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STRATHMORE COMMUNITY FOOTBALL ASSOCIATION

POLICIES AND PROCEDURES MANUAL

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# Strathmore Community Football Association

## Bylaws, Policies, and Procedures Manual

**ADOPTED**

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**STRATHMORE COMMUNITY FOOTBALL ASSOCIATION****POLICIES AND PROCEDURES MANUAL**

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# STRATHMORE COMMUNITY FOOTBALL ASSOCIATION

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### ***1 - Preamble and Purpose***

The Strathmore Community Football Association (“SCFA” or “the Association”) was constituted to provide young people (“the athletes”) with the opportunity to participate in the organized sport of football. To this end, THREE programs have been started and continue in operation.

The Senior (“HS”) program draws its athletes from the students enrolled in an educational program at the Strathmore High School. The conduct of the HS program shall be governed by the Constitution, Policies, and Procedures (collectively, “the Rules”) of the league of affiliation (Appendix 1), and if applicable, the rules and regulations established by the Alberta Scholastic Athletic Association (“ASAA”). These specific Rules are to be given precedence over those in this manual, to the extent that if the same issues are covered by both and are in conflict. In all other areas, the Rules of the League or ASAA may be considered as a minimum acceptable standard, and the policies of the SCFA are to be followed.

The Bantam (“Btm”) program draws its athletes from the community at large, with no geographic or academic institution limitations. The conduct of the Btm program shall be governed by the Constitution, Policies, and Procedures (collectively, “the Rules”) of the league of affiliation (Appendix 2), which may include specific rules governing eligibility to participate. These specific rules are to be given precedence over those in this manual, to the extent that if the same issues are covered by both and are in conflict. In all other areas, the rules of the league are to be considered as a minimum acceptable standard, and the policies of the SCFA are to be followed.

The PeeWee (“PW”) program draws its athletes from the community at large, with no geographic or academic institution limitations. The conduct of the PW program shall be governed by the Constitution, Policies, and Procedures (collectively, “the Rules”) of the league of affiliation (Appendix 5), which may include specific rules governing eligibility to participate. These specific rules are to be given precedence over those in this manual, to the extent that if the same issues are covered by both and are in conflict. In all other areas, the rules of the league are to be considered as a minimum acceptable standard, and the policies of the SCFA are to be followed.

### ***2 - Statement of Philosophy***

The Association believes that the athletic program is educationally sound and will enhance the physical, mental, emotional and social development of the athletes.

To this end, the Association will attempt to offer a balanced program of quality learning experiences. Specifically, the Association will provide opportunities for the development of leadership, athletic skills, and attitudes of good sportsmanship by all athletes and spectators.

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The Association believes that participation in its athletic program is a privilege. Within its programs, the Association will attempt to provide opportunity for the development of excellence.

Through its program of sponsored activities, the Association shall co-operate with other sports governing bodies in the best interests of the athletes.

The Association will consider what is in the best interests of the participating athletes in all decisions that are made, and in all policies and procedures that are developed.

### **3 - Policies**

#### **A - Coaches and Field Staff**

##### **1. Code of Ethics**

The SCFA has adopted the Coaching Code of Ethics published by the Coaching Association of Canada ("CAC") (and NCCP). Although written and intended for coaches, it is understood that all individuals associated with the SCFA who interact with the athletes will be bound by the Code. The full Code of Ethics is reproduced in Appendix 4. The CAC has provided the following summary of the Code:

#### **CAC Coaching Code of Ethics: The Principles**

##### *1. Respect for Participants*

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

##### *2. Responsible Coaching*

The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence – responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are "well prepared and current" in their discipline.

##### *3. Integrity in Relationships*

Integrity means that coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others.

##### *4. Honouring Sport*

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The principle of honouring sport challenges coaches to recognize, act on, and promote the value of sport for individuals and teams and for society in general.

### 2. Education and Certification

The SCFA has determined that Principle 2 of the CAC Code of Ethics can not be adhered to without the certification of coaches, and that the National Coaching Certification Program (“NCCP”) is the most appropriate way to meet the requirements of the Code of Ethics.

ALL SCFA COACHES must provide their NCCP CC# and a copy of their NCCP Coaching Card and/or Coach Education transcript to the SCFA Executive. Copies of this certification can be attained from NCCP website [www.coach.ca](http://www.coach.ca).

ALL SCFA COACHES must complete the NCCP “Make Ethical Decisions” workshop. This workshop can be taken In Class or On Line, information on this workshop can be found on the NCCP website [www.coach.ca](http://www.coach.ca).

