

**Rules, Policies, and
Procedures
of the Strathcona
County Minor
Football Association**



Strathcona County Minor Football Association

PREAMBLE

FOR THE PURPOSE of providing the youth of Strathcona County and the County of Strathcona with the ways and means to play the game of Canadian Football at the minor level, the **STRATHCONA COUNTY MINOR FOOTBALL ASSOCIATION** has been duly organized; having as its main goal the fostering of the qualities of fair play, sportsmanship, teamwork, and friendly competition on the gridiron in our youth.

FULLY REALIZING THE pressures and demands upon the youth of our community, we therefore recognize it to be our solemn duty and responsibility to ensure that we, as the mentors of these youngsters, impart upon them through both our words and our deeds the highest standards of ideals, ethics, and morals.

IT IS, THEREFORE, with the above statements and objectives in mind that we hereby commit ourselves, to the fullest extent of our abilities, to the honourable concepts, guidelines, and operating principles set forth in this solemn Document; and so we adopt as our cardinal operating principle and as our motto:

TEAMWORK, SPORTSMANSHIP AND FAIR PLAY"

STRATHCONA MINOR FOOTBALL ASSOCIATION (S.C.M.F.A.) CODE OF CONDUCT

There is an expectation of respectful communication and behavior from all members and participants (including but not inclusive to players, parents, on field personnel and Executive Members) of the SCMFA.

AS A PLAYER I WILL:

- Participate because I want to, not just because my parents or coaches want me to.
- Play by the rules and in the spirit of the game.
- Remember that winning isn't everything-that having fun, improving skills, making friends and doing my best are as important.
- Do my best to be a true team player.
- Control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- Acknowledge all good plays/performances-those of my team and of my opponents.
- Respect my opponents.
- Remember that coaches and officials are there to help me and I will show them respect.

AS A PARENT I WILL:

- Not force my child to participate in sports.
- Remember that my child plays sport for his or her enjoyment, not for mine.
- Encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- Make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- Never ridicule or yell at my child for making a mistake or losing a game.
- Remember that children learn best by example. I will applaud good player's performances by both my child's team and their opponents.
- Never question the official's judgment.
- Respect and show appreciation for the trained volunteer coaches 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.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will be on my best behavior at all times and will not use profane language or harass players, coaches, referees, league administrators or volunteers.
- I will be responsible to ensure attending guests also abide by this Code of Conduct.

AS A COACH I WILL:

- Ensure that all athletes get fair playing time, instruction and support.
- Be reasonable when scheduling practices, remembering that young athletes have other interest and obligations.
- Work in partnership with parents and players.
- Obtain proper training and continue to upgrade my coaching skills.
- Teach my athletes to play fairly and to respect the rules, officials and opponents.
- Not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- Remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will treat other coaches, players and referees with respect.

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Ratification of the Rules, Policies, and Procedures

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**Rules, Policies, and Procedures of the
Strathcona County Minor Football Association**

Preamble

1. **Policy Statements are statements of the policies of the Association. These policies shall be binding on the Executive, and are considered to be an addendum to the Constitution and By-Laws of the Association.**
2. **Policy statements may be added to or deleted from the Rules, Policies, and Procedures at any time, and shall be referred to in the Rules, Policies, and Procedures as a *POL-STAT* followed by its year of adoption.**
3. **A policy statement requires the approval of a two-thirds majority of the Executive in order to be inserted into the Rules, Policies, and Procedures.**
4. **A policy statement requires the approval of a two-thirds majority of the Executive in order to be removed from the Rules, Policies, and Procedures.**
5. **A simple majority of members present at the Annual General Meeting is sufficient to bind the members of the Executive to consider the addition or deletion of a Policy at the next Executive Meeting.**

Section I

Subsection A -- General Administration

1. Executive Positions

Executive positions shall consist of the following:

President	Vice-President	Secretary
Treasurer	Registrar (Atom)	Registrar (PeeWee)
Public Relations	Equipment Director	Asst. Equipment Director
Director at Large	CDMFA Liaison	Safety Director
Coaching Director/Field Allocation Director		Concession Coordinator
Past President		

(POL-STAT 2006)

2. Liability of Association Executive Members, Coaches, and Managers

The Association shall protect and hold harmless its President and members of the Executive, its coaches, its team managers, and trainers, from any legal liability arising from actions done in the course of their duties with the Association and shall defend them in any lawsuits arising therefrom.

Moreover, the Association shall provide individual written notification of such hold harmless undertakings to each of these designated persons.

The Association may, at its sole discretion, provide part or all of this provision through liability insurance.

This protection shall not apply in the event of gross negligence or willful misconduct, or where an alternative recourse is available, whether or not it is exercised.

(POL-STAT 1998)

3. Relationship with Bantam Teams

The Association, being consistent with its goal of providing the youth of Strathcona County with the opportunity to play the game of Canadian football at the minor level, nonetheless recognizes the special circumstances relating to teams competing in the Bantam division. Therefore, the Bantam teams participating in the SCMFA program shall do so by means of a special agreement with the Association. This agreement shall recognize the distinctiveness of the Bantam teams, and shall grant them the right to operate under their own Rules and By-Laws. However, where these rules and by-laws conflict with the By-laws and Policy of the SCMFA, the latter shall prevail.

