

Chilliwack Minor Football Association

Information, Policies & Guidelines

Prepared for the 2010 Season



Approved by the 2010 CMFA Executive

A Brief History

Late in 1991 Keith Currie, Don Wiens, and Wayne Bjorge decided that Minor Football had been missing from Chilliwack for far too long. Chilliwack Minor Football was born as a result of this decision. Our inaugural season started with one Junior Bantam and one Flag team in 1992, with both of these teams being named the Greyhawks. By 1994 our association had grown to cover all six-age divisions from Flag to Midget, and the team names had been changed to the Giants.

By 1996 we had moved from being a member of the VMFL (Vancouver Mainland Football League) to join up with the VCFL (Valley Community Football League) thus cutting down on the travelling times.

2009 was our inaugural season for Spring Flag – a chance for our players to continue playing football before the tackle season starts. We entered 3 teams in the provincial Flag organization; 2010 season we have five teams.

This season we have 266 players registered for tackle, 45 flag players and 40 for the cheer team.

The Association

We are a charitable volunteer organization registered under the Societies Act. We endeavour to provide the opportunity for children to play football from ages six to eighteen. The majority of our funding is raised through Bingo and parent and child participation in a host of fundraising events.

Our operating budget is approximately \$ 175,000.00 of which almost 1/3 of is raised through registration fees. Unlike some sports, parents are not responsible for buying equipment other than cleats and or jock/jill protection cups. The association provides the remainder of the equipment. The average price to outfit a player runs at approximately \$ 650.00 - \$1000.00 per child. Your registration fees goes toward field rentals, referee fees, insurance for players and club members, insurance for club assets, league fees, rental for storage locker, equipment, uniforms, and other costs associated with the day to day operation of the club.

Table of Contents

A	Mission Statement
B	Objectives Association Individual
C	CMFA Executive
D	Registration 1) Registration Fees for 2007 Season 2) Returning Player Registration 3) New Member Registration 4) NSF Cheques 5) Refunds 6) Financial Assistance
E	Coaching Selection
F	Coaching Personnel
G	Fundraising
H	Coaches' Code of Ethics
I	Fair Play Codes for Parents and Athletes Sport Parent Code of Conduct Player's Code of Behaviour
J	Harassment Policy
K	Alcohol and Drug Policy 1) Players 2) Coaches/Assistant Coaches/Trainers/Managers 3) Spectators/Parents
L	Grievance Policy
M	CMFA (Chilliwack Minor Football Association) Disciplinary Process
N	Bussing

Appendix

Grievance Form

A Mission Statement

The mission of Chilliwack Minor Football is to provide an environment for the youth of our community to participate in learning and developing both individual and team sportsmanship. It is our wish to allow those who participate in the sport to develop and play at a level consistent with their aspirations and to develop into the young men and women that both their parents and their community may be proud of. We hope to encourage and promote improvement in physical education, healthier life styles, and scholastic standings and standards.

B Objectives

Association Objectives

As an association our objective is to work together for the benefit of our children and our community. We hope to accomplish this through the efforts and commitment of those who give so generously of their time. This includes our families, our coaches, our players, and the Executive of Chilliwack Minor Football.

1) Player Development

Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the field.

2) Coaching Development

Our association will provide various coaching clinics that promote the development and leadership required of our coaches. We have an expectation that as coaches develop that they also obtain the certification required for the level at which they are applying to coach at.

3) Referee Development

This year Chilliwack Minor Football is seeking a few individuals to take part in joining the referees' association. This is something in which we feel that our organization has not promoted strongly enough over the last few years. Those interested are asked to contact the Executive for further information or go to <http://www.bccfa.org/ref.htm>

4) Parent/Guardians

Parents and Guardians are the backbone of this organization. Without the volunteer time that we receive from our parents/guardians we would have to increase our registration fees by at least another \$100.00 – \$150.00 per player. This would mean putting the sport beyond the financial reach of many parents - in particular those with two or three children participating in the game of football.

5) Chilliwack Minor Football Association (CMFA)

We see our role as being very crucial to the ongoing growth and development of Minor Football in our community. We need to provide the leadership, guidance and financial foundation in order to direct the efforts of the players, coaches, and parents into a strong and cohesive unit. Following the VCFL goals and objectives, CMF encourages the expansion of this club by way of accepting all registrations on a first come first serve basis. Our role in the community is to provide football to as many children as possible, encouraging the creation of as many teams as possible, assuming that there is available coaches, fields, and equipment.

