, Sherwood Park or Wetaskiwin on either Saturday or Sunday. Games are scheduled by the league and typically commence the third weekend in August.
- h. Players are required to be dressed and ready to enter the field 30 minutes prior to game time.
- i. No experience necessary. This is entry level football for players regardless of gender.
- j. Players and Parents/guardians are required to sign a statement regarding appropriate conduct and expectations prior to being allowed to participate on the field.

Peewee Level, ages 11-12

- a. Peewee 9-A-Side or 12-A-Side Tackle football is for players 11-12 years of age before Dec 31 of the current year.



- b. 7 or 8 game Regular Season plus Play-offs. (Starting around the third weekend of August each year)
- c. The use of certified equipment is included and required.
- d. Players must wear cleats. (Not included)
- e. PRACTICES: Practices are held Mondays, Tuesdays and Thursdays from 6:30-8:15 pm commencing the first week of August.
- f. Players are expected to be dressed and ready on the field minimum 15 minutes before practices begin.
- g. GAMES: Games are scheduled by the league and typically commence the third weekend in August. Games are played in the greater Edmonton area and surrounding communities
- h. Players are required to be dressed and ready to enter the field 60 minutes prior to game time.
- i. No experience necessary. This is entry level football for players regardless of gender.
- j. Players and Parents/guardians are required to sign a statement regarding appropriate conduct and expectations prior to being allowed to participate on the field.

Bantam Level, ages 13-15* (*15 and NOT entering high school)

- a. Bantam 9-A-Side Tackle or 12-A-Side football is for players 13-15* years of age before Dec 31 of the current year, *and not entering high school
- b. 7 or 8 game Regular Season plus Play-offs. (Starting the third weekend of August in each year)
- c. The use of certified equipment is included and required.
- d. Players must wear cleats. (Not included)
- e. PRACTICES: Practices are held Mondays, Tuesdays and Thursdays from 6:30-8:30pm commencing the first week of August.
- f. Players are expected to be dressed and ready on the field minimum 15 minutes before practices begin.
- g. GAMES: Games are scheduled by the league and typically commence the third weekend in August. Games are played in the greater Edmonton area and surrounding communities
- h. Players are required to be dressed and ready to enter the field 60 minutes prior to game time.
- i. No experience necessary. This is entry level football for players regardless of gender.
- j. Players and Parents/guardians are required to sign a statement regarding appropriate conduct and expectations prior to being allowed to participate on the field.

Female Football, ages 13-18

- a. Spring 6-A-Side Tackle or 12-A-Side Tackle football is for players 13-18 years of age before Dec 31 of the current year.
- b. 7 or 8 game Regular Season plus Play-offs.
- c. The use of certified equipment is included and required.
- d. Players must wear cleats. (Not included)
- e. PRACTICES: Practices are held Mondays, Tuesdays and Thursdays from 6:30-8:30pm commencing beginning of March.



- f. Players are expected to be dressed and ready on the field minimum 15 minutes before practices begin.
- g. GAMES: Games are scheduled by the league and typically commence in April. Games are played in the greater Edmonton area and surrounding communities.
- h. Players are required to be dressed and ready to enter the field 60 minutes prior to game time.
- i. No experience necessary. This is entry level football for players.
- j. Players and Parents/guardians are required to sign a statement regarding appropriate conduct and expectations prior to being allowed to participate on the field.

For all teams (Novice, Atom, Peewee, Bantam, Female and Flag where applicable)