It is expected that, in cases where a conflict may occur, the parties shall exercise diligence in resolving the

conflict in a manner that is conducive to maintaining the continued harmonious relationship between the Bantam teams and the Association.

(POL-STAT 2008)

Subsection B -- Accounting and Finance

1. Signing Authority

- (a) All cheques, drafts, vouchers, notes, bills of exchange, orders for the prepayment of money or other negotiable instruments requiring execution by the Association shall be signed by the Treasurer and either the President or the Vice-President.
- (b) The President may authorize from time to time signing authority to documents, contracts, or memorandums of agreement to any member of the Executive that has authority in the area that said document, contract, or memorandum of agreement is concerned with.
- (c) Except as provided for in this Policy, no member of the Association shall have any power or authority to bind the Association by any contract or engagement or to pledge a credit.

(POL-STAT 2008)

2. Fiscal Management and Reporting

- (a) The Association's fiscal year shall be from the 1st of January to the 31st of December.
- (b) An annual financial report shall be prepared by the Treasurer in accordance with accepted accounting practices as soon as practicable at the end of each fiscal year. An independent audit of accounts shall be conducted by a duly qualified chartered accountant who shall be appointed by the Executive, and by two members of the Society elected for the purpose at the Annual Meeting. Copies of the annual financial report shall be available for distribution at the Annual General Meeting.

(POL-STAT 2008)

3. Player Liability Insurance

The Association shall maintain in place an insurance policy that will provide the Association with liability protection in the event of the injury or death of any player or participant that occurs as a result of participation in the Association's football program.

Part of the registration fees goes directly to insurance coverage. Through Football Alberta, insurance coverage is provided for players, coaches, trainers and Executive members for accidents and/or injuries. The accident insurance applies once all other forms of coverage have been exhausted (Alberta Health Care and Personal Health Care). This insurance covers any lawsuit against an insured in legal costs. This insurance does not cover personal property. All insurance coverage is as per Football Alberta policy.

The Association, at its own discretion may purchase additional insurance to supplement coverage provided for by Football Alberta insurance policy. This shall be voted upon annually by the Executive prior to expiry of any said policy, or upon presentation and proposal of Executive membership requesting additional coverage.

(POL-STAT 2008)

4. Fees and Refunds

The Executive shall set the registration fees and structure of fees on an annual basis prior to the start of registration. All cheques shall be made payable to Strathcona County Minor Football Association (SCMFA). There will be a \$40.00 charge for any NSF cheque. In any registration fee refund situation (excluding reasons relating to a medical condition or players not allowed to play due to age ineligibility) the refunds of registration due to player withdraw shall be as follows:

- a. Prior to practices starting refund shall be 100% of registration fee
- b. Once team practices begin, and prior to first game of the CDMFA schedule season being played, refunds shall be less \$25 dollars (cover administration and insurance fees paid on players behalf)
- c. No refund will be issued once the CDMFA scheduled season begins.

Refunds will be issued when the following conditions have been met:

- a. Team Manager notifies Registrar (level), SCMFA Equipment Manager, & SCMFA Treasurer
- b. Team Manager arranges for equipment to be returned to the SCMFA Equipment Manager in a

clean laundered condition.

- c. SCMFA Equipment Manager confirms receipt to SCMFA Treasurer and Registrar (level) of equipment in **clean laundered condition** and/or notes any short payments required due to equipment condition or missing.
- d. Registrar then removes player from team registration on CDMFA website
- e. SCMFA Treasurer issues appropriate refund cheque for: registration, equipment deposit, and any equipment apparel eligible for return and/or refund.

(POL-STAT 2008) (POL-STAT 2011)

A **REFUNDABLE DEPOSIT CHEQUE DATED TO NOVEMBER 15 OF THE CURRENT YEAR** is required at time of registration. If equipment is not returned during equipment return week, the cheques will be cashed. **ALL EQUIPMENT ISSUED IS TO BE RETURNED IN A CLEAN LAUNDERED CONDITION.** Equipment not returned by December of the current year will be picked up by SCMFA and either a) the cheque will be cashed; b) registration privileges will be suspended for the following season; or c) both.

If a player can no longer participate for medical reasons, a proper medical certificate and notification in writing must be given to the Registrar within fourteen (14) days of the doctor examination. SCMFA Executive will assess applications submitted and their subsequent decision on refund eligibility and amount of refund will be final.

*(POL-STAT 2008)***5. Financial Assistance to Players for the Purpose of Participation**

The Executive, at its sole discretion, may extend from time to time financial assistance to deserving participants in its programs. Assistance may take the form of a reduced registration fee, allowing flexible payment schedules, and "working off" fees. These instances shall be handled on a case-by-case basis without prejudice and in the strictest of confidence, and in no case shall be considered to be precedent setting.

It is recognized that this policy is intended to be narrow in scope and is strictly aimed at families who, were it not for this assistance, could not otherwise participate in the program. This policy should be used only as a last resort, and only to those families who are especially deserving.