Individual Objectives

This is by no means a complete list of objectives; however; we have prioritized those areas which we felt were the most important.

1) Players

- Need to make a commitment to give 100% mentally and physically of themselves. This is extremely important to avoid serious injury and it reflects on the playing time assigned.
- Be a team player. Football more than any other sport is a total team concept.
- Strive to improve your skills as an athlete and as a person.
- Place sportsmanship, safety, and fair play first.

2) Coaches

- Our teams are only as strong and as good as our coaches. We are asking our coaches to commit to improving their ability to educate themselves about the game and then to relay that instruction and knowledge to our players.
- To consider the well being of the players first and foremost.
- To develop and adhere to a coaching philosophy that includes any necessary disciplinary action sanctioned by CMFA.
- Promote sportsmanship, pride, leadership, self-worth and good health by being a positive role model both on and off the field.
- To promote the philosophy of CMFA, its goals and objectives.

3) Parents/Guardians

- Encourage and support your child's efforts both during the good times as well as the difficult times.
- Follow the appropriate protocol should there be any concerns you feel need to be addressed.
- Expect to volunteer your time through the course of the season.
- Always remember that this organization is built on volunteer time and that some positions require more time than others.

4) CMFA Executive/Directors

- To promote the philosophy of CMFA. To be unbiased towards any team when deciding on matters which affect the association as a whole. That all of the members of the Executive be sensitive to the concerns of its membership.
- Provide for the maintenance and growth of our Association through sound financial planning and management.
- Attract and support the best coaches and assistants available to our organization.
- Provide a safe and well-controlled environment for children to enjoy the game and advance their football skills.
- Provide coaches with the opportunity to improve their skills through coaching clinics and other outside information centres available to us.

C CMFA Executive

- These positions shall be elected at the Annual General Meeting and those elected shall hold their position for a two-year term.
- Separate elections shall be held for each appointed office to be filled.
- An election may be by acclamation; otherwise it shall be by ballot.
- If a director resigns his/her office, the remaining directors shall appoint a member to take the place of the former director.
- A director so appointed holds office only until the conclusion of the next annual general meeting of the Club, but is eligible for re-election at the meeting.
- The members may, by special resolution, remove a director before the expiration of his term of office and may elect a successor to complete the term of office.
- A brief statement of reason for the proposed expulsion shall accompany the notice of a special resolution for expulsion.
- The individual who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at a general meeting before the special resolution is put to a vote.

President

The president shall preside at all meetings of the club and of the directors. The president is the chief executive officer of the club and shall supervise the other officers in the execution of their duties. The President shall represent CMFA at VCFL meetings.

1st Vice-President

The 1st Vice-President shall carry out all the duties of the president during his/her absence. Should the president be unable to fulfill his duties, the 1st Vice President shall step up as Acting President until the next AGM.

2nd Vice-President

The 2nd Vice-President shall carry out all the duties of the president during the absence of the President and 1st Vice-President.

Treasurer

- The Treasurer will ensure that monthly budget statements supplied by the accounting firm of Don Miller reflect all deposits and payments for the month.
- Note any discrepancies and meet with the account to discuss any necessary errors, which may have been made, and present this to the Executive at its regular meeting.
- The treasurer will ensure that the concession stand manager has a float for each of our home games, and for all other events held in which the concession stand may be operating for the benefit of CMFA.
- The treasurer will provide a monthly financial statement of our current assets and liabilities once per month.
- The treasurer will ensure that all monies taken in during registration will be clearly broken down to reflect registration for minor football and that of our cheer teams.
- The treasurer will also assume responsibility for all monies collected from the sale of clothing, 50/50 draws, concession stand, bingo, and any other fund raising events conduct by CMFA.
- The Treasurer, in conjunction with the individual responsible for clothing purchases, will track and provide an inventory of stock to the executive at the regular meetings.
- The President, Vice-President or Secretary may authorize expenses between \$50.00 and \$200.00.
- The executive at a bi-weekly meeting must authorize expenses exceeding \$200.00.
- Present bills to the executive for approval of payment and pay all bills according to the direction of the executive.

