

2022 ETFA Seasonal Operating Procedures

Introduction

The purpose of this document is to provide the membership of the Edmonton Touch Football Association (hereafter ETFA) with the set of rules and procedures that the league Executive will use to govern the league for the 2022 Indoor and Outdoor seasons. 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 to ensure the league meets the objectives set in the Constitution and to ensure that fair play is preserved.

Season Dates

- The 2022 Indoor Season will begin on October 23, 2021 and will end in April 2022.
- 2022 Indoor Championship dates will be finalized when the playoff schedule is released.
- Barring city and/or provincial COVID-19 restrictions, the 2022 Outdoor Season will begin in May 2022.

Registration

- 2022 Indoor Season
 - Registration fees for the 2022 Indoor Season are \$2,400.00 per team, excluding team fines if applicable, for all teams.
 - Team representatives are required to send in \$15 per individual that did not participate in the previous Outdoor Season for insurance.
 - All registration fees for the 2022 Indoor Season are due in full by November 23, 2021.
- 2022 Outdoor Season
 - Registration fees for the 2022 Outdoor Season will be determined and communicated to team representatives closer to the start of the season.
 - Outdoor registration fees include insurance for each individual player on the team.
- 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 and sizes of the divisions to allow for a balanced schedule.
- Teams must register for the season by providing a \$300.00 deposit at the time of registration.
- Electronic transfers are the preferred method of payment. If paying by cheque or money order, please make the cheque or money order 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 to both Zach (zach@etfa.ab.ca) and Conrad (conrad@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, they 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 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 2022 seasons, barring city and/or provincial COVID-19 restrictions. The player must be on the roster of the lower division team before the registration deadline.
- Teams must notify and 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 for a duration of the season.
- The ETFA President or a competition committee comprised of ETFA members will be responsible for approving roster changes after the deadline.
- For the added player to be eligible for their next game, 48 hours' notice must be given prior to the team's 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 teams must obtain permission from the ETFA if they wish to throw forward passes on their lower division 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 one (1) team and will be given credit for attending those other game(s). The player is responsible for reporting to the head official of their unattended game to receive credit for that game.
- 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 divisions and league is not compromised.

Substitutes

- Men's/Women's Division teams can have substitutes based on the following criteria:
 - Indoor Season
 - No substitutes if 7 rostered players are present
 - 1 substitute if 6 rostered players are present
 - 2 substitutes if 5 rostered players are present
 - Etc.
 - Outdoor Season
 - No substitutes if 8 rostered players are present
 - 1 substitute if 7 rostered players are present
 - 2 substitutes if 6 rostered players are present
 - Etc.

- Coed Division teams can have substitutes based on the following criteria:
 - Indoor Season
 - No male substitutes if 5 male rostered players are present
 - No female substitutes if 3 female rostered players are present
 - 1 male substitute if 4 male rostered players are present
 - 1 female substitute if 2 female rostered players are present
 - 2 male substitutes if 3 male rostered players are present
 - 2 female substitutes if 1 female rostered player is present
 - Etc.
 - Outdoor Season
 - No male substitutes if 6 male rostered players are present
 - No female substitutes if 3 female rostered players are present
 - 1 male substitute if 5 male rostered players are present
 - 1 female substitute if 2 female rostered players are present
 - 2 male substitutes if 4 male rostered players are present
 - 2 female substitutes if 1 female rostered player is present
 - Etc.
- All games played by teams with ineligible substitutes will incur a default loss as well as a default fine at the discretion of the Executive.

Team Responsibilities

- The team representative must provide a valid email address to the ETFA Executive and is expected to check their email frequently. Team representatives will be contacted throughout the year for various reasons; 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 they sign 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 to participate in playoff games.
 - Men's/Coed Division players on one team must play a minimum of five (5) games to be eligible for playoffs.
 - Men's/Coed Division players on two or more Men's/Coed Division teams must play a minimum of one half of the regular season games (rounded up) on each team.

- Women's Division players must play a minimum of five (5) games on their Women's team.
 - No exceptions will be made for players who do not meet their appropriate playoff eligibility requirements.
- 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

- A team's rescheduling request can be made after the schedule has been posted. The team representative 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.
- The league will do its best to accommodate as many requests as possible, but 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 Executive 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 Executive.
- The ETFA attempts to not schedule games on stat holidays or holiday weekends.

Rain-Out Reschedule Policy (Outdoor Season)

- 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.

Extreme Weather Policy (Outdoor Season)

- In the event the [forecasted temperature](#) at game time is supposed to feel like a temperature greater than thirty-six degrees Celsius (36°C) [i.e., 37 °C or more], games will be postponed.
- In the event the forecasted [Air Quality Health Index Value](#) in Edmonton at game time is supposed to be greater than seven (7) [i.e., 8 or more], games will be postponed.
- Team representatives will be contacted about extreme weather postponements no less than two (2) hours from kickoff.
- The ETFA reserves the right to postpone games to ensure player safety is maintained.

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 is required to avoid fines or penalties at the discretion of the Executive.
- A defaulted game with no notice will result in a fine.
- In the case of a no-notice-default, the following fines will be applied:
 - First defaulted game with no notice – \$150 fine.
 - Second defaulted game with no notice – \$200 fine.
 - Greater than two (2) defaulted games with no notice – team is 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 representative. Players not entered on the game card or on the roster (on the league website) 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 and the team. The website will be considered accurate.

League Size

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

ETFA Rule Book

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

Jersey Requirements

- Teams will be required to wear jerseys of the same colour with individual permanent numbers.
- Player statistics will not be recorded if the player does not have a permanent number.