*(POL-STAT 1998)***6. Procedures for Expenses and Reimbursements**

(a) Any member of the Executive shall have the authority to spend, on behalf of the Association, each calendar month, a sum not exceeding fifty dollars (\$50.00) for items that are directly related to his area of responsibility, without approval; and he shall upon submission of receipts for these expenses to the Treasurer be reimbursed forthwith.

(POL-STAT 1998)

(b) Any member of the Executive shall have the authority to spend, on behalf of the Association, each calendar month, an additional sum not exceeding two hundred fifty dollars (\$250.00) for items that are directly related to his area of responsibility, with the approval of the President or the Treasurer; and he shall upon submission of receipts for these expenses to the Treasurer be reimbursed forthwith.

(POL-STAT 1998)

(c) Any member of the Executive shall have the authority to present to the Executive a request for additional spending based on justifiable budgetary expenditures, including but not limited to concession setup/replenishment, year-end gifts, etc., on behalf of the Association as required for items that are directly related to his area of responsibility. The request for additional funds will be voted upon by the Executive and the Executive shall have the sole discretion to adjust the budgetary figures. Upon submission of receipts for these expenses to the Treasurer be reimbursed forthwith, or cheque may be issued to the third-party based on quotation presented.

*(POL-STAT 2008)***7. Association Billing Address**

The Association shall maintain, for correspondence and accounts payable, a post office box that shall be

reviewed on a regular basis by the Secretary and the Treasurer. This post office box shall be the billing address for the Association.

(POL-STAT 1998)

Subsection C -- Association Public Relations Policy

1. Public Communications and Relations

It is of the utmost necessity that Association prestige and coordination be maintained at all times when communicating with the public, either directly or through the media. The Association cannot afford to have unauthorized persons, who may be construed to be a *bona fide* representative of the Association, making indiscriminate statements, no matter how well-intentioned, without first obtaining the approval of the Executive. Therefore the following guidelines must apply to all Association communications:

- (a) Any communication with the public or the media on matters pertaining to the business of the Association shall be under the purview of the President or the Public Relations Director.
- (b) Communications with the media regarding a particular team may be made by the coach or manager of the team concerned, or his designate.
- (c) Where communication in (b) above is made by a coach, manager or designate, comments or statements made to the media shall be limited to those that pertain to a specific game, and shall consist of reports on the outcome of that game and of the performance of the team concerned. A coach, manager, or designate who makes a comment that is not in the best interest of the Association may be subject to discipline as provided for in this Constitution. Statements critical of any player, coach, on- or off-field official or referee, member of the Executive, or of a member of an opposing team or organization are considered to be not in these best interests.

(POL-STAT 1998)

2. Association Communications and Publications

The Association shall maintain, at its own expense, a non-secure website on the World Wide Web (WWW) which should be accessible to all members. The website will be the preferred method of communication to inform members of the public of upcoming events for the Association, ensure that members are informed as to the affairs of the Association, and shall be at all times available to members of the public in order to send information and correspondence to the members of the Executive.

For this same purpose, members of the Executive in making sure that interested parties can contact them, and should consent to having their electronic mail addresses published on this website.

Additionally, the Association should maintain information published on such a website should not contain personal information regarding players, coaches, or other members without their consent. This website should be updated on a regular basis.

A media consent form should be signed by all on-field personnel as there is a potential that their photos will be taken and posted on the website. Additionally a media consent form must be signed by the group contracted to provide Spring Camp as their photos have the potential to be posted on the website.

The Strathcona County Minor Football Association Social media page (Facebook) will be monitored regularly by the President and administrative privileges will be assigned to at least two other Executive members. This page will be monitored for appropriate and applicable postings.

The Association’s web page will be updated at least monthly by the President or the Secretary (via the webmaster). Content can be suggested or encouraged, however no articles or information will be posted on the main (not team) webpages unless approved by the President or the Secretary.

(POL-STAT 2008) (POL-STAT 2011)

3. Executive Availability

The Association is cognizant of the fact that members of the Executive are volunteers, and that demands on their personal time are at a premium. However, it is a fact that when an individual volunteers for an Executive position he agrees to accept certain responsibilities. One of these responsibilities is that the

volunteer must ensure that he is accessible at all times.

It is fundamentally important that Executive members ensure that they have instituted the means for others to leave messages for them, by electronic or other means. It is suggested, for instance, that a telephone answering machine be considered essential equipment for all members of the Executive in order that other members of the Association can ensure that Executive members can be reached in all circumstances.

It is recognized that cell phone numbers and home phone numbers of the Executive are private and will not be provided to an Association member unless first cleared by the respective Executive member. The preferred initial communication will be by email.

(POL-STAT 1998) (POL-STAT 2011)

Subsection D -- Legal and Service Functions

1. Testimony in Accident Cases

In cases involving the injury of a player, members of the Association should not commit themselves, either orally or in writing, and should refuse to give any statements or testimony before so-called fact-finding committees or boards appointed by any organization or governmental body unless they are represented by Association counsel, and then only if required to do so by law.

