



WDAFA VOLUNTEER POSITIONS AND DESCRIPTIONS

All volunteers are required to have their criminal record/vulnerable record check. There is a letter on the organization's hard drive and website that has the letter to request, the full name and birthdate of the volunteer will need to be written on the letter and the letter must be signed by the president. These must be presented to the President or Vice-President prior to the first practice.

Staffing Coordinator - Voting Position

1. The Staffing Coordinator is tasked with finding coaches for each level within WDAFA, confirming with the Board that the Coaching staff is acceptable prior to the start of the season. They confirm that each coach has an NCCP number and the following training and documentation:
 - Safe contact (in person class)
 - Making headway (on-line class)
 - Community sport (online and in person - 2 separate courses)
 - Safe Sport (online)
 - Criminal record/vulnerable record check
 - Registered on RAMP for insurances purposes

If any coaching issues arise during the season, the Staffing Coordinator is the person in charge of mediating the issues and brings problems that cannot be resolved to the Board. If parents have issues with any coaching staff, they would address the Staffing Coordinator initially, and if nothing is resolved, then address the President.

2. The Staffing Coordinator is tasked with finding Trainers for each level within WDAFA, confirming with the Board that the Training staff is appropriate prior to the start of each season. They confirm that each Trainer has the following documentation:
 - Making headway (on-line class)
 - Community sport (online and in person)
 - Safe Sport (online)
 - Criminal record/vulnerable record check
 - Valid First Aid taken within 1 year
 - The taping course offered by the CDMFA would also be valuable and highly encouraged, but not necessary
 - Registered on RAMP for insurances purposes

The Staffing Coordinator is also tasked with working with the Trainers to:

- organize each team's trainer bag before the start of season



- replenish the required medical supplies within the Trainer Room as needed
- create a schedule to have a minimum of 2 qualified and over 18 years old Trainers present at each practice, and (for peewee and bantam) at each game. For Atom, it is ok to have 1 trainer present at games.
- confirm each Trainer's attendance at games
- On the last evening of practice for the week, make sure each trainer has their bags/gear as needed.
- Ensure all teams have a binder with medical forms in it, adequate blank injury report forms, and that each player has the required medical documents and SCAT testing done prior to the start of season.
- follow up with each injury to ensure all required documentation is completed and filed and that re-testing for SCATS are done as needed.

The Staffing Coordinator must bring a list of needed supplies to the Board for approval and make sure that they have spoken with the Board to see what their budget is.

The Staffing Coordinator must also attend Coach Coordinator meetings as set out by the CDMFA. They then must report back to the Board with any information given to them.

Safety Coordinator

Must take the online course "***Safe Sport***". The Safety Coordinator must ensure that WDAFA has a current "***EMERGENCY ACTION PLAN***" and that there is a hard copy readily available in the Hog Barn. They must ensure that there are always extra copies to hand to other team's managers during our home games, for their reference.

The Safety Coordinator will meet with Team Managers to make sure they understand the Emergency Action Plan in case of an emergency during practices or a game where an ambulance must be called.

Equipment Manager

The Equipment Manager is tasked with:

- organizing a team to outfit the players appropriately at the start of each season
- ensuring parents are filling out an "***Equipment Borrowing Sign Out Form***" with all required information
- collecting a post dated cheque or direct debit form before giving out gear
- making a master list with all gear on it
- purchasing any required equipment and gear as needed (ensuring that purchases fall within the available budget)



- ensuring at the end of the season that all gear is returned and put away where it belongs from each player.

The Equipment Manager is also tasked with ensuring the Hog Barn Equipment Room is clean and tidy. They may recruit volunteers to help clean as needed.

The Equipment Manager should also be checking gear for expiry (Helmets (only good for 10 years), Shoulder pads (must be thrown out if flat), Girdles and pants, footballs, socks, mouth guards, ball pumps, ball pump needles, helmet pumps, helmet pump needles, shoe laces for shoulder pads and pants. This is not an exhaustive list and there may be other items required.