The Head Coach (“HC”) on each team must be CERTIFIED to the new NCCP Competition-Introduction at Position Coach (a minimum level). This can be attained by attending the Annual University of Calgary/Football Alberta Coaches clinic (for technical and theory) (thus “Trained”) and successfully complete an on-site evaluation (thus “Certified”). In the event that the HC does not have their full certification at the time of their appointment, they are to complete the certification forthwith. And shall not be allowed to function as the HC in their second season without having achieved “Trained” status, and shall not be allowed to function as the HC in their third season without having achieved full “Certified” status.

Senior (HS) and Bantam Assistant Coaches (“AC”) on each team must be “TRAINED” to the new NCCP Competition-Introduction at Position Coach. This can be attained by attending the Annual University of Calgary/Football Alberta Coaches clinic (for technical and theory) (thus “Trained”). In the event that the AC does not have their “Trained” status at the time of their appointment, they are to complete the training forthwith, and shall not be allowed to function as the AC in their third season without having achieved “Trained” status.

PeeWee Assistant Coaches (“AC”) are required to complete the On Line Community Sport Program thru Football Canada. In the event that the AC has not completed status at the time of their appointment, they are to complete the training forthwith, and shall not be allowed to function as the AC in their third season without having completed this training. The training is available at <http://nccp.footballcanada.com/index.php?page=274>.

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Alternatively, the SCFA would promote the PeeWee AC be “TRAINED” to the new NCCP Competition-Introduction at Position Coach. This can be attained by attending the Annual University of Calgary/Football Alberta Coaches clinic.

### Football Alberta & NCCP documents on the new NCCP



Football Alberta &  
the NEW NCCP - 201:

Field Staff (“FS”) are identified as those individuals who are involved with the programs directly, and generally occupy the team bench area during a game. These individuals may be referred to as Trainers, Water boys or Water girls, Equipment Managers, or any other term that is appropriate. The Officials are also considered to be included as part of the FS, unless they have been provided by another recognized Football Officials Association. For those FS who have taken on medical responsibilities, appropriate training should be taken. The Athletic First Aid course offered by the Sport Medicine Council of Alberta will be viewed as the minimum standard to which a Trainer is expected to be able to perform.

In order to encourage all coaches and field staff to continue with the education and certification process beyond the minimum standard, it is understood that the direct costs incurred by coaches and field staff in their SCFA approved ongoing education will be reimbursed by the SCFA, as long as the individual continues to be involved with the programs operated by the SCFA.

### **B. Executive Board**

#### **1. Code of Conduct**

The Board Executive and Members shall conform to the code of conducts outlined by the member leagues, CAC, NCCP, and/or CFOA.

#### **2. The Executive Board Positions**

- a. The Executive Board shall have three (3) Officer positions:
  - i. President
  - ii. Treasurer
  - iii. Secretary
  
- b. The Executive Board shall have 11 positions, made up of the Executive Officers (3), the SCFA Senior Head Coach (1), the SCFA Bantam Head Coach (1), the SCFA PeeWee Head Coach (1), the SCFA Head Referee (1), the SCFA Head Trainer (1), and three (3) Directors. (If at such time

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the SCFA expands into other levels of play, these teams will also gain a Director (1) and Head Coach (1) chair on the Executive Board)

- c. No Executive Board Member shall have more than 1 vote on the Executive Board

### 3. Executive Board Roles

#### a. President:

- i. Chair all SCFA meetings
- ii. Represent SCFA at League Meetings
- iii. Create SCFA annual budget
- iv. Delegate tasks as determined by the Executive Board & League
- v. Ensure completion of tasks as delegated
- vi. Act as Vice for all Executive Board positions
- vii. May invite non Executive Board to Executive Meetings
- viii. Shall call Special Meetings as required.
- ix. Shall have Signing Rights
- x. Perform tasks as requested by the Board to the best of his/her ability for the good of the SCFA.
- xi. Shall assign designate to vacant Director and/or Officer positions if required

#### b. Treasurer:

- i. Maintains SCFA financial documentation
- ii. Collect Revenues
- iii. Perform Disbursements
- iv. Provide Financial Statements for GM meetings
- v. Provide Bill & Expenses statements for Executive Board meetings
- vi. Shall have Signing Rights
- vii. Shall Act as President in event the President is unavailable
- viii. Perform tasks as requested by the Board to the best of his/her ability for the good of the SCFA.

#### c. Secretary:

- i. Maintains SCFA documentation
- ii. Shall log, maintain, & distribute minutes of SCFA meetings
- iii. Provide historical minutes for approval at Executive Board meetings
- iv. Shall have Signing Rights
- v. Perform tasks as requested by the Board to the best of his/her ability for the good of the SCFA.