(POL-STAT 1998)

2. Legal Assistance

The Association shall not normally provide legal representation to non-members unless required to do so by law, and shall not provide legal representation to members on matters not arising from their membership within the Association.

(POL-STAT 1998)

Subsection E -- On-Field Policies

1. Team First Aid Personnel

The Association shall require that each team, at every game, ensure that at least one adult person is present who possesses the necessary qualifications to render emergency first aid to an injured participant. This aforementioned adult person should be a permanent member of the team staff, and should not be a coach.

Furthermore, the Association shall require that each team ensure that at least one adult person is present at each practice that possesses the necessary qualifications to render emergency first aid to an injured participant. This person may be a head or assistant coach.

For the purposes of this Policy Statement, the phrase "necessary qualifications" shall mean at minimum Sport Medicine Council of Alberta's Athletic First Aid Course and Sport Medicine Council of Alberta's Taping and Strapping Course.

The Association shall bear the cost of training individuals to the required first aid standards as set forth in this Policy Statement.

In the event that a team is unable to recruit a trainer or cannot get an individual trained before August (regular season) the following will occur:

The Safety Director will notify trainers from other teams of the situation and ask for volunteers who are free and willing to help provide trainer coverage during games. The resulting list will be given to the Team Manager and it will be up to that team to find a trainer from another team.

The team without a trainer will be required to pay the volunteer \$40.00/game to compensate for travel/personal time. This money will be not be reimbursed to the team by SCMFA.

(POL-STAT 2008) (POL-STAT 2011)

2. Fair Play Rule

The Association shall maintain a policy of, at the Atom and PeeWee level, fair play, as per the following CDMFA Fair Play rules:

Each Player will play the amount of time that is fair, not only to oneself but also to one's team members, based on safety consideration and the team's policies. It is recognized that circumstances may prevail where this objective is impractical. These cases shall be considered exceptional circumstances, and it shall be incumbent upon the coach to explain to the player and his parents why this policy has been set-aside in a specific case.

Fair Play Recommendations

The first and foremost concern of the Board and Executive of the Strathcona County Minor Football Association is the safety of the player.

The head coach of each member team in the SCMFA shall ensure that:

1. A player will be properly dressed with appropriately certified equipment.
2. The players are adequately trained and taught the aspects of the game of football.

It is the responsibility of the SCMFA to ensure that any player who shows an interest in playing the sport should be given the opportunity to do so. No one should ever be turned away.

The two youngest levels of the sport (Atom and PeeWee) should be regarded as "entry level" with participation and learning as the main goals. Playoffs and Championships are proper in this context, but pursuit of them should not override the main goals. Any guarantee of playing time or participation should be a two way street. Coaches should commit to rewarding those players who fully commit to their program in terms of full attendance at practices and positive attitudes with a minimum of 8 on field plays per game. Players who do not conform to this model should be dealt out playing time based on the coach's discretion.

It is the responsibility of the participating teams in the SCMFA to oversee the implementation of these recommendations as they fit their particular situations. These are recommendations only and will not be subject to interpretations as "rules" for participation.

(POL-STAT 2008)

3. Cut Blocks

The Association shall not permit its coaches at the Atom and PeeWee level to allow their players to engage in the practice commonly known as "cut blocking". The Association considers such a block to be an unnecessarily and inherently high-risk action, and capable of resulting in permanent injury to the recipient of such a block. Any block where the initial contact with the player being blocked is below the waist shall be considered a cut block.

The Association resolves to work toward eliminating this practice within Football Alberta.

(POL-STAT 1998)

4. Player Cuts

The Association is adamantly opposed to the concept of cutting players at the Atom and PeeWee level, as this practice is in direct conflict with the concept of these levels being developmental in nature. In order to support the development of player's skills, and allow for fair playing time, team sizes will be held at a maximum. This maximum team size will be determined by the Executive annually. Players will be registered on a first come, first served basis, regardless of ability. Once the teams reach their maximum capacity, additional players will be advised that they can be put on a waiting list for a position to open, or they can register with another team within the CDMFA and will be granted a release to play.

(POL-STAT 2008)

5. Vulnerable Persons Police Record Clearance

The Association shall require each *on field personnel to obtain a police record check specifically for vulnerable persons. It will be the responsibility of each team manager to collect these by August 1 of the respective season. If this paperwork is not collected the affected personnel may not work on field with the players. Once collected, this paperwork will be submitted to the Secretary. This paperwork will be shredded on or about August 2 of the following year. Privacy and confidentiality surrounding this paperwork will be respected and adhered to and only necessary individuals will be privy to it. The Association reserves the right to bar / ban any individual from working with players if their police record check / vulnerable persons check is flagged or requires follow-up or additional information.

(POL-STAT 2011)

on field personnel definition - team trainers, team managers, head coach, assistant coach, equipment manager*Subsection F – Privacy****1.BACKGROUND AND PURPOSE OF THE PRIVACY POLICY**

The SCMFA recognizes the importance of, and is committed to, maintaining the accuracy, confidentiality, and security of personal information. Following the federal Personal Information Protection and Electronic Documents Act (PIPEDA), and Alberta Personal Information and Privacy Act (PIPA), the SCMFA developed this Privacy Policy.

