

NORTH EDMONTON MINOR FOOTBALL ASSOCIATION

RULES, POLICIES & PROCEDURES MANUAL



Clubhouse Location:
11524 - 153 Avenue (Castle Downs Park)

Mailing Address:
11127 – 157A Avenue
Edmonton, AB T5X 4Y2

Website:
www.edmontonseahawks.com

PRESIDENT'S MESSAGE:

Welcome to the 2021 Seahawks football season! To all new players and parents, welcome to the Seahawks family; to all returning players and parents, we're glad to have you back with us.

First off, I wish to thank all of our volunteers for making the Seahawks a great organization to be a part of. With the recent passing of my father, Marv Mills, you have all made it possible for this organization to carry on seamlessly. You've all supported my family immensely and I want to extend my sincerest thank you to all of you. My dad would be proud.

2021 is shaping up to be a very exciting year. As always, our coaching staff is stacked with educated leaders in football. We are responsible for training and educating our athletes, while always keeping safety our #1 priority.

As Seahawks, we pride ourselves on the philosophy that our program is based on pride and respect; for teammates, opponents, team officials, league officials, as well as for our parents and volunteers. Our program is one of development, but that does not mean we are not competitive. We strive to develop and play ALL players; our success is not solely based on game outcomes but more on inclusion, fun, and an overall positive experience for all of our athletes.

We have an organization built on a stable foundation, constructed with hard work, vision, dedication and determination. I am excited to be a part of guiding NEMFA into a strong, bright future. Our Team Managers continue to be the point of contact for any questions and concerns that may arise. Please, feel free to reach out at any time.

"Once a Seahawk, always a Seahawk!"

Justin Mills
President
North Edmonton Minor Football Association

N.E.M.F.A. and its Executive welcome suggestions and concerns. The only way we can measure the success of our program is through the input of our club's members, so please feel free to contact any member of the Board to provide same. Remember, we are all volunteers working to provide the best program for our kids to enjoy.

If clarification is required regarding any of the following Rules, Policies or Procedures or more information is required about N.E.M.F.A. - Edmonton Seahawks, its Society Bylaws or those of our league (C.D.M.F.A.), or the operations of this association and its licensing agreement with the City of Edmonton, please contact **President, Justin Mills (780-690-0580)**.

Thank you in advance for your co-operation.

NEMFA Board & Staff

MEMBERSHIP & REGISTRATION

Capital District Minor Football League Player Eligibility
(Age attained during calendar year)

DIVISIONS

ATOM	ages	8 – 10
PEEWEE	ages	11 – 12
BANTAM	ages	13 – 15...not enrolling in high school in September
MIDGET	Grades	9, 10 and 11 (Grade at time of Midget program) who do not turn 19 in that calendar year.

FEES - ALL TEAMS (NON-REFUNDABLE):

• Registration Fee	\$350.00
• Membership Fee	<u>\$ 50.00</u>
	\$400.00

- Payments made at “in-person” registration sessions will be accepted in cash or *certified* cheque only.
- Payments made through “on-line” registrations can be made via credit card or PayPal.
- One (1), UNDATED, \$400.00 cheque is required – per registered player – as a fundraising/volunteer/equipment deposit.
- For Bantam and Midget level football, please provide the page of the player’s latest Report Card showing what school and grade they are currently in (School ID and PowerSchool printout also accepted).
- Documentation verifying a player’s date of birth (Alberta Health Care Card, Birth Certificate, etc.) must be *shown* at time of Registration. In compliance with Information Privacy, no photocopies of these documents will be collected.
- For league and insurance purposes, a player may not take part in the Program until his/her Registration requirements are completed in FULL: Registration Form (Player Information, Waiver and Medical Form), Deposit Cheque, Proof of Age and Proof of Grade (if any).
- It is a requirement of Registration that parents and staff read our Rules, Policies & Procedures Manual.

FUNDRAISING & VOLUNTEERING:

In order to maintain this vibrant program for the children of North Edmonton, we must continually recruit new volunteers to carry on where others have left off. Any effort put forth would greatly enhance the delivery of another successful program for our kids. **If you are able to contribute some of your time to this football season, please contact General Manager of Football Operations, Craig Baikie (cbaikie@telus.net).** Areas of concern are as follows: Coaches, Trainers (First Aid Qualified), Team Managers, Sponsorship and Grants. Please note that certain training/certification costs will be covered by our Club.

REQUIREMENTS:

Fundraising initiatives and Volunteer options may include some or all of the following or others as they arise and are decided on by the Board.

FUNDRAISING requirements are as follows:

- Raffle, Event Tickets or Chocolate Sales – please note that full payment is required at time of pick-up of tickets/goods (reimbursement to you will occur as you sell the items).