#### d. Head Coaches, Trainer, and Referee

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- i. Shall represent SCFA at respective League or Association meetings
  - ii. Shall provide Reports from their respective groups.
  - iii. Shall bring forward annual budgetary desires to the President
  - iv. Shall assign designate to the Executive Board if required
- e. **ALL Executive Board Members:**
- i. Provide guidance to the Executive Board in their participation and through their understanding of the Purpose and Philosophy of the SCFA.
  - ii. Perform tasks as requested by the Board to the best of their ability for the good of the SCFA.
- f. The Executive Officers will act as the Executive Board Committee to authorize special needs/alternate payment arrangements for all SCFA fees, dues, or purchases (i.e. clothing, special order, damaged, or lost equipment).

### **C. Athletes**

#### **1. Code of Conduct**

- a. The athletes shall conform to the code of conduct as outlined by their leagues and/or schools.

#### **2. Participation**

- a. Participating athletes must sign the "Consent Form" and have it signed by one or both parents/guardians.

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### **D. Parents (and/or Guardians) and Volunteers**

#### **1. Code of Conduct**

- a. Parents and/or Guardians shall be bound by the Code of Conduct of the SCFA, and shall act as representatives of the SCFA. Efforts shall be made to act in a fashion which would coincide with the SCFA 'Preamble and Purpose' and the 'Statement of Philosophy'.

#### **2. Volunteers**

- a. Volunteers who perform tasks as directed by the Executive Board shall be bound by the Code of Conduct of the SCFA, and shall act as representatives of the SCFA throughout the fulfillment of their tasks. Efforts shall be made to be in conjunction with the SCFA 'Preamble and Purpose' and the 'Statement of Philosophy'.

### **E. Capital Asset and Auditing Policy**

- The SCFA shall expense all capital purchases on an annual basis, and shall record such purchases.
- The SCFA shall maintain an annual inventory record of all major categories of assets. (i.e. football equipment, buildings, computer equipment, etc)

*As per information attained from Gregory Harriman and Associates in Dec of 2008, if the annual revenues of the organization are less than \$500,000, capital assets can be expensed when acquired. To expense capital assets, the SCFA must keep track of the major categories of assets (i.e. football equipment, buildings, computer equipment), thus annual inventory records are required. The amount of capital assets purchased and expensed are required to be recorded on an annual basis.*

- The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant **or** by two members of the society selected for that purpose at an Executive Board meeting. A complete and proper statement of the books for the previous year shall be submitted by such auditor at the AGM. The fiscal year of the society in each year shall be January 30.
- The books and records of the society may be inspected by any member of the society at the AGM or at anytime upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

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### **4. Procedures**

#### **A. SCFA Membership**

- Membership shall be defined to include: Parents and/or Guardians who have dependants registered in any of the SCFA regular season programs and are "In Good Standing"; or any volunteer formally holding coaching, trainers, referees/officials, equipment managers, or board positions and has successfully met the requirements to hold those positions. (Note: both conditions must be met, if they apply)
- Members shall be deemed as "IN GOOD STANDING" when all SCFA fees, dues, or purchases (i.e. clothing, special order, damaged, or lost equipment) are paid in full by the end of the calendar year for that season.
- Members "NOT in Good Standing" are ineligible for any SCFA activity including Executive Board nominee/nominator/promoter, or AGM voice or voting rights.
- Participation of dependents of Members "Not in Good Standing" in subsequent SCFA programs, may be denied until arrangements to correct their Member status are made.

#### **B. AGM and Election of Executive Board**

##### **AGM:**

- **The Annual General Meeting shall be held during the months of April or May**
- The AGM date shall be set by the Executive Board
- The AGM is an OPEN meeting
- Voting rights at the AGM will be limited to SCFA Members
- The AGM shall have weekly notices placed in at least one local newspaper for a period of 3 weeks prior to the week of the AGM.
- The President will provide a basic oral report of Association Activities, basic Financial Report, and Budget to the AGM attendees.
- The Executive Board Officers and Directors positions elections shall be held at the AGM. (Nominees must be in attendance)

##### **ELECTION of EXECUTIVE BOARD:**

- The current President (or designate) shall conduct the election proceedings
- Nominations of Officers and Directors shall have four (4) SCFA Member promoters
- Written Nominations identifying the Nominee and Promoters are to be received by the President at least one (1) week prior to the AGM
- Nominees for Executive Officers shall have at least one (1) years experience on the SCFA Executive Board. (This is to be current experience.)

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### **C. Suspension of Executive Board**

The SCFA Executive Board maintains the right to suspend any or all Executive Board Officers, Directors, and/or Members for just cause. Suspensions will be effective immediately, and the SCFA President will put in place an interim Board Officer, Director, and/or Member as required.

### **D. Appointment of Coaches**

#### **Head Coach:**

SCFA President will accept applications for Head Coach, and the SCFA Executive Board will determine through selection process the successful applicant.

#### **Assistant Coaches:**

The Head Coach will submit a list of selected Assistant Coaches to the SCFA Executive Board for approval.

