

2019 ETFA Seasonal Operating Procedures

Introduction

The purpose of this document is to provide the membership of the ETFA with the set of rules and procedures that the League Executive will use to govern the league for the 2019 season. This manual is used to supplement the ETFA Constitution and provide the League Executive with a “playbook” for how to run the league.

Disclaimer

The ETFA Executive reserves the right to deal with any issue on a case by case basis in order to ensure the league meets the objectives set in the constitution and to ensure that fair play is preserved.

Season Dates

- The 2019 season will begin the first Monday before the May long weekend and will end the last weekend in September.
- Championship dates will be finalized when the playoff schedule is released.

Registration

- Registration Fees are \$2100.00 per team, excluding team fines if applicable, for both men’s and women’s teams.
- The Registration fees cover one season which should include a minimum of 14 games plus playoffs.
- The number of games will be determined by the overall number of teams & sizes of the divisions to allow for a balanced schedule.
- Registration fees include insurance for each individual player on the team.
- Registration for teams for the 2019 will be held at the AGM and a \$300.00 deposit is required at the time of registration.
- All registration fees are due in full by May 1st, 2019.
- Electronic transfers are the preferred method of payment. If paying by cheque or money order please make out to the Edmonton Touch Football Association.
- No exceptions will be made for late payments.

Roster Regulations

- All players **must** register through the ETFA website. www.etfa.ab.ca
- Players will not be added to any team rosters until registered.
- A team's roster must have a minimum of 10 and a maximum of 20 players and must be submitted online at www.etfa.ab.ca before the registration deadline. Teams cannot exceed 20 players for the season. Once a registered player has played one game with a team he/she will remain a member of that team's roster for the remainder of the season and cannot be removed, unless approval is granted by the ETFA executive.
- The ETFA reserves the right to place teams in divisions to preserve competitive balance.
- A player may play on more than one team during the 2019 season. The player must be on the roster of the lower division team before the registration deadline.
- Teams must notify & obtain permission from the ETFA President or competition committee before adding a player from a higher division to their roster, This is to help ensure the competitive balance within a division throughout the season.
- The ETFA President or a competition committee comprised of ETFA members will be responsible for approving roster changes after the deadline.
- All players added to teams after the registration deadline must make a request to the competition committee, and do so 48 hours before their next game.
- The ETFA reserves the right to decline any roster additions after the registration deadline in order to maintain competitive balance.
- Players who are on multiple rosters must obtain permission from the ETFA if they wish to throw forward passes on their lower division team.
- Men's Division players must play a minimum of five (5) games to be eligible for playoffs. Women's Division players must play a minimum of five (5) games to be eligible for playoffs. Players who play on multiple Men's teams are required to play a minimum of one half of the regular season games on each team, to be eligible for playoffs for that team.
- If a player plays on multiple teams, and there is a scheduling conflict that results in any or all of those teams playing at the same time, the player will choose to play for 1 team, and will not be given credit for attending those other game(s).
- It is under the final authority of the Executive to allow a player on multiple teams to ensure that competitive balance as well as the integrity of the conferences and league is not compromised.

Team Responsibilities

- The team captain must provide a valid email address to the ETFA and is expected to check their email frequently. Team captains will be contacted throughout the year for various reasons and email will be the main method of contact.
- Team rosters must adhere to the Roster Regulations defined in this document.

Eligibility

Eligible players must satisfy all of the following:

- All players **must** register through the ETFA website. www.etfa.ab.ca
- The player has submitted a parental consent form if they are under the age of 18 years old.
- The player is not currently serving a suspension from the league.
- The player must be on the roster of a team in good standing.
- The player cannot play while pregnant unless she signs a waiver obtained from the league and has approval from the executive.

Playoff Eligibility

- Only teams in good standing with the league are eligible for playoffs.
- Players must be in good standing with the league in order to participate in playoff games.
- Players on a single team must play a minimum of five (5) games to be eligible for playoffs for men and women.
- Players who play on multiple teams are required to play a minimum of one half of the regular season games on a team to be eligible for playoffs for that team.

All games played by teams with ineligible players will incur a default loss as well as a default fine.

Divisional Alignment

- The Executive reserves the right to assign teams to divisions in order to maintain a competitive balance.

Scheduling and Reschedule Policy

- Teams may submit schedule requests until noon on April 15th, 2019 by emailing them to conrad@etfa.ab.ca.

- A team's rescheduling request can be made after the schedule has been posted. The team must submit a reschedule request within 24 hours of the posting of the schedule on the League website (www.etfa.ab.ca). Rescheduling requests made after 24 hours of the posted schedule may not be taken into consideration.
- Late submissions will not be accepted.
- The league will do its best to accommodate as many requests as possible, unfortunately not all requests are guaranteed.
- Reschedules can only be made by swapping games with other occupied time slots. All teams must agree to swap and the League Scheduler must be notified (at least 48 hours in advance) so that the website can be updated accordingly. Rescheduling of games during the playing season is at the discretion of the League Executive.
- The ETFA does not schedule games on Mother's Day, Father's Day, or Canada Day.

Rain-out Reschedule Policy

- Rain-out dates will usually be the Sunday of the following week. However other days may be used to accommodate rainouts.

All teams must be available to play on these days, in the event that a league game is rained out. At least seven days notice will be given for rescheduled rainout games.

Default Policy

- If team is not able to make the scheduled game, at least 24 hours notice to the president and or the vice president and if possible the captain of the opposing team to avoid fines or penalties at the discretion of the Executive.
- A defaulted game with no notice will result in a fine and a 2 point deduction from the team's standings.
- In the case of a no notice default, the following fines will be applied:
 - First defaulted game with no notice results in a \$75 fine. In the case of an entire team not present for a game and no notice is given, the fine will be \$100.
 - Second defaulted game with no notice results in a \$100 fine.
 - Greater than two defaulted games with no notice results in the team being expelled from the league for the remainder of the season.
- Fines for defaulted games with no notice must be paid in full prior to the start of the next game.
- All players on the defaulting team will not receive any credit for a game played.
- Suspended players will not receive credit for towards their suspension, if their team defaults.
- All players on the non-defaulting team will receive credit for a game played.

- In the event of a double default, neither team will receive credit for a game played and both teams will be fined.
- Defaulted games will not be rescheduled.

Game Card Policy

- Game statistics are tracked by the Head Referee at each game via ETFA approved game cards.
- An Executive member is responsible for ensuring the game cards are entered accurately into the ETFA website and should be stored until the end of the season.
- Game card rosters and accuracy are the responsibility of the team captain or team rep. Players not entered on the game card will not be given credit for attending a game.
- The league will not go back to check previous game cards in the event there is a discrepancy between the website & the team. The website will be considered accurate.

League Size

- The ETFA reserves the right to cap divisions and limit league size.

ETFAs Rule Book

- The ETFA follows the Football Canada rule book for touch football with exceptions made in the ETFAs bylaws.

Jersey Requirements

- Teams will be required to wear jerseys of the same colour with individual permanent numbers.