The Personal Information Protection and Electronic Documents Act limits the collection, use, and disclosure of personal information: This Privacy Policy describes the manner in which SCMFA shall adhere to all relevant legislative privacy requirements, referencing the 10 Canadian Standards Association (CSA) principles.

2.PERSONAL INFORMATION

Personal information is defined as information about an identifiable individual. Personal information includes that which relates to personal characteristics (e.g., age, gender, home address, phone number, ethnic background), health (e.g. health history, health conditions), or activities and views (e.g. religion, politics, opinions or evaluations). Personal information does not include business information (e.g. business address, business phone).

3.SCOPE

The SCMFA Privacy Policy sets out the principles and practices regarding the protection of personal information that is collected, used, or disclosed.

4.PRINCIPLES

Accountability. The SCMFA is responsible for personal information under its control. Furthermore, all SCMFA employees and volunteers who collect, maintain and/or use personal information are responsible for ensuring that the collection, use and disclosure of this information is carried out in accordance with this policy and relevant procedures. The SCMFA shall designate a Privacy Officer (TBD) to be accountable for SCMFA compliance. The Privacy Officer shall ensure adherence to this Policy by training staff, developing critical pathways for complaints and/or inquiries, and designing security measures to protect personal information possessed by the SCMFA.

Identifying Purposes. The purpose for which personal information is collected shall be identified by the SCMFA at or before the time the information is collected. The SCMFA shall only collect information pertinent to its Football Programming and services.

Type of Information Collected. The SCMFA collects personal information from interested parties, typically its members, prospective members, coaches, officials, participants, administrators, volunteers, contractors, and vendors directly for the purposes of conducting Football Programming. This information may be obtained in person, by mail, over the phone/facsimile or electronically through the SCMFA. Individuals provide the necessary information, as requested, based on their personal need. This information may include, but is not limited to:

Names, addresses, phone and fax numbers, and email addresses collected for the purposes of facilitating membership communication related to SCMFA upcoming events, programs, and activities.

Names, addresses, email addresses provided voluntarily by an individual who accesses secure areas of www.scmfa.com

Information pertaining to athletes:

Names, addresses, phone and fax numbers, email addresses, dates of birth, and historical information (athlete biography and statistics) of players may be collected to determine eligibility, geographical, division of play (age group), level of play, and transfer information consistent with SCMFA / CDMFA regulations. Information concerning an individual's skill level and development, and feedback on programs may be collected to ensure present and future program success.

Personal health information such as allergies, emergency contact and past medical history for use in the case of medical emergency.

Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.

Emergency contact information such as the names, addresses, phone numbers, and email addresses of players' parents, and information regarding educational information, skill levels, ability, and health may be collected to ensure compliance with SCMFA residency regulations are that activities are carried out in a safe and secure environment.

The names, addresses, phone and fax numbers, email addresses of officials, coaches, and administrators may be collected to determine level of certification and coaching qualifications, are consistent with SCMFA regulations.

Personal information collected for the purposes of football registrations may also be utilized for football specific research purposes, including but not necessarily limited to, football demographic research.

Performance data, typical of football, may be collected for the purpose of promoting both the individual and contest.

Names, addresses, phone and fax numbers, and email addresses for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.

Personal information (such as credit card information) that is required to undertake the supply of services or products and payment for said services or products an individual has requested in compliance with the law and regulatory requirements as part of normal business transactions and record keeping.

Personal information required to provide, administer, and manage the service, program, or product requested integral with SCMFA products and services.

Appeals and regulations challenges as well as information collected to defend SCMFA against legal action brought against SCMFA.

If a purpose has not been identified herein nor consent given for such purpose, SCMFA shall seek consent from individuals. This consent shall be documented as to when and how it was received.

5. CONSENT

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information. SCMFA shall use personal information for only the specified uses. By consenting to provide information to SCMFA, the individual is deemed to consent to the use of the information for the purposes of Football Programming. In addition to using personal information for Football Programming purposes, SCMFA may use personal information for the purposes of providing promotional opportunities or football specific communications and association updates. SCMFA shall provide an opportunity for the member to consent to these opportunities during the registration process.

SCFMA believes medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore SCMFA may request them and consider receipt of this information as consent for its subsequent use in an emergency medical situation.

Individuals may decline to have their personal information collected, used, or disclosed for certain purposes. If at any time individuals wish to withdraw consent, they may do so by contacting the Privacy Officer. The Privacy Officer shall explain the impact of withdrawal on any services provided by SCMFA. Because football by its nature is a contact sport and injuries are to a certain extent inherent in the game, SCMFA reserves the right to refuse participation for the safety and well-being of the individual and public interest should the necessary personal information required not be disclosed.

SCMFA may collect personal information without consent where reasonable to do so and where permitted by law.

6. LIMITING COLLECTION

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization.

All information shall be collected by fair and lawful means.

All documents obtaining personal information shall have a collection, use, and disclosure of personal information statement contained therein, such as:

SCMFA shall not use any form of deception in gaining personal information from its members.

SCMFA shall advise potential registration candidates, through its members or by reference to our web site at www.scmfa.com, of the purpose for the collection of the data requested at the time of registration.