VOLUNTEER requirements are as follows:

1. Casino (*even-numbered years*) – one shift; **or**
2. Seasonal volunteer position – each registered player (parent) is required to complete one position. In past years, volunteer options have included Home Games, Canada Day BBQ-in-the-Park Concession, and Year-end Banquets:
 - Home Games: this includes 50/50 ticket sales, down marker holders (“sticks”/“chain gang”), timekeepers, and operating concessions. Once game schedules have been released by the league, our Fundraising representative(s) will be contacting you with dates, times and positions available.
 - Huskies / Wildcats Concessions
 - Canada Day BBQ-in-the-Park Concession at Castle Downs Park (July 1st): assisting Director with obtaining donations and working concession [two BBQ “shifts” are available: 10:00 a.m. - 1:30 p.m. (includes set-up) and 1:00 - 4:30 p.m. (includes take down and clean-up)].
 - Year-end Banquet: binding Programs, set-up, 50/50 ticket sales, gathering donations for door prizes, etc. **or**
3. Some parents don’t have the time or desire to volunteer and simply choose to pay the fee (\$200) and not participate in volunteering. Although we would prefer volunteer assistance, we understand time restraints. If you prefer this option, please let our Registrar know at the time of registration.

Field Staff members (Coaches, Trainers, Team Managers) who have a player enrolled in our program are exempt from additional (above) volunteer requirements.

Undated deposit cheques will be returned at the year-end Awards Banquet if fundraising/volunteer/equipment requirements have been fulfilled. Deductions will occur if you fail to fulfill any of the aforementioned requirements.

FOOTBALL EQUIPMENT

Certain protective equipment is required and necessary for full contact play within the Capital District Minor Football League and some may be allowed but not considered essential. There may be items that trained football 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 considered seriously. Please address your concerns with our club's Equipment Co-ordinator and/or your respective team's equipment manager.

The deposit cheque provided at the time of Registration includes equipment deposit.

Equipment will be assigned two weeks after the start of our season.

Players are advised to report fitting concerns to "team" Equipment Managers as soon as possible.

NEMFA undertakes to outfit each player with football equipment individually suited for size, and with attention to his/her potential play positions on the field. In addition to equipment supplied on loan, each player will need to provide the following individually:

- **Football/soccer cleats or Running Shoes** (no cleats with metal allowed). All other types of footwear must be approved by equipment staff. Used cleats are available free of charge at the clubhouse on a first come, first serve basis. Please ask.
- **Water bottle** - water facilities for refills are available at our home practice field (Castle Downs) only. For sanitary reasons, we do not supply *team* water bottles.

Each player and parent/guardian is required to sign a Rental Agreement for the issuing of equipment and an active Driver's License is required. If a Driver's License cannot be provided at the time of equipment handout and/or a history exists of non-compliance with our equipment return, a deposit of \$400 cash is required.

All equipment issued for player use remains the property of the North Edmonton Minor Football Association (Edmonton Seahawks) and must be returned in clean, satisfactory condition at the end of each football season or immediately after the player quits, whichever comes first. Should the equipment not be returned upon leaving the organization, legal action may be pursued for the equipment or the replacement value of the equipment, plus any legal or collection costs.

Football is played in all kinds of weather. Coaches will inform players if extreme conditions prevail, otherwise all games and practices will go ahead as scheduled. Players should always come prepared and wear clothing that is weather-appropriate and acceptable to field officials. Safety is paramount.

PLEASE NOTE: As per Football Alberta rules, tinted and/or colored visors are NOT permitted under any circumstances.

PROGRAM/SEASON INFORMATION

Your child has registered to play football with the North Edmonton Minor Football Association (N.E.M.F.A.) - Edmonton Seahawks. Please note that there is significant player and parent commitment required for this sport and attendance is an expectation. The Midget season runs from February to mid-May and the season for all other levels (Atom, Peewee, Bantam) begins the first Tuesday in June and continues (except for the month of July) until playoffs in mid-November.

Midgets:

- Practices for our Midget level are held three times per week. Dates, times and locations are determined by gymnasium and turf availability through the City of Edmonton. A Practice Schedule will be provided at time of registration or as soon as possible thereafter.
- *Games are scheduled by the League (CDMFA).* Game Schedules are usually released by mid-March with games commencing the first week in April.
- Equipment will be assigned approximately two weeks into the season.