### **E. Suspension of Coaches**

The SCFA Executive Board maintains the right to suspend any or all coaching staff for just cause. Suspensions will be effective immediately, and the SCFA Executive Board will put in place an interim coaching staff.

### **F. Suspension of Athletes**

As per the Bylaw discussed and adopted by the SCFA Executive Board in 2003

***Player Expulsions:** Players may only be removed from Team Roster at the authorization and direction of the SCFA Board of Directors. Any desire for expulsion from the Team Roster must be made to the SCFA President in writing. The President will take the issue to the SCFA Board. Following SCFA Board review, the President will inform involved parties of Board decision. Special Meetings may/will be called for completion of reviews. SCFA Board quorum must be in attendance for review and decision. Adopted Oct 8, 2003.*

### **G. Appeal of Suspensions**

The desire to make an appeal of a suspension may be made to the SCFA President. The Suspension Appeal would be made to the Executive Board, which would determine decision in a closed session.

### **H. Accident and Injury Reporting**

- All accidents and injuries shall be reported at first opportunity to the President. The training staff shall produce a written report of the incident to the President as soon as possible.
- The Head Trainer shall perform follow up on any medical aid injuries.
- Any player who sustained an injury which required medical aid shall have written 'clearance' by physician before returning to active game player status.

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### I. Practices

Practices times & locations shall be coordinated by the coaching staff of the team with the intent to provide a schedule manageable by the players, coaches, and parents. The schedule shall be put forward to the facilities manager for coordination of facilities. Attention to the scholastic needs of the players when deriving the schedule must be maintained.

### J. Home Games

#### **Home Game Policies**

- Game policies as laid out by the member leagues shall be enforced.

### K. Road Games

#### **Road Game Policies**

1. Meals and expenses shall be the responsibility of the individual (Intent - participant student is responsible for his own meals and accommodation.)
2. The method of transportation for trips will be at the discretion of the Executive, but in every case the method will be by a public carrier. Parents wishing to convey their own child or children may do so only with the approval of the HC and the parent of the children. Transportation to Road Games by players is allowed only after receiving a prior written waiver from the parent. This allowance may be denied at the discretion of the Head Coach, Trainer, or Executive Board member at any time.
3. **SCFA Transportation is provided for transportation of Team Staff and Players. Staff spouses (and children) and SCFA Executive may also ride, if room is available.**

### L. Expenses

1. The payment of expenses is made upon the principle that one should be reimbursed for "out-of-pocket" expenses necessitated by SCFA business. It is the intention that one shall neither lose nor profit from expense allowances. This principle shall be followed in dealing with questions which may arise in connection with expenses. (Note: alcoholic beverages are NOT claimable)
2. Individuals performing business tasks for the SCFA shall be reimbursed for reasonable cost of board and single lodging while away from their home. When required to use their vehicle while on SCFA business, one shall be reimbursed at a rate equal to that outlined by the Canada Customs and Revenue Agency (CCRA) Alberta Medical Expenses for the previous year. (i.e.: for 2009 use the 2008 rate of \$0.53/km; for 2008 use the 2007 rate of \$0.48/km)

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3. Expense claims must be submitted to the Executive Board for approval and re-imburement.
4. Note that for this section 'business' does NOT include games or game requirements.

#### **M. Awards**

1. Awards may be presented to players, executive board members, volunteers, and parents for their activities through the season.
  - a. Player Awards shall be determined and awarded at the discretion of the **teams** Head Coach with approval of the Executive Board
  - b. Executive Board awards shall be determined and awarded at the discretion of the Executive Board
  - c. Parent or Volunteer awards shall be determined and awarded at the discretion of the Executive Board
  - d. **The following Annual SCFA Player Awards shall be awarded for each team at the SCFA Awards Banquet:**
    - i. **O Lineman**
    - ii. **D Lineman**
    - iii. **O Back/Receiver**
    - iv. **D Back**
    - v. **Most Improved**
    - vi. **Rookie**
    - vii. **MVP**
    - viii. **3 Year Team Participation**

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### **Appendix 1 – Constitution of the Rangeland Football Conference (Senior (HS) League)**



RFC Constitution -  
Policies & Bylaws - Re

### **Appendix 2 – Constitution of the Central Football League (Bantam League)**



CFL 2011  
constitution.pdf

### **Appendix 3 – Canadian Football Officials Association (CFOA) Harassment, Abuse and Fair Play Guidelines**



CFOA Policy Manual  
(2008).pdf

### **Appendix 4 – CAC/NCCP Coaching Code of Ethics**



NCCP-CAC -  
Coaching Code of Eth

### **Appendix 5 – Constitution of the Central Pee Wee Football League (Pee Wee League)**



2008 CPWFL  
Constitution & Bylaws