SCMFA shall ensure that all collectors of personal information are familiar with the potential use of the personal data.

All personal data collected by SCMFA shall be maintained by SCMFA. SCMFA shall request individual permission for the use of any personal data collected which is extraneous to that which has been identified above unless authorized by law.

7.LIMITING USE, DISCLOSURE AND RETENTION

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

SCMFA shall limit the use of personal information collected to only those purposes identified within this Policy, except with the consent of the individual as legally required.

SCMFA collects, uses, and discloses only such information from individuals as is required for the purpose of providing services or information to them, managing databases, conducting research and such other purposes as described in SCMFA's Privacy Policy.

SCMFA does not sell, trade, barter, or exchange for consideration any Personal Information obtained.

SCMFA's collection, use and disclosure of personal information shall be done in accordance with its Privacy Policy, a copy of which is available at www.scmfa.com

SCMFA shall retain personal information in a manner that is consistent with its other statutory and legal requirements. SCMFA shall only retain personal information only as long as is reasonably necessary to meet these requirements.

Registration data and athlete information shall be retained for a period of one year after an individual has left a program of SCMFA, in the event that the individual chooses to return to the program.

Parental/Family information shall be retained for a period of one year after an individual has left a program of SCMFA, in the event that the individual chooses to return to the program.

Information collected by coaches shall be retained for a period of one year after an individual has left a program of SCMFA, in the event that the individual chooses to return to the program.

Personal health information shall be immediately destroyed when an individual chooses to leave a SCMFA program.

Information pertaining to infractions shall be retained for a period of four years, in the event that the individual chooses to return to the program.

Marketing information shall be immediately destroyed upon compilation and analysis of collected data.

SCMFA may from time to time enlist the services of third party vendors in order to provide football programs, technical and support services. Prior to enlisting the services of these firms, SCMFA shall ensure that treatment of personal information remains consistent with the Privacy Policy of SCMFA.

SCMFA may disclose to a government authority that has asserted lawful authority to obtain the information or where SCMFA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

SCMFA may at some point be involved in the merger, transfer or reorganization of its activities. SCMFA may disclose personal information to the other party in such a transaction. SCMFA shall ensure that treatment of personal information remains consistent with the Privacy Policy of SCMFA.

SCMFA may at its discretion release personal information for the purposes of collecting debts which may be owed to SCMFA.

SCMFA shall not sell, trade, barter, or exchange for consideration any personal information obtained.

Documents shall be destroyed via shredding. Electronic files shall be deleted in their entirety. SCMFA shall also ensure that the hard drive is physically destroyed should any hardware be discarded.

8.ACCURACY

Personal information shall be accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

SCMFA shall make all efforts to ensure that all entrusted personal information is maintained in an accurate manner.

SCMFA shall consider the interests of individuals in decision-making, ensuring that decisions are not based on flawed personal information.

SCMFA shall update information upon notification.

9. SAFEGUARDS

Security safeguards appropriate to the sensitivity of the information shall protect personal information.

SCMFA and its representatives are required to treat all personal information confidentially.

SCMFA maintains reasonably available safeguards that comply in all material respects with industry standards to guard personal information against unauthorized access, disclosure, copying, loss, destruction, use, or modification.

Methods of protection and safeguards to be employed shall include but in no way be limited to locked files, offices and storage areas as well as technological measures such as passwords, encryption, and firewalls.

The level of safeguards employed by SCMFA shall be directly related to the level of sensitivity of the personal information collected.

The following steps shall be taken to ensure security:

Paper information is either under supervision or secured in a locked or restricted area.

Electronic hardware is either under supervision or secured in a locked or restricted area. In addition, passwords are used on computers.

Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.

Electronic information is transmitted through a direct line or is encrypted.

External consultants and agencies with access to personal information shall provide SCMFA with appropriate privacy assurances.

10. OPENESS

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

SCMFA shall publicly disclose (via web site or upon request by contacting the Privacy Officer) the methods by which SCMFA handles personal information.

The information available may include but is not limited to:

The name, address, and phone number of the SCMFA Privacy Officer.

The required forms to access or change personal information.

A description of the type of personal information held by SCMFA and the general uses thereof.

11. INDIVIDUAL ACCESS

Upon request, individuals shall be informed of the existence, use and disclosure of their personal information and shall be given access to that information.

An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Subject to applicable legislation and upon reasonable notice in writing, SCMFA shall allow an individual access and review of the personal information held by SCMFA.

SCMFA shall provide the requested information in a timely manner and understandable format at either no expense or at nominal expense relating to photocopying and shipping expenses.

SCMFA shall disclose the source of the information when requested and provide an account of third parties to whom the information may have been disclosed.

Should the individual believe that any personal information is incomplete or incorrect, the individual may advise SCMFA to update the information. The information shall be corrected by SCMFA in a timely manner. If the information is subject to interpretation or is an opinion, SCMFA shall not change the record of information but may annotate the record to indicate the individual's views. Pertinent third parties shall also be made aware of the corrections.

SCMFA may request sufficient information to confirm an individual's identity before the release of personal information to the individual.