Companies used for equipment: Xenith (helmets, shoulder pads), Skyline (helmets and socks), kahunaverse (possibly everything, should be used as backup only), United Cycle (last resort).

The Equipment Manager must give a Report of gear needed to the Board before the scheduled AGM each fall, with an estimate of cost for all items required so the Board can decide what is necessary and able to be purchased.

Registrars - (President and Treasurer)

The Registrars are tasked with:

- setting up each level of WDAFA for registration in RAMP
- communicate with the WDAFA Board, Webmaster, and Social Media Coordinator to let members know that registration is open.
- ensure that each player has a Player Statement signed, and that each listed parent/guardian has filled out a signed Parent Statement before the player steps on the field. These should then be organized in the binder along with each player's contact information.
- Report the registration numbers to the WDAFA Executive.

For information the minimum number of players to start a season at each level is:

Flag ages 4 – 7 – any number as we do not participate in the CDMFA program

Atom ages 8 - 10 – 9 players, when you get to 18 players look at making two teams if staff is available.

PeeWee ages 11 - 12 – 15 players

Bantam ages 13 – 15 (but not registered in high school) – 15 players play 9 person, if registration is at 30 players look at playing in the 12 person division.

Female ages 13-18 - 15 players play 9 person, if registration is at 30 players look at playing in the 12 person division.



These minimums are to be reached by August 25 for Fall Football of the current year. The cut off date for age is December 31 of the current year. Players are permitted to play up one year but are required to have approvals signed off by: the parent, the coach of the receiving team, the WDAFA executive, and the CDMFA executive.

Team Managers

Team Managers are the communicators for their respective team. The Manager will:

- send out all communication from the head coach of their respective team
- will relay information from parents to the head coach
- send any information that the WDAFA board requires they send out on their behalf
- send updates on games, time, and location before each game
- help the Volunteer Coordinator request and find volunteers needed for home games as well
- be the go between for Coaches and parents. Of course parents are able to talk with coaches but during practice and games we want the coaches coaching.
- will have a binder (provided by WDAFA) with copies of the current roster with player numbers. These are to be handed out to Officials and opposing teams before each game. This binder will be equipped with current contact information with each player and their parents/guardians in case of emergency. It should also have contact information for the WDAFA Executive in case of emergency.
- Peewee and Bantam Managers will work with the Volunteer Coordinator to arrange volunteers for home games. Volunteers required for home games are: 3 stick holders, score keeper, and an announcer.
- enter the team rosters and scores onto the CDMFA RAMP team site for Atom, Peewee and Bantam teams. Passwords and logins are provided by the CDMFA prior to the start of the season. Rosters must be entered the day before the first game and if there are changes to numbering this must be completed before the game happens each week. The scores and confirmation of rosters for both teams must be entered as follows: if you are the home team within 24 hours, if you are the visitor you have 48 hours to confirm the score and the rosters. For Atom you will enter your score on the CDMFA website in order to set up appropriate "playoff" games for the last weeks of the season. Touchdowns during games for Atom, only count for 1 point in these games.
- will receive complaints from parents should they arise (via email). The Staffing Coordinator should be involved if the complaint is not something easily resolved. The WDAFA Executive may become involved if the nature of the complaint is abusive in any form.
- meet with the Safety Coordinator to ensure they understand the Emergency Action Plan



Head Coach

The Head Coach manages everything that happens on the field; this includes from the bleachers to the bench and both endzones. This also includes ensuring their assistant coaches, trainers, players, and spectators are behaving appropriately. There is zero tolerance for abuse of volunteers or officials.

The Head Coach works with their Assistant Coaches to plan practice nights, create a game plan, create plays for their teams, make sure that the players and staff are safe and that all safety procedures are being followed.

- **Head coach - Team Manager relationship:** The Head Coach is to pass all information needed for parents through the Manager to be dispersed. We do not want the Head Coach communicating with parents en masse, their focus should be on the players and what is happening on the field. Make sure to work closely with your Team Manager. This does not mean we don't want you talking with parents.