Atom/Peewee/Bantam:

- Practices for our Minor levels are held three times per week on Tues/Wed/Thursdays from 6:00 to 8:00 p.m. commencing the first Tuesday in June. A Practice Schedule, if required, will be provided at time of registration or at the commencement of the season.
- Equipment will be assigned approximately two weeks into the program.
- *Games are scheduled by the League and:*
 - typically commence the second week of August;
 - are held on weekends;
 - are played in the greater Edmonton area and surrounding communities (Spruce Grove, Millwoods, Sherwood Park, etc.);
 - Since the implementation of 6-man football for the Atom level, all games *have been* held on Saturdays at Foote Field at varied times, however, location and times will be at the discretion of the league and may change from year-to-year;
 - Peewee and Bantam games are held on weekends and are scheduled at the discretion of the league based on availability of fields and officials.
- Players must be dressed and ready to take the field **one hour** before game time.
- 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, coaching staff will monitor attendance, keeping record of

injuries, illness and absences. **Parents/Players are required to notify their Head Coach/Team Manager prior to being absent from a practice or game.**

- 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.
- Game playing time is not guaranteed.
- As per Football Alberta (Rules, Policies and Procedures for Season of Play), the entire month of July is Summer Break:

“no formal on or off field activities for the players will be allowed in equipment or not. ...No coach, team, league, or association that is a member of Football Alberta at the minor football level may be the sponsor or organizer of summer camps for the purposes of training their athletes as a team.”

Enjoy the break but keep your player active! Practices will recommence for all three levels in August, with games anticipated to commence the second week of August.

- Players and parents are urged to keep this book handy for reference. Handouts may be provided to players at practices but most information will be relayed to you via e-mail and/or posted on our website. The e-mail address used for this purpose is the one supplied on your player's Registration Form - please advise your Team Manager immediately if your e-mail address changes.

Please refer to our *club* website (www.edmontonseahawks.com) for: Club Rules, Policy and Procedures (RPPs) Manual, Club Calendar, Executive members and contact information, Team information, Bylaws, updates and announcements. Register on our website as a member and receive updates and notifications directly to your e-mail address as they are posted!

Please refer to the *league* website (www.cdmfa.ca) for: League RPPs, Conduct Policies (players, parents/spectators, staff), Game Schedules, league standings, game results, field maps and directions, and in particular, schedule changes.

Please refer to the Football Alberta website (<http://footballalberta.ab.ca/web/membership>) for: insurance coverage information and claim forms, and available training sessions.

- Due to various reasons (weather, field availability, officials availability, etc.) schedule changes are inevitable. Staff will endeavor to communicate schedule changes to you in a timely fashion, however, we ask that you continue to check the league website as close to game day as possible for schedule changes. Clubs are not always notified of schedule changes in advance; staff members check the CDMFA website to keep informed.
- Football is a sport that is played in all weather conditions (rain, wind, sleet and snow); only extreme cold (-30) or area-specific electrical storms will bring a stop to

practices/games. Our GM or Team Managers will endeavor 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 in the case of prolonged/extreme rain. In these cases because time may not permit notification, you are required to check with the City of Edmonton Field Status line to determine if fields are closed due to rain (city information is updated by 4:00 p.m. daily). If the city says fields are closed, practices are cancelled. **In the absence of notification/field closures, all practices and games will take place as scheduled.**

- Individual and Team Photographs are taken outdoors in April for the Midgets, and September for our Minor teams. A Notice and Order Form will be distributed via e-mail in advance of the photo shoots. Photographs are distributed at the Awards Banquets.
- An Awards Banquet is held at the end of each of our two seasons: June for the Midgets and typically the second last Saturday in November for our Minor teams (Atom/Peewee/Bantam). The banquets include a meal and the presentation of: Big Ten Awards (MVP, Rookie, Sportsmanship, etc.), Craig Fey Memorial Award, and volunteer and staff recognitions. Registration Fees include the player's ticket to this event. Tickets for parents/family will be sold in mid-May and at the end of October, respectively. Tickets have typically been \$30/person but this will depend on the success of fundraising initiatives.
- The above information is not intended to be exhaustive. Our program relies heavily on the league's schedule for season of play.