Secretary

The secretary shall be responsible for the taking and processing minutes of the executive meetings, all CMFA correspondence, maintain coaches' files and all other files associated with CMFA.

Registrar

- To organize and run all registration events (booking mall, setting up and taking down), supply all forms and information.
- Control all monies coming in regarding registration.
- To compile a list (using Excel or similar software program) of all registered players that include Surname, Given Name, Other Name of Parent if different from player, Date of Birth, Registration Date, Medical Number, Fees Paid, etc.
- Submit registration monies and registration list to treasurer for deposit.
- Provide a break down of this list to the team managers by division.
- To accurately record the amount of monies paid by the players/parent to CMFA.
- To provide updated lists and information to the team managers through the manager's liaison of any changes which take place within their respective divisions.
- Ensure that all necessary medical information be supplied to team trainers prior to the commencement of the season.

- Ensure that all team managers are provided with a verified roster prior to the commencement of regular season play, which is to be signed by the Registrar or CMFA President.
- Ensure that all necessary documentation i.e. birth certificates, registration forms, etc have been submitted and that Team Managers are aware of any player who has failed to submit his/her documentation as they shall not be permitted to begin practice, or be issued any equipment.
- Anything having to do with the team managers can be done via the Manager liaison to lessen the load on the Registrar.
- Ensure that frozen rosters are completed correctly, verified and signed and delivery to the league commissioner by the cut-off date (30th of September)

Directors

Media Co-ordinator

- Will ensure all results are relayed to the media
- Will ensure the media are provided with a schedule of the season
- Will encourage all coaches to submit brief synopsis of their games for inclusion in CMFA media coverage
- Will see that advertisements are placed in the papers according to the decisions of the executive.
- Will try to have media coverage for special events

Fundraising Co-Ordinator

- Will attend all Bingo meetings as the representative of CMFA
- Will create a roster of individuals to cover the CMFA regular scheduled shifts at the Bingo Hall. The co-ordinator will ensure that these individuals are trained and that the individuals understand the importance of their duties (being on time, etc.) and perform these duties as required by the Bingo Hall.
- Will discuss any potential extra shifts available with the Bingo Hall staff and endeavour to have some of the shifts filled by CMFA volunteers in order to raise additional funds for the Club
- Will organize and oversee all Minor Football Association fundraisers ensuring that all gaming regulations are adhered to. This includes applying for gaming licences when required and printing of tickets for raffles according to the regulations and the distribution of prizes.
- Will work with Team Managers/Team Fundraising Co-ordinators to ensure that any team fundraising is done under the gaming guidelines. Will collect all fundraising money from individual teams
- Will ensure that all fundraising money is forwarded to the Treasurer for deposit.
- Will work with the advertising/promotion person to promote the sale of signage to sponsors and other sponsorship promotions as they arise

Fields Co-Ordinator

- Will make all field bookings for all levels for both Practice and games.
- Will ensure we have back up facilities to use in the event of field closures
- Will book fields for all special events (e.g. Clinics, etc.)

Coaches' Liaison

- Is responsible for the creation, organization and implementation of coaching programs within the Association.
- Acts as a resource for the association coaches who wish to improve their proficiency.
- Monitors the performance of the coaches and their assistants through the course of the season and makes recommendations for improvements.
- In conjunction with the Executive, will select and ensure the training of coaches and their assistants.
- Will work with the Fields Director to provide the coaches with designated fields for both practice sessions and game times.
- Seek out those interested in becoming coaches and ensure that the executive has their application available for discussion by the application deadline each Spring.
- Work with the head coaches to ensure the proper development of a coaching team and outlining the philosophy of CMFA.
- Ensure that all coaches hold a team meeting with the parents of those boys/girls who are members of their team. The purpose of this meeting is for coaches to outline their coaching style, discuss discipline and how non-compliant or disruptive behaviours will be dealt with. The executive must first have approved this policy.
- Is responsible for the arrangement of pre season games and or tournaments outside of our division.