Individuals may be denied access to their personal information. Upon refusal, SCMFA shall inform the individual of the reasons for such actions and the associated provisions of PIPEDA and PIPA. The denial of requests may be based upon:

The information being too prohibitively costly to provide

The information containing reference to other individuals

The information being subject to solicitor-client or litigation privilege

Legal, security, or commercial proprietary reasons

12. CHALLENGING COMPLIANCE

An individual shall address any challenges concerning compliance with these principles and PIPEDA to the Privacy Officer.

SCMFA shall have procedures in place to resolve possible grievances.

Upon receipt of a challenge, SCMFA shall acknowledge receipt of the complaint, clarify the nature of the complaint, and make the complaint procedures readily available and accessible.

The Privacy Officer shall promptly review and investigate all allegations of policy violations and/or complaints. The review shall look at practices and procedures which have occurred and determine the appropriate measures to be taken.

The Privacy Officer shall submit a written report to SCMFA within twenty-eight (28) days of receipt of the complaint.

The Privacy Officer shall notify the complainant of the investigation outcome and the measures taken to rectify the challenge within thirty (30) days of the original complaint.

13. PRIVACY ON THE INTERNET

SCMFA respects the privacy of its Internet users and shall protect that privacy as vigorously as possible.

SCMFA does not collect information that personally identifies individuals except when individuals provide such information on a voluntary basis.

SCMFA shall only collect information that is voluntarily provided by the user and undertakes that such information shall be kept strictly confidential. Individual information provided to SCMFA to gain access to its web site shall not be sold or made available to a third party.

SCMFA reserves the right to perform statistical analyses of user behaviour and characteristics in order to measure interest in and use of the web site so as to improve design and navigation. Only aggregated data shall be used for this sole purpose.

Users should also be aware that certain non-personal information and data may be automatically collected by SCMFA through the operation of "cookies". "Cookies" are small text files that identify an individual computer's browser entering a web site. They allow the site to track that browser's movement through the site over several sessions. Through cookies, a web site can recognize repeat users, facilitate the user's access to and use of the site, and allow a site to track usage behaviour that allows content improvements. If individuals do not want a cookie placed on their computer by SCMFA, they may disable cookies altogether by modifying the Preference section of Netscape or Internet Explorer browser.

If individuals wish to be informed of the appearance of cookies, they may turn on a warning prompt by modifying the cookie warning section.

Individuals should be cognizant that other sites linked to the SCMFA web site may not share the same policies as SCMFA.

(POL-STAT 2011)

Subsection G -- Awards and Recognition

1. General Policy on Awards

It shall be Association policy to recognize outstanding contributions to minor football in Strathcona County by means of an award system. This system shall consist of, but not be limited to, specific awards for specific accomplishments. These awards may be awarded on a regular basis or on the basis of merit. This shall be determined by the individual policies that are applicable to that particular award. The granting of awards shall be at the sole discretion of the Executive.

The Association may award each season to each player, coach, and manager a memento of the season.

In addition, the Association may seek to recognize outstanding contributions by players and coaches from each team.

(POL-STAT 2008)

2. The Susan Anderson Memorial Award

This award recognizes Mrs. Susan Anderson, who served on the Executive of the SCMFA with distinction and shall be presented annually to the person determined by the Executive to have made the most significant contribution to minor football in Strathcona County over the football season. It shall consist of a

trophy that will be displayed in a suitable location by the Association, and an individual plaque that shall be presented to the recipient. It need not be awarded in any season.

(POL-STAT 2008)

3. The Don Biggs Memorial Certificate of Achievement

This award recognizes Mr. Donald Biggs, who was one of two individuals who started the first minor football team in Strathcona County in 1968. It shall recognize a single achievement by a coach, manager, player, parent, or member of the Executive who institutes or causes to be instituted a policy, project, or other significant development in the history of minor football. It shall not be awarded to more than two persons per season, and need not be awarded in any season. The award shall consist of a framed certificate recognizing the significant contribution of the individual, and signed by the President.

Candidates for this award may be nominated by either the Executive at a regular meeting, or by the membership at the Annual General Meeting, and shall be chosen by the Executive.

(POL-STAT 1999)

4. The Earl Keeley Memorial Lifetime Scroll of Merit

This award recognizes Mr. Earl Keeley, who was one of two individuals who began the first minor football team in Strathcona County in 1968 and thereafter dedicated a significant portion of his life to the youth of Strathcona County. It shall recognize lifetime achievement by an individual as a player, coach, manager, or member of the Executive, or any combination of the above. The award shall consist of a framed certificate recognizing the significant contribution of the individual, and an accompanying gift. The gift shall be chosen by the Executive, and shall be chosen with consideration for the individual's tastes and its applicability to his or her accomplishments. The gift shall not be less than \$300 and not more than \$450 in monetary value. This amount may be amended from time to time by a simple majority vote of the Executive.

To be eligible for this award, a person must have contributed not less than seven years of volunteerism to the Association. The award shall be presented only if during this time, the individual has contributed what would in the judgement of the Executive be considered above and beyond the normal duties and contributions of an individual serving in their normal capacity to the Association.