If there is a concern with a player you MUST have two other adults present (no spouses), as well as the Child's Parent(s) or Guardian(s). If a Parent wants to talk with you, please do but ensure to follow the 2 other adults present rule. If you need help with a parent please involve your Staffing Coordinator and President if needed.

- **Head coach – Trainer relationship:** As the Head Coach you are responsible for everything and everyone on the field. However, the relationship with the Trainer is a special one. As a Head Coach you must understand and respect that the Trainer's choice on whether a player goes back onto the field or not due to medical issues is strictly their decision and you, as the Head Coach, are never to override or contradict what they are saying in front of the players or their parents. If you would like to speak with your Trainer about what is happening with a player please do so in private, and if you have some insight that might help the trainer in their decision please respectfully provide that information, but do not under any circumstances put a player on the field that the Trainer has deemed unfit for play until the Trainer clears that player. We expect the Trainer to be in constant communication with you as the Head Coach about players they are working with and it is your responsibility to relay that information to your Assistant Coaches. Assistant Coaches can talk with Trainers but the Trainer is not required to give them information first hand. If a player is injured it is the responsibility of the Trainer to relay all information of the injury, and the Head Coach should also be present during any conversations so that all information being relayed to parents is not contradictory.
- **Head coach – Official relationship:** As the Head Coach you are the only one on the coaching staff that is to speak with the officials. **THIS IS NON NEGOTIABLE** as there is a rule within the CDMFA that if an official wants to they can eject any coach other than the head coach for speaking with an official. Is this likely to happen if the assistant coach is respectful, no, however if any one



player or coach is ejected the penalty is the game you are in and the next game and there is no appeal process. **ALWAYS BE RESPECTFUL TO OFFICIALS EVEN IF YOU DO NOT AGREE WITH THEM!!!!** There is ZERO tolerance for official abuse within our organization and if any individual coach is required to be spoken to about their behaviour on the field they may be removed from their coaching position by the Board at any time without explanation.

- **Head coach – Spectators relationship:** As the Head Coach you are expected, by the CDMFA, to manage the spectators during games. WDAFA realizes that this is not feasible, and nor do we want you worrying about the spectators. You should be worrying about the players and the game in front of you.

Assistant coach:

As an Assistant Coach you are to work with the head coach to plan practices and games, and support the Head Coach in tasks assigned to you.

You are not to override what a Trainer has decided on for a player, if you are curious about what is happening with a player speak with your Head Coach. You can ask the Trainer but if they are busy and if they ask you to speak with the Head Coach instead do not get upset; this is what they are instructed to tell you.

- **Assistant Coach – Official relationship:** You are not to speak to an official unless they speak with you first. There is a rule within the CDMFA that only the Head Coach can speak with officials. The penalty for this can be up to your ejection as well as the Head Coach being ejected. You will both get the next game as well. There is no appeal process when this happens.

***PLEASE NOTE: COACHES, ASSISTANT COACHES, AND JUNIOR COACHES FOR ALL TEAMS ARE DECIDED BY THE BOARD AT A GENERAL MEETING PRIOR TO THE START OF EACH SEASON AFTER CONFIRMING ALL REQUIRED COURSES AND RECORD CHECKS ARE COMPLETED.**

Trainers:

As a Trainer you are to work under the Staffing Coordinator and are to work independently on the field with your team. What is meant by this is that when it comes to the medical needs of the player you are the one who has final say on if a player is able to be on the field practicing or playing in the game after an injury. It is preferred that at the Bantam and Peewee level that there always be 2 Trainers present for games. The Head Coach of the team you are training for, although in charge of everything on the field, can not and must not overrule you and put a player in the game if you have deemed it unsafe to do so. If this ever happens speak to the Staffing Coordinator immediately by phone or in person, and if the Staffing Coordinator is unavailable then you are to call the President.