Volunteer Coordinator

- Make sure that each team manager has the following positions covered for all home games. Volunteers needed are as follows:
 - concession workers
 - 50/50 sales
 - clean up crews (after each game)
 - set up crews (before first game of the day)
 - stick crew
 - PA announcers
 - gaming commissioner
 - clothing sales
 - field lining
 - timekeepers

- will collect volunteer lists from all managers and ensure the lists are available at the home games
- Will provide a book for volunteers to sign for each home game
- Will tally volunteer hours during the season and periodically discuss with managers if there is non-compliance with the volunteers of their team doing their tasks
- **At the end of the season**, the Volunteer Coordinator will add all hours and determine which families have not completed the 10 hour minimum. Co-ordinator will discuss the completed volunteer hours with each team manager to ensure persons who completed hours in roles not signed in for (example phone persons, trainers, etc.) are credited. The coordinator will then forward a list of parents who did not achieve the minimum volunteer hours to the Treasurer and their volunteer cheques will be cashed accordingly
- Will arrange for volunteers for extra things such as the skills camp, bingo and any other events where extra volunteers may be needed.

Manager's Liaison

- Keeping the managers up to date on events, policies, etc., coming from the executive meetings. This can be done one on one or by holding meetings, emails, phone calls.
- Handing out to managers any paperwork they may need, i.e. registration forms, medical forms, notices to parents, etc.
- Managers are to give you any paperwork related to registration i.e. registration forms, fees, copies of birth certificates, medical forms. You then forward on to the registrar. This needs to be done in a timely manner as registration is done on first come first serve basis.
- Forwarding registration lists to each manager from the Registrar. This is usually done by email. The Registrar creates the lists in Excel spreadsheets. These can either be forwarded to you to forward on to the managers, or the Registrar can email them to the managers directly and cc you just so you are aware of what's been done. If printed copies are requested from the managers, then the Registrar will print them off and give them to you to forward on to the managers, unless other arrangements are made i.e. Managers can pick them up from the Registrar.
- Arranging team gear pick up with Equipment Manager. How this is done can be decided between you and the Equipment Manager and the Team Managers.
- Once games start, game rosters and PA rosters are made up by the Registrar for each team. These are printed and given to you to forward on to the managers unless other arrangements are made .i.e. Managers pick up from the Registrar, or Registrar can leave them in the concession stand at the field for Managers to pick up.
- Any issues, problems, conflicts that the Managers are dealing with, they are to come to you to as per CMFA protocol. You then can bring up issues if needed to the next executive meeting.

Cheer Team Co-ordinator

- Organize and arrange supervision for all cheer team activities
- Book gymnasium and fields for practice
- Divide the group in to the various divisions and arrange for teams to cheer at the appropriate division level for home game
- Ensure that music, dance routines and cheers are appropriate
- Arrange coaches for each division
- Act as Manager for the Cheer Teams or select an assistant to act as Manager

Trainer Liaison

- Organize and arrange training for all team trainers
- Ensure that all trainers are trained in some sort of first aid
- Provide each team trainer with a complete trainer's kit
- Order and maintain trainers' supplies

Advertising/Promotion Director

- Contact and maintain positive relationship with sponsors
- Arrange contract agreements with sponsors
- Arrange and distribute thank you gifts/notices for each sponsor
- Submit copy of contract and monies to treasurer on a regular basis

Equipment Manager

- Create and supervise a group to run the locker room
- Maintain all equipment during the off-season
- Be responsible for the fitting and issuing of gear to players at the beginning of the season. The team manager, coach and assistant coaches will aid in this process.
- Ensure than each team manager maintains proper records for issuing gear.
- Is responsible for ordering of field and player equipment, uniforms, and other necessary training supplies.
- Preparation of an annual budget outlining expenditures should be presented to the executive by the first meeting in February for review and approval.
- On field repair of equipment
- Recovery of all equipment at the end of the season.
- Shall develop an ongoing network of companies and resources from which CMFA order from.

D Registration

Registration fees for 2010 Season

Division	Ages	Cost
Flag	6 – 7	\$ 30.00
Atom	8 – 9	\$160.00
Peewee	10 – 11	\$200.00
Jr. Bantam	12 – 13	\$205.00
Bantam	14 – 15	\$210.00
Midget	16 – 17 – 18	\$285.00
Cheer Team	all ages	\$75.00

All cheques are payable to CMFA

After June 1st all registrations to be paid in cash.