- a. Players are expected to attend all practices and games throughout the season. In conjunction with continuous assessment of a player's skill development and performance achievement, field staff will monitor attendance, keeping record of injuries, illness and absences. Players are required to notify their Head Coach/Team Manager prior to being absent from a practice or game. The Association will be fined for forfeiting a game.
- b. Safety comes first. If a player is thought not to be ready to play by the Trainer or Coach, that player will not play. It is not our desire to cut or release any such player; rather, we will continue to work with the player on the practice field with the intention of putting that player on the playing field.
- c. Our teams are co-ed and any team that has male and female players shall have at least one female and one male staff on the bench for all games.
- d. Playing time is NOT guaranteed.
- e. Players and parents are urged to keep this book handy for reference. Handouts may be provided to players at practice, but most information will be relayed to you via the TeamLinkt app, email or posted on our website.
- f. Please refer to our club website, www.wetaskiwinfootball.com for Club Rules, Policy and Procedures (RPP's) Manual, Board contact information, team information, Bylaws, Terms and Conditions, registration information, updates and announcements.
- g. Please refer to the league website, www.cdmfa.ca for league RPP's, Bylaws, Game schedules, league standings, game results and other news and updates.
- h. Please refer to the Football Alberta website, www.footballalberta.ab.ca/web/membership for insurance coverage information and claim forms.
- i. Due to various reasons (weather, field availability, official availability, etc.) schedule changes are inevitable. Staff will communicate changes to you in a timely fashion; however, we ask that you continue to check the TeamLinkt app and the league website as close to game day as possible for schedule changes. Clubs may not be informed of changes in advance; staff members check the CDMFA website to keep informed.
- j. Football is a sport that is played in all weather conditions (sun, rain, wind, sleet and snow); only extreme cold (-30), during air advisories or area specific electrical storms will bring a stop to practice/games. The Board or Team Managers will attempt to notify all members in advance of any cancellations. In addition, due to the possible risk of damage to city fields, practices may also



be called off in the case of prolonged/extreme rain. The Board or Team Managers will inform you as soon as possible through the Teamlinkt App if this occurs.

- k. Inclement Weather Policy - In the event of an inclement weather forecast or should existing weather conditions jeopardize practice integrity and player safety, the head coach and/or the team manager will notify the player's registered contact person by 5:00 p.m. of the practice day. Notification will be made via the Teamlinkt App.
- l. Lightning Policy - If lightning has been sighted during practice, a joint decision between the coaching staff will be made to clear the field. Should this occur, ALL PLAYERS WILL REMAIN in a vehicle or designated safe area as determined by the coaching staff for 30 minutes. After this time has elapsed, the coaching staff will reassess the conditions to determine whether the practice will either resume or be canceled. Parents/Guardians will be informed of the delay and the decision whether to resume or cancel through the Teamlinkt app.
- m. Air Quality Cancellation Policy - Scheduled games and practices will be canceled or moved 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. For games, Football Alberta will decide. For practices, we will use the following tools to determine the AQHI: AQHI Canada app developed by the Government of Alberta. This can be found at the Government of Canada's Air Quality Health Index by Station. Should a practice or game be canceled; notification will be made via the Teamlinkt App and or email.
- n. WDAFA logoed clothing and swag items will be available for purchase from the Association at various times through the season. These items are not mandatory but available for purchase to show your pride and support of our teams. All items must be paid for and ordered within the timelines set out annually for our items to arrive in a timely manner.
- o. All WDAFA clothing or swag items shall use the approved logo of our Association. Any other items purchased outside of the Association's offers must be approved by the Board of Directors.
- p. Individual and Team photographs is taken outdoors, typically in September. A notice of the photograph date and times will be provided by Team Managers and on the RAMP Team schedule. All players are expected to attend in game jerseys. There will not be a makeup or retake day. Photographs the club provides will be distributed at the AGM/Awards Banquet.
- q. The AGM and Awards Banquet are held near the end of November. The Board will send out information for both with a minimum of one month's notice
- r. The above information is not intended to be exhaustive.



CODE OF CONDUCT INFORMATION

All Players, Parents, Field Staff and Board Members are required to sign a Code of Conduct every season indicating their understanding and agreement to our guidelines of conduct. In addition, the following apply:

1. A parent or guardian should either be in attendance at practice or reachable by phone to pick up their player in the case practice is cut short due to incident or inclement weather. Coaches remain at the field until every player is picked up so, please be diligent in picking up your player. When dropping your player off please ensure practice is proceeding as scheduled.
2. WDAFA is a member in good standing with our league, the Capital District Minor Football Association (CDMFA), and as such, we are obligated to follow their Rules, Policy and Procedures. Our members are required to act in accordance with the league's Code of Conduct as well as our own. We are reminded to treat other groups, teams and officials with respect; failure to adhere may result in a field ban.
3. During games, spectators, friends, siblings, etc. are to stay away from the players and their bench. At most fields, spectators will be on the side of the field opposite the player's bench. People at the players' bench are only there by permission of the association and in accordance with insurance requirements of Football Alberta. A no-tolerance position will be taken in this regard.
4. ONLY players and staff are permitted on practice and game fields. Trainers will handle injuries and coaches will coach the team. Our trained and qualified staff are insured through Football Alberta, and we should not jeopardize the potential entitlement to any insurance claim. If the assistance or presence of a parent is required on the field, he/she will be immediately notified by a staff member or game official. This is not negotiable, and a no-tolerance position will be taken in this regard.
5. Coaches must NOT be addressed on GAME Day and Officials may only be addressed by Head Coaches. Coaches will be focused and intent on the activities of game day. This is a club AND league rule. You may contact the Team Manager to discuss any questions or concerns that you might have. If your concern is upsetting, you must wait 24 hours to allow for a cooling off period before contacting anyone. If you feel you are not able to speak to your Team Manager, please contact the President. With permission, you may address your queries of coaches at the next practice if necessary. Abuse of officials will result in league disciplinary action against our team/organization.
6. Violations of sportsmanship within our Club and the League (other teams, officials, etc.) should be reported. Protocols have been put in place for the reporting of violations for both levels, club and league. Concerns/complaints will NOT be considered unless the proper protocol is followed:
 - Please contact a member of the WDAFA Executive for direction/assistance with respect to complaints regarding the League (CDMFA).
7. Please see your Team Manager for direction with respect to complaints relating to our club
8. A zero-tolerance position will be taken with respect to any abuse of our players, team staff, volunteers and Board members, as well as other groups, teams and officials.



9. Parents should get to know their Team Manager, as they will be equipped with up-to-date information in all aspects of the program. Concerns should be brought up with your Team Manager as early as possible so that they may be addressed in a timely manner. The Team Manager will direct the concern to the appropriate team staff member for reply. If you remain unsatisfied with the reply provided to you by the Team Manager/coaching staff, please put your complaint/concern in writing (dated and signed) and provide it to the President. Written complaints are dealt with by the President in a timely manner.
10. Smoking/Vaping or using alcohol or cannabis is not permitted among the staff while working with our children on the game or practice fields. To comply with City Bylaws and School Regulation's we ask that all parents and spectators restrict smoking/vaping to areas outside the chain-link fences. No smoking is permitted on school property at all.
11. We are a non-profit organization, which means we rely heavily on fundraising and sponsorships. Money raised through these efforts is used for the seasonal operations of the club, new equipment and maintenance, awards banquet, etc. All players and parents or guardians are required to complete fundraising as set out by the Board of Directors annually; and support our sponsorship initiatives.
12. Failure to adhere to any of the Rules, Policies and Procedures may nullify your membership with this organization.
13. The above information is not intended to be exhaustive.



STEPS TO SOLVING A PROBLEM

If at any time you are feeling heated about an issue that has arisen we ask that you follow the “24 hour” rule with any issue you may have with a WDAFA Staff Member. After you have taken time to think about the issue please follow these steps.

1. Speak directly to the person you have the issue with. If a conflict arises, it is **mandatory** to ensure that 2 other neutral adults are present during any conversations with players or staff. If this is not possible at the moment the conversation should be postponed to a later time. The neutral parties must NOT be a partner or family member to anyone involved.
 - Coaches must **NOT** be addressed on GAME Day and Officials may only be addressed by Head Coaches.
2. If the problem has not been solved after speaking to the person directly please speak with your Team Manager for direction on who you should talk to next to help you solve this issue. If you are unable to talk to the manager about this issue you may contact the president directly. (Code of Conduct portion in RPPs #5 & #9).
3. If the problem has not been solved after speaking to your Team Manager, please contact your Team Representative. They will relay any and all unresolved questions or concerns to the Board for resolution. (bylaw 6.2.3.1.4)
4. After hearing the board decision if you are still not happy at this point a formal complaint may be filed in writing to a member of the Executive for consideration by the Board. At this time a Disciplinary Committee will be established to hear the complaint. The Disciplinary Committee’s decision is final however is subject to appeal. (bylaw 4.4)
5. An application to appeal along with a \$50 non-refundable fee may be submitted within 14 days of receiving the Disciplinary Committees decisions. (bylaw 5.1.2)

WDAFA does have a zero-tolerance policy in respect to any harassment and/or abuse of our players, team staff, volunteers and Board members, as well as other groups, teams and officials. We ask that you remember that all members of the WDAFA Board and Staff members including but not limited to coaches, trainers, and managers are all volunteers. They are all working as part of a team to make our football programs run. Please show each other respect.