As a Trainer, your job is the safety of the players with the goal of getting them back on the field playing. On any given day a Trainer will be involved in taping players' various body parts, speaking with players and parents about the players injuries and the return to play protocols around each type of injury, and keep the Head Coach updated on each and every injury that is happening with players. Oftentimes players will come to the field with injuries not suffered on the field and you may have to work with the player to get them back to playing status.

When an injury happens there are a couple things that you need to do:

1. Address the injury and apply the first aid that you are trained to do. Do not go above your training, **IF YOU ARE EVER UNSURE YOU CALL AN AMBULANCE OR DIRECT THE PARENTS TO IMMEDIATELY TAKE THEIR CHILD TO A HOSPITAL.**
2. Inform the Head Coach what is happening with the player and keep the Head Coach apprised to what is happening with the players rehabbing of the injury. If you have time and want to, you are welcome to talk with an Assistant Coach but this is not necessary as the Assistant Coaches are instructed to talk with the Head Coach directly.
3. Fill out the required paperwork required by WDAFA.
4. Speak with the parents of the player and advise what the injury is and what advice you have given to the player.

If an ambulance is called it is very important that the insurance claim paperwork is sent with the parent or the player to be filled out by the hospital and the parents. For information WDAFA has medical insurance through Football Alberta to cover some medical costs. If parents have their own personal medical coverage that must be used first.

Trainers must provide a list of known medical conditions (ie. Asthma/allergies) for the Head Coach and update it as needed. They should ensure the Team's binder contains all documentation for each player that is needed.

***PLEASE NOTE: TRAINERS FOR ALL TEAMS ARE DECIDED BY THE BOARD AT A GENERAL MEETING PRIOR TO THE START OF EACH SEASON AFTER CONFIRMING ALL REQUIRED COURSES AND RECORD CHECKS ARE COMPLETED.**

Fundraising Coordinator

The Fundraising Coordinator is tasked with:

- making sure that all fundraisers run by WDAFA meet WDAFA needs and align with WDAFA's vision. It is not the Fundraising Coordinator's job to run each of the fundraisers (unless they



would like to), however they do need to check in with whoever is running each fundraiser to be able to give information to the Board at each monthly meeting.

- work with the AGLC (to apply for licenses) and WDAFA Treasurer for any and all 50/50 and casino fundraisers to confirm AGLC has the information required and that WDAFA funds are being put in the proper accounts at the bank. If forms are to be filled out to run a lottery fundraiser the Fundraising Coordinator is responsible for that, as well as applying for and following up on any grants that WDAFA may be eligible for.
- tracking whether families are completing their fundraising commitments. They will keep an exhaustive log with that information to be submitted to the Executive Board as soon as all fundraisers during the season are completed.

It is encouraged for members at large to bring fundraising ideas to the Fundraising Coordinator for approval. The Fundraising Coordinator will arrange for which fundraisers will be run at what times during the season. Once a fundraiser is approved, the Fundraising Coordinator will follow up with members appointed to organize the fundraiser to confirm completion and confirm with the Treasurer that funds have been deposited into the WDAFA bank account.

Bottle Drive Coordinator

The Bottle Drive Coordinator will work in conjunction with the Fundraising Coordinator or may be the Fundraising Coordinator if a volunteer does not step up.

The Bottle Drive Coordinator is tasked with:

- Be in attendance at the Bottle Drive
- Organizing routes for players to visit on city maps
- Organize Bottle Depot drop off and counting of the bottles
- Track attendance of players at the Bottle Drive
- Be in contact with the Volunteer Coordinator to contact volunteers that said they would bring trailers and make sure they have bottle depot drop off information. Possibly arrange more trailers if necessary.
- Have garbage bags, garbage bins, broom/dustpan available at location
- Inform Social Media, website person, and managers with information to inform parents and players at least 2 weeks in advance of the day's events.
- Arrange pick up of cheque from the Bottle Depot and deliver it to the Treasurer.