Returning players may register at the Club House on Friday, April 9th, 2010 between 7:00 and 9:00 p.m.

Open Registration will take place at Cottonwood Mall Saturday, April 10th, 2010 between 10:00 a.m. and 3:00 p.m. All new players registering will be given a Medical Clearance form for completion before the first practice

Registrations must contain the following to be considered complete and the player registered:

- Completed registration form
- Cheque, M.O. or cash for full amount of registration
- Volunteer cheque for \$ 100.00 post-dated to December 1st
- Copy of birth certificate or other government issued document

All registrations will be on a first come, first serve basis. Team composition is a maximum 35 players per team Atom through Bantam. Midget team has a composition of a maximum 43 players.

Once these numbers have been reached a wait list will be established and players will be notified of acceptance as spots become available or if a second team for that division is established. CMFA will use an A, B, C evaluation formula in drafting players to split teams.

NSF cheques will void registration and automatically remove your son/daughter from the roster. The registration will be mailed back to the member and will have an additional NSF charge. Re-registration will only be accepted if paid by cash, certified cheque, or money order and only if there is still space still remaining.

- NSF cheques will have a \$30.00 charge
- Any NSF cheques to Chilliwack Minor Football will result in the family paying any future registrations by cash, money order or certified check

Refund Policy

- If player quits before August 1st, 50% refund
- If player quits between August 1st and 1st league game, 25% refund
- If player plays one regular season game, NO REFUND.
- Date gear returned to the manager is considered to be the date the player has quit.
- Refund cheques will be mailed unless another arrangement is made

Financial Assistance

CMFA acknowledges that some families may be facing some financial hardships and are not in a position to provide full registration fees when required. These members are invited to contact any member of the executive to discuss possible alternative (example –Kidsport)

Where do my registration fees go?

Registration fees go toward the following:

- 1) CMFA player and volunteer membership fee
- 2) Referees fees
- 3) Coach's clinics
- 4) Management cost (legal fees, office equipment, accounting cost etc)
- 5) Equipment: Helmets, shoulder pads, padding, griddles, belts, pants, jersey, first aid supplies, tackling dummies, blocking pads, sleds, ground nets,
- 6) Advertising & Promotion
- 7) Membership fees for BCCFA (British Columbia Community Football Association)
- 8) Membership fees for VCL (Valley Community Football League)
- 9) Storage Rentals for equipment during off season
- 10) Raffle operations
- 11) Team Travel
- 12) Trophies
- 13) Concession supplies
- 14) Field rentals and field care
- 15) Equipment Insurance
- 18) Player Insurance

E Coaching Selection

Over the years our coaches have been primarily made up of dad's wishing to become involved with their son/daughter's sport. While this is admirable it sometimes becomes a source of conflict, as their often good intentions are not perceived as such by others.

To combat this problem, our association has for some years now provided our volunteer coaches with the opportunity to further develop their coaching skills by sponsoring various clinics so that they become certified to coach not only at their respective levels but also to develop as they move up through the ranks.

Head Coach application forms are available on the CMFA website, from the Coaches' Liaison and at the Annual General Meeting. The application must be completed in full and given to the Coaches' Liaison before the stated deadline. The executive will receive and review all completed applications and vote on which the individuals they feel will best meet the needs of our players and parents.

The criteria for selection will include but not be limited to:

- 1) Attendance at coaching clinics sponsored by CMFA
- 2) Criminal record check
- 3) Level Attained via the clinics
- 4) Background and coaching experience
- 5) Reference checks
- 6) Known or referenced reliability and integrity
- 7) Coaching philosophy compatible with CMFA philosophy.

Coaches should be aware that as they are appointed by the CMFA executive they also can be dismissed by the CMFA executive due to inappropriate behaviour or actions deemed harmful for CMFA.