CODE OF CONDUCT

1. A parent/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 inclement weather. Coaches remain at the field until every child is picked up so please be diligent in these cases. When dropping your player off, please ensure practice will be proceeding as scheduled; on occasion, practice may be cancelled but only after attendance at the field has revealed a poor playing surface or a potential for damage to a playing surface.
2. The North Edmonton Minor Football Association (N.E.M.F.A.) - Edmonton Seahawks is a member in good standing of our league, the Capital District Minor Football Association (C.D.M.F.A.) and as such, we are also obligated to follow their rules and procedures. Our members are required to act in accordance with the league's Code of Conduct as well as our own (please refer to the league website for same) - we are reminded to treat other groups, teams and officials with respect; failure to do adhere may result in a ban from fields.
3. NEMFA has had a consistent team cheer that is performed at all practices and games, since its inception in 1991. The NEMFA Board: acknowledges the cheer as it stands, holds the belief that the cheer belongs to the players (alumni and present) and understands the *motivational value* that the cheer and its wording has to its players and this sport. Our cheer contains the phrase "kick ass". With respect to the sensibilities of non-members, Head Coaches are mandated to discuss the content of the cheer with their teams at the start of the season, cautioning them that the specific wording used is restricted to the cheer. Further uses of profanity by any member of this organization will not to be tolerated.
4. During games, **spectators (parents, friends, siblings, etc.) are to stay on the side of the field opposite the player's bench.** People at the player's bench are there only by the permission of this association and in accordance with insurance requirements of Football Alberta. A no-tolerance position will be taken in this regard.
5. **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 is 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.
6. **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.* Save your queries of coaches for the next practice or alternatively, you may contact the designated Team Manager to discuss any questions or concerns that you might have. Abuse of officials may result in league disciplinary action against our team/organization.

7. Violations of sportsmanship within our Club and the League (i.e. other teams/staff, officials, etc.) should be reported. Protocols have been put in place for the reporting of violations for both levels – club and league. Complaints will NOT be considered unless the proper protocol is followed:
 - please see your Team Manager for direction with respect to complaints relating to our Club (NEMFA – Edmonton Seahawks).
 - please contact our General Manager for direction/assistance with respect to complaints regarding the League (CDMFA);
8. **A zero-tolerance position will be taken with respect to any abuse of our team staff, players, 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 designated 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 Head Coach for reply. If you remain unsatisfied with the reply provided to you by the Team Manager/Coaching staff, please put your complaint in writing (dated and signed) and provide it to the General Manager. Written complaints are dealt with by the GM in a timely manner.
10. Players are expected to attend all practices and games throughout the season; in a TEAM sport, any absence affects the entire team not just the specific individual. Coaching staff will monitor attendance, keeping record of injuries, illness and absences. Players are required to notify their Head Coach or Team Manager prior to being absent from a practice or game.
11. Smoking is not permitted among the staff while working with our children on the game and practice fields. Parent attendance and participation is important and our club encourages it. That being said, however, to comply with City Bylaws and School Regulations we ask that all parents and spectators restrict smoking to areas outside field areas. No smoking is permitted on school property at all.
12. We are a non-profit organization, which means we rely heavily on fundraising and sponsorships. Money raised through these efforts is used for the Award Banquets, new equipment, etc. We encourage all players and parents to get involved and support our fundraising and sponsorship initiatives.
13. Where any club document refers to an “Administration Fee”, said fee is to be a minimum of \$40.00.
14. **Failure to adhere to any of the Rules, Policies and Procedures may nullify your membership with this organization.**

PHILOSOPHY

OUR PROGRAM – is based on pride and respect for teammates, opponents, team officials, league officials as well as for our parents and volunteers. Our program is one of developmental but that does not mean we are not competitive – we strive to develop and play ALL players.

The Seahawks' philosophy is built on the following principles:

Sportsmanship is paramount - Winning at all costs is a philosophy that may defeat the purpose of playing the game. While no one is practicing to lose, success does not depend on the score.

Participation - Starting positions and playing time are determined, *in part*, on the practice field (attitude, initiative and development are some other considerations). Therefore, it is important that all players attend practices. Coaching staff will monitor attendance, keeping record of injuries, illness and absences.

Safety comes first - If a player is thought not to be ready to play by the training staff or coach, that player will not play. This is for the safety of the player in question *and* their teammates. 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.

Family atmosphere - We pride ourselves on our motto "Once a Seahawk, Always a Seahawk". Our organization is very welcoming to new players, their parents and volunteers. We welcome and are proud that many of our alumni players have returned to coach with us and alumni parents have maintained or taken on Board positions.

Fitness - Conditioning and training is important in our program. Our coaches ensure that our players take part in regular conditioning and stretch properly before and after practices and games to reduce occurrences of injuries and to ensure that they are prepared for game time.

Fun - Football is meant to be fun! We try to ensure our players have fun playing football while developing skills and a healthy lifestyle, and encourage them to continue playing the sport long after their years with the Seahawks.

OUR GOAL – that every player develop and improve their skills with each passing week, adopt a physical/healthy lifestyle, and experience the benefits of being a contributing member of a *team*: the working toward a shared goal, the camaraderie, and the fun and excitement the sport of football can bring.

"Once a Seahawk, Always a Seahawk!"