Volunteer Coordinator

The Volunteer Coordinator is tasked with:

- organizing all volunteer jobs available for sign up at Equipment pick up for each season. There should be one job available for each player. See RPPs for a list of possible volunteer jobs.
- tracking whether families are completing their volunteer commitments. They will keep an exhaustive log with that information to be submitted to the Executive Board as soon as the seasons are completed.

Football Day Coordinator

The Football Day Coordinator is tasked with delegating different jobs to those willing to step up and help. The Football Day Coordinator is in charge of the off field events. These events could include but are not limited to:

- Organizing food for lunch both days (could be a food truck or cooked by our volunteers)
- Setting up a 50/50 (in collaboration with the Fundraising Coordinator)
- Setting up the Edmonton Elks football team coming
- Arrange for a photographer to attend
- Setting up and acquiring items for a silent auction
- Plan other events such as a candy guess
- contact visiting teams to inform them of the event and what they can look forward to

The Football Day Coordinator must bring ideas to the Board for approval and make sure that they have spoken with the Board to see what the budget for the event is.

Banquet Coordinator

The Banquet Coordinator is tasked with delegating different jobs to those willing to step up and help with planning the end of season banquet. The Banquet Coordinator is in charge of:

- Booking the facility
- Booking a caterer or alternate food arrangement for this event
- Touching base with Head Coaches for their picks for award winners
- Ensure awards are ordered and purchased
- Ensure there is an MC for the event and any performances delegated
- Set ticket prices - make and sell tickets to get numbers for the event
- On the day, set-up and decorate the hall
- Clean-up after the event



The Banquet Coordinator must bring ideas to the Board for approval and make sure that they have spoken with the Board to see what the budget for the event is.

Spring Camp Coordinator:

The Spring Camp Coordinator is tasked with delegating different jobs to those willing to step up and help. The Spring Camp Coordinator is in charge of the off field events. These events could include but are not limited to:

- Set-up registration for Spring Camp
- Organizing player lunch both days (food truck or cooked by volunteers)
- Setting up a 50/50 (in collaboration with the Fundraising Coordinator)
- Possible goodie bags for the players

The Spring Camp Coordinator must bring ideas to the Board for approval and make sure that they have spoken with the board to see what the budget for the event is.

It is best to coordinate with the Board and Staffing Coordinator to make sure all events are cohesive.

Webmaster:

The Webmaster is tasked with:

- making sure that the website is up to date with all the happenings of WDAFA. This includes but is not limited to: board minutes, bylaws, RPPs, events, meeting dates, practice and game times, videos/pictures, player rosters, anything the board would like to add, and really anything that you would like to see on the website but remember that everything should be approved by the Board.

If passwords require changing you must ensure to update the Secretary so they can document in the WDAFA Google Drive.

Social Media Coordinator:

The Social Media Coordinator is tasked with:

- making sure that there is awesome content going out on WDAFA's various social media platforms (Facebook, Instagram, & Tik Tok)
- update those platforms with practice times (if changes) & game times
- put up other items the Board would like advertised.



All content should align with WDAFA policy and vision. When in doubt, speak with a Board Member.

If passwords require changing you must ensure to update the Secretary to have the document in the WDAFA Google Drive updated.

CDMFA representative (Generally the President for ease):

The CDMFA Representative is usually filled by the President of WDAFA, because the person who attends the CDMFA meetings must be in a position at all times to speak on behalf of the WDAFA organization and be empowered to make decisions if the need arises. If the WDAFA board deem that someone else will fill this position it is understood that the CDMFA representative is given the power to vote on behalf of WDAFA.

The CDMFA Representative needs to attend meetings scheduled by the CDMFA or ensure that someone else is available to attend if they are unable to. Whoever attends must bring all relevant information to the next regularly scheduled Board Meeting.

The CDMFA Representative must coordinate with other WDAFA Members to have committee members for the CDMFA or must be willing to sit on all required committees within the CDMFA themselves. It is encouraged to delegate these tasks.