F Coaching Personnel

Head Coach

- Recruit assistant coaches and determine the roles of other assistants i.e. offence coach, conditioning coach, defensive coach, special teams coach, trainer, etc.
- Ensure the position of team manager is filled.
- Obtain practice times and location from Field Coordinator/Coaches' Liaison
- Conduct a team meeting prior to the commencement of the first practice with parents and outline his coaching philosophy and discipline plan in accordance with CMFA philosophies and objectives, and as approved by the executive.
- Assist in gearing up his players at the locker room
- Properly care for the equipment issued from CMFA and ensure it is returned at the end of the year
- Motivate players, parents, and team coaches to participate in any fundraising events conduct by the Association.
- Will ensure any concerns brought to him by the team manager are dealt with in a timely matter (within one week of complaint) and that the parent be advised of any action or discussion which may have transpired regarding their concern.
- Bring any concerns to the coaches' liaison and/or executive members.

Assistant Coaches

- Will assist the head coach in all of his/her duties
- Will foster a positive attitude toward his/her head coach and work cooperatively with parents.
- Will assist the coach in issuing equipment to players

Team Manager

- Will obtain a list of all players complete with medicals, and verification of age and fully paid registration fees.
- Supply games commissioner with a copy of a verified a roster prior to the commencement of each game.
- Will supply the announcer of all games with a list of players in numerical order for each game.
- Will be present during the issuing of and collection of equipment and ensure that the equipment forms are completed correctly and kept up to date
- Will ensure that both volunteer cheques and equipment cheques are collected from each player and that all paperwork is completed prior the issuing of gear
- Notify all players and parents of any fundraising events being held and encourage full participation from all.

- Ensure a phone committee is established for his team who will advise when so directed the players and parents of any changes to practices, games etc.
- Ensure that garbage and clothing from the team bench areas at practices and games is cleared away
- Will be responsible for signing up parents to the various duties, which need to be filled through the course of the year.
- Ensure all parents have fulfilled their obligation of 10 hrs. Volunteer time through the course of the season and provide this information to the Volunteer coordinator.
- Will hear and communicate the concerns of parents to the coaches and/or manager's liaison.

Trainer's Responsibility

- Ensure that they have all pertinent information on the condition and current health status of the players for their team.
- Advise players of proper nutrition and proper eating before a game
- Taping and preparation of players for each game
- Administration of first aid when required.
- Trainers are to obtain first aid kits prior to the first practice and are responsible to keep them fully maintained and properly equipped through the season via the trainer's liaison
- All trainers are required to hold valid first aid certificates and attend any taping clinics or other training provide by the association.
- Trainers to provide proof first aid training to CMFA
- Trainers are required to attend all practices and games. If unable to do their must be an alternate individual available for insurance purposes. **If no trainer available, the team will not have a contact practice.**
- Promote proper conditioning and warm –up techniques as methods of injury prevention.
- Trainers **will have the final word as to whether a child/youth will be allowed to resume play after an injury.** In the event a player has sustained an injury, which requires medical attention, the trainer shall not allow that player to resume either play or practice until a Doctors note of clearance is supplied.

All persons in CMFA who are in contact with children will have a current criminal record check done

G Fundraising

All players and parents have a responsibility to participate in fundraising events sanctioned by CMFA. By doing so they are contributing to keeping the operating cost of our association down.

If any teams wish to fundraise for their own purposes i.e. year-end parties, jackets, etc., full particulars must be given to the CFMA Fundraising Coordinator who will present the information to the Executive for consideration.

- 1) The Executive, through the fundraising coordinator, must approve all fund raising events.
- 2) All raffles must have appropriate licence and follow the rules of the licence regarding number of tickets sold, tickets numbering, draw date and place, etc.
- 3) All fundraising events must be well supervised and controlled. A Fundraising Coordinator may be named by each team or fundraising supervised by the Manager.
- 4) All proceeds from the fundraiser are deemed to belong to the CMFA and as such must be submitted to the Fundraising Coordinator who will forward all funds to the CMFA treasurer. Any funds due back to individual teams will be re-issued.
- 5) Fundraising programs are to be carried out chiefly within the boundaries of Chilliwack, unless proven to be beneficial for us to approve conducting an event outside our boundaries.
- 6) If the team wishes to make a team purchase it must be done so democratically.

It is imperative that our families recognize that this association heavily relies on fund raising.

H Coaches' Code of Ethics

Coaches will abide by and follow the philosophies and objectives of CMFA. The ultimate success of the sport of football depends on the coaches. The following is a standard that all coaches must abide by during their term as a coach:

The coach must always be aware of the tremendous influence he wields to the players under his care. He must never place the value of a win above that of instilling the highest desirable ideals and character traits in his players.