This award shall be made only in cases where outstanding merit is to be recognized, and shall be not be presented more than once each year. The recipient may be an active and participating member of the Association, or may have retired from Association service.

(POL-STAT 1999)

5. Service Awards

Service awards for five, ten, fifteen, and twenty years of coaching service in minor football in Strathcona County shall be recognized by the presentation of a memento pin to the coach concerned. The pin shall be tastefully designed and the quality of the pin should reflect the years of service that the coach is being recognized for.

Service as either a head coach or an assistant coach on any team affiliated with the Association shall be considered as a year coached, for the purposes of this award. The years of coaching service by an individual need not be consecutive.

(POL-STAT 1999)

6. The SCMFA Hall of Fame

The Association shall endeavor to establish, in a place that is readily available to public viewing, a collection of memorabilia, photographs or other articles honouring individuals who have made contributions worthy of recognition.

A candidate for induction shall no longer be an active participant in the activities of the Association, and shall have not been a participant for one full season. This requirement may be waived by a three-quarters majority vote of the Executive, in cases where the achievements have been such that immediate recognition is appropriate.

Individuals who are chosen for induction into the Hall shall meet one or more of the following criteria:

1. He shall have contributed significantly as a player in terms of dedication to the game, in such a manner

- as to have earned the respect and admiration of his teammates and coaches.
2. He shall have served with distinction as a coach, manager, or team volunteer or Executive member, to such an extent as to have earned the respect and admiration of his colleagues.

Any member of the Association may nominate an individual who meets the above criteria by the following method:

- He shall first submit in writing to the Executive a proposal for admission. This proposal shall consist of the reasons for the nomination, and must be accompanied by letters of support from no less than three other members or past members of the Association.
- The proposal for admission shall then be considered by the Executive, who shall appoint a Selection Committee of three members of the Executive, including the President. This committee shall have the power to further investigate the merits of the proposal as it sees fit.
- The Selection Committee shall then recommend acceptance or rejection to the Executive. If the proposal is rejected, the Committee can recommend that the proposal be re-examined for admission the following season.
- At the Annual General Meeting, the list of successful proposals shall be put to the members, who shall vote to accept or reject the prospective members to the Hall. This will normally be done by a proposal to accept all members with a single vote. If this single vote is unsuccessful, then each prospective member will be voted upon in turn.

The initial number of inductees to the Hall should consist of ten members. Every year after that, a maximum of four new members may be considered.

An individual who has been inducted may, if he wishes, rejoin the Association in whatever capacity he is eligible to assume.

(POL-STAT 1999)

7. Bob Edwards Founder Trophy

This award recognizes Mr. Bob (R.C.) Edwards who founded the Sherwood Park Minor Football Association in 1974 (now known as SCMFA). He had a love for the game as a player and contributed to football in Sherwood Park over two decades as a coach, administrator and fundraiser at the Atom, Peewee, Bantam & High School levels. Building kids confidence in leadership, sportsmanship and teamwork skills were top priority. Bob believed in being prepared, fair play, team sacrifice, absolute sportsmanship, playing time for all kids and not running up the score. This award shall be presented to a Coach (assistant or head), administrator (includes team manager or Executive) or player who has demonstrated all or most of the following qualities at an *exceptional* level in the playing year:

- Leadership: by example and motivation
- Team sacrifice & commitment
- Mentorship to a player or other volunteers within the team/association
- demonstrated perseverance: a never give up attitude
- demonstrated sportsmanship: fair play & winning/ losing graciously.
- has a proven positive attitude
- has shown a love of the game

The award is eligible annually or as deserved (there may not always be an accepted nomination) as determined by the executive. The nominee does not have to be involved with the association for any specific length of time to qualify or be eligible for this award. It shall consist of a trophy that will be displayed in a suitable location by the Association, and an individual plaque that shall be presented to the recipient. With this award the Edwards family have made a donation to SCMFA to honour their father/husband by a sponsorship of registration or other necessary costs for players who otherwise may not be able to play football. Each year at the Awards night SCMFA will acknowledge the number of players that this award has sponsored in that given season.

8. The Unsung Hero Award

This award recognizes an individual who has gone above and beyond the call of duty as a simple volunteer. They have been recognized by a coach or a parent or the Executive as someone you can count on, someone who goes the extra mile or someone who always shows up with a helping hand. This individual may not have held a title but is well known just because they are always there. “We do what we do for the kids and their development in this game we all love” and this individual more than most epitomizes that phrase.

There is no eligibility for this award other than this person must be nominated by those that recognize that special quality they possess. This award consists of a take home plaque and the individual’s name on a trophy which will be displayed in a prominent location.

(POL-STAT 2011)

These rules, policies, and procedures having been duly voted upon and approved, is hereby Ratified by the Executive of the Strathcona County Minor Football Association.

Witness, therefore, our Hands and Seal on this 8th Day of January, in the Year of Our Lord 2012 in Strathcona County, Alberta, Canada.

Tracy Aiello, President

Tanya Bowerman, Vice-President

Darlene Holowaty, Secretary

Ted Ostrosser, Treasurer