The safety of his players must be uppermost in his mind and they must never be sacrificed for any personal prestige. A coach's responsibility is to see that an injured player receives prompt and competent medical attention and that the physician's orders are carried out.

Each coach should be knowledgeable of the rules and regulations and is responsible for having the rules taught to the players.

The coaches must adhere to both the letter and the spirit of the rules.

Coaches must strive to be well trained, prepared and current in order that all duties are fulfilled with competence. They must strive to upgrade their skills by attending training sessions when they are available.

Coaches must maintain the highest standards of personal conduct and support the principles of fair play in all aspects of the game.

A coach shall not use any profanities or vulgar language while acting in his capacity as coach. A coach shall not smoke or be in possession of or consume any alcoholic beverages while on the practice or playing field.

Coaches shall not recruit any registered players from another organization.

I Fair Play Codes for Parents and Athletes



SPORT PARENT CODE OF CONDUCT

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of culture, creed, colour, sex, or ability.
- I will teach my child that doing one's best is winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child over winning.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

- I will respect and show appreciation for the trained volunteer coaches and staff who give their time to provide sport activities for my child, understanding that I have a responsibility to be a part of my child's development.

Please make sure your child is available for all practices and games. If you know you will be away, let the coach know in time to enable him/her to re-organize.

Also, your child is your responsibility. Please ensure you or a guardian is at the field at practices and at games at all times. The coaches are not responsible for looking after your children; they will not wait at the field for you to pick up your child from games and practices.

- I also agree that if I fail to abide by the above rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
 - o Verbal warning by official, head coach, and/or head of league organization
 - o Written warning
 - o Parental game suspension with written documentation of incident kept on file by organizations involved
 - o Game forfeit through the official or coach
 - o Parental and/or child season suspension

By signing this form you are agreeing to the above Code of Conduct and the consequences of not following it. Please sign below and return this portion to your team manager.

Parent Name (please print)

Parent Signature

Date



PLAYER'S CODE OF BEHAVIOUR

- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
- I will not use drugs or alcohol or be a part of that activity at any practices or games.
- Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that having fun, improving skills, making friends, and doing my best are just as important as winning a game.
- I will acknowledge all good players/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will be on time for practices and games.
- I am responsible for the gear and uniforms that I am given to use. I will take care of it so that it is returned in the good condition it was given to me. I will clean gear and uniform before returning it at the end of the season.
- I also agree that if I fail to abide by the above rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
 - o Verbal warning by official, head coach, and/or head of league organization
 - o Written warning
 - o Game suspension with written documentation of incident kept on file by organizations involved
 - o Game forfeit through the official or coach
 - o Season suspension

By signing this form you are agreeing to the above Code of Conduct and the consequences of not following it. Please sign below and return this portion to your team manager.

Player Name (please print)

Player Signature

Date

J Harassment Policy

CMFA will not tolerate harassment in any form. Harassment includes, but is not limited to unsolicited remarks, gestures, physical contact, slander or libellous act. Specifically forbidden is harassment of a sexual, racial, religious nature.

Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment. If you are the victim of such or know of someone who is, CMFA encourages you to contact the Team Manager or the Manager Liaison and make them aware of the situation.

- **First violation:** the individual will be suspended from attending practices and one home game
- **Second violation:** the person responsible shall be suspended for two weeks and will not be permitted to attend two home games plus they shall have to appear before the Disciplinary board
- **Third violation:** will result in expulsion from CMFA with no refunds.

K Alcohol and Drug Policy

Alcohol and drugs have no place in youth sports. CMFA is committed to providing all our players with an alcohol and drug free environment. CMFA's drug and alcohol policy will be strictly enforced.

1) Players

Any player caught under the influence of alcohol and or drugs, to be in possession of alcohol and or drugs, or attempting to distribute alcohol and or drugs will be immediately suspended from practices and games until a review of the situation can be carried out.

First violation: will be a week's suspension from both practices and games. As this is also an illegal activity the RCMP shall also be notified.

Second violation: shall be a two-week suspension and the individual must appear before the disciplinary committee for further review. RCMP advised.

Third violation: shall result in the immediate expulsion of the individual from CMFA with no refunds

2) Coaches/Assistant Coaches/Trainers/Managers

As role models coaches, are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by the coaches should be limited to adult establishments. Under no circumstances should a coach interact with a team or player if under the influence of alcohol. Additionally, coaches should not engage in any alcohol consumption around the players; including at hotels and travel times. Coaches are subject to CMFA alcohol and drug policies also.

First violation: suspension for a one-week period, which includes practices and games.

Second violation: will result in expulsion from CMFA

3) Parents

CMFA asks all parents to observe the high standards set forth by our association at the field, on road trips, and any other CMFA event. If you are drinking within the boundaries of the field or are in an intoxicated state, you will be asked to leave the field. Should you refuse to leave the area the police will be contacted and the issue will then become a legal action. Please do not place your child's' future with CMFA in jeopardy by violating this policy.

First violation: a two-week suspension from practices and games

Second violation: Possible expulsion of your family from CMFA.

L Grievance Policy

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities. Parents /guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines.

- 1) Parents/guardians will not approach coaches directly after a game or practice where they perceive a problem has developed. To prevent escalating a situation and creating poor lines of communication, we request a cooling off period of 24 hours.
- 2) After observing this cooling off period and it is still felt that there is a concern needing to be addressed, parents/guardians are asked to contact either the team manager, the manager's liaison or coach's liaison.
- 3) These individuals will then bring the concern to the attention of the coach and his/her staff for immediate discussion.
- 4) There shall be an expectation that the coach then call the concerned party and discuss the problem and possible outcomes with the parent/guardian.
- 5) If after having followed this process and a satisfactory conclusion are unforeseeable then the division coordinator will bring the matter forward to the executive.
- 6) The matter shall then be looked at again, interviews will be conducted with all parties concerned, and a mediation process shall be facilitated in an attempt to resolve the problem.

This policy has been developed to create healthy communication. Thus the order of communication will be to contact your team manager, manager's liaison or coach's liaison only. They in turn will attempt to resolve the situation, and if failing to do so will refer the matter on to the executive for further input.

Parents failing to follow the 24 hour cooling off period or failing to follow the protocols established to resolve the problem will be asked to appear before the disciplinary committee.

Note: Grievance Form is included in the Appendix section of this Booklet

M CMFA Disciplinary Process

Any person belonging to or associated with CMFA is expected to act in the best interest of CMFA. If any one person, whether it be an executive member, coach, manager, parent, or player conduct themselves not fitting to the expectations of CMFA, the situation will be brought before the executive and/or the disciplinary board. The disciplinary board shall consist of the President, 1st Vice-President, and 2nd Vice President.

Coaches/Team Officials

- Policy violation by a coach, assistant, trainer, or manager must first be addressed to the Coach's Liaison or Manager Liaison in writing. Depending on the outcome of this review, the matter could be referred to the disciplinary board.

Players

- CMFA has empowered coaches to suspend a player for up to one game and two practices for discipline reasons. These reasons must be fully explained to all parents/guardians prior to the start of the season. The executive must be advised of all such suspensions within 24 hours.
- Should a further problem develop, coaches must seek the direction of the executive and the disciplinary committee.
- Coaches may request that the individual be present on the bench during this suspension. This is agreed to provided that, by being present, does not impose any undue humiliation on the player suspended.

Player and team management suspensions received are effective when travelling and apply to all equally.

N Bussing

- Chilliwack Minor Football will provide bussing for the Midget team for all out of town games.

Appendix

Chilliwack Minor Football Grievance Form

Complainant's Name: _____		Date: ____/____/____	
Address: _____		_____	
St Address	Apt #	City	P.C. Phone Number
Date of Occurrence: ____/____/____		Location: _____	
Individuals Involved: _____			

Nature of Complaint:

(Use additional paper if required)

Signature

(CMFA use only)		
Complaint Received by: _____		Date Received: ____/____/____
Team Manager Advised: Yes / No	Manager's Liaison Advised: Yes / No	
Date Reviewed by Executive: ____/____/____		
Referred to Disciplinary Committee: Yes / No		
Action taken by executive:		
<hr style="border: 2px solid black;"/>		
_____ President	_____ Manager's Liaison	_____ Team Manager