

CAMROSE BUFFALOES FOOTBALL ASSOCIATION

RULES, POLICIES & PROCEDURES



Clubhouse Location:
4515 54 Street, Camrose Rotary Youth Centre, Door #2

Mailing Address:
PO Box 1775
Camrose, AB T4V 1X7

Website:
www.camrosebuffaloes.com

 Camrose Buffaloes Football Association

 @camrosefootball

To our Members,

The Camrose Buffaloes Football Association (CBFA) was incorporated March 15, 2017. The club previously operated as Rose City Football from 2003-2016. As a non-profit association formed under the Societies act of Alberta, we have no paid staff members within our organization.

The CBFA and its Board welcome suggestions and concerns. The way we measure the success of our program and continue to grow is through the input of our club's members, so please feel free to contact any member of the Board to provide the same. Remember, **we are all volunteers** working to provide the best program for our kids to enjoy.

If clarification is required regarding any of the following Rules, Policies or Procedures (RPP) or more information is required about CBFA, its Society Bylaws and those of the Capital District Minor Football Association (our league), or the operations of this Association, please contact the President or Vice President who's contact information is posted on the website.

Thank you in advance for your co-operation.

CBFA Board and Staff

MEMBERSHIP & REGISTRATION

1. DIVISIONS

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

ATOM Ages 8-10

PEEWEE Ages 11-12

BANTAM Ages 13-15* (*not enrolling in high school in September)

Independent of CDMFA

NOVICE FLAG Ages 6-7

When registering, all players must be registered in the age appropriate division. If a player would like to play in a higher division, they may make a request to the Board. The request must be approved by the Head Coaches of both teams affected and the Board.

2. 2019 FEES

Program Type	Early Registration Fees	Regular Registration Fees
Novice (Flag)	\$115	\$115
Atom	\$255	\$305
Peewee	\$275	\$325
Bantam	\$295	\$345

****Early Registration ends April 30, 2019****

3. A player will be considered registered with the Camrose Buffaloes Football Association when the following has been fulfilled:
 - a) Registration fees have been paid to CBFA in full;
 - b) Documentation verifying a player's date of birth (Alberta Health Care Card, Birth Certificate, etc.) must be *shown* at time of registration.
 - c) For Bantam level players, a copy of a page of the player's latest report card showing what school and grade they are currently in must be provided.
 - d) All waivers and Codes of Conduct are signed (online during registration process)
 - e) An undated equipment (\$300.00 cheque) & volunteer deposit cheque (\$200.00) has been submitted to CBFA. *For Novice (Flag) players deposits amounts are \$50 Equipment and \$100 Volunteer.

*A player is not permitted to participate in any activities of the CBFA, nor will equipment be provided until the above conditions of registration have been met.

4. As of the 2019 season, the Camrose Buffaloes Football Association is no longer accepting cheques as payment for registration fees. CBFA will accept online credit card/VISA Debit payments. If you are not able to pay online, arrangements can be made with the Registrar to accept cash, certified cheques or money orders for registration fees.

- a) CBFA will accept installment payments for registration fees as described on payment page. This only applies to credit card payments.
5. All deposits must be in cheque form.
- a) Cheques are undated and made out to Camrose Buffaloes Football Association
 - b) Deposits cheques are held for the season and returned upon satisfying the requirements as described in this document. Deposit cheques will be returned at the AGM/Banquet or mailed out after.
 - c) Deposit Cheques are due at the time of your child's Equipment Fitting.
 - i) Equipment Deposit \$300 (\$50 for Novice players)
 - ii) Volunteer Deposit \$200 (\$100 for Novice players)
6. If you require assistance through KidSport or Jump Start for your child to play, please speak to the Registrar prior to completing the registration forms online. The forms are available on our website.
7. Documentation verifying a player's date of birth (Alberta Health Care Card, Birth Certificate, etc.) must be *shown* at time of registration. In compliance with Information Privacy laws, no photocopies of documents will be collected.
8. For Bantam level players, please provide the page of the player's latest report card showing what school and grade they are currently in.
9. For league and insurance purposes, a player will not take part in the program until his/her Registration requirements are completed in full.
10. All parents/guardians must create an account on the RAMP registration page, as well as our RAMP Team App as that is our primary method of communication.
- 11. Refunds:**
- a. A refund will be issued if a request for a refund has been submitted in writing (email) to the CBFA President and the CBFA Registrar no later than 7 days prior to the first league game. In this case, a refund will be issued less a \$50.00 administration & insurance fee.
 - b. Camrose Buffaloes Football Association will not be obligated to issue a refund in the event of player injury, change of family circumstance (re-location) etc. in the event that such an occurrence falls after the cut-off date. That is 7 days before the first league game.
 - c. In special circumstances, CBFA may waive any or all the refund requirements. Such circumstances will be considered on a case by case basis by CBFA Executive. Any application for a special circumstance refund must be submitted in writing to the CBFA President and the CBFA Registrar. There will be no appeal process should the request for refund be denied. The Executive will have the option to deny the request for refund, issue a pro-rated refund or any other terms that the Executive deems suitable.
 - d. Any refund issued will be less the \$50.00 administration & insurance fee.
 - e. NO refund will be issued until all CBFA loaned equipment has been returned in the same condition in which it was issued.

VOLUNTEERS

The Camrose Buffaloes Football Association (CBFA) was incorporated March 15, 2017. The club previously operated as Rose City Football from 2003-2016. As a non-profit association formed under the Societies act of Alberta, we have no paid staff members within our organization.

Our club has gone through numerous changes over the years and we have expanded to include Novice Flag, Atom, Pee wee and Bantam teams thanks to the support of our hard working volunteers.

In order to maintain and continue to grow our vibrant program for the children of Camrose and area, we must continually recruit new volunteers to carry on where others have left off. Any effort put forth would greatly enhance the delivery of another successful program for our players. **If you are able to contribute some of your time to our club, please contact the President or Vice President.** Current areas of need are as follows: Coaches, Trainers (First Aid Qualified), Sponsorship and Grant committee and various Board members.

1. Volunteer Requirements per player, per season are as follows:

Every player's parent or guardian shall provide an UNDATED \$200 cheque (\$100 for Novice Flag) as a deposit and commit to various jobs as described below. These cheques will be returned at the end of season (At AGM/Banquet) provided the requirements have been met. If requirements are not fulfilled, the CBFA will deposit the cheque.

2. Home Game Jobs

a. Complete a *minimum of two (2) jobs for each registered player.

Once we receive the schedule from the CDMFA, the team manager will make a request for volunteers.

*This minimum is subject to change based on schedule and registration numbers.

- a. 50/50 ticket sales (2 per game)
- b. Concession (Up to 4 per game depending on type of concession (BBQ vs Basics.) This can possibly be done during another levels game to allow you to watch your child play.
- c. Sticks (chain gang) (3 per game)
- d. Announcing (1 per game)
- e. Scorekeeping (1 per game)
- f. Minor Football Day - various

AND

b. Provide team **snack** for a game. (Half time or after game, depends on team)

AND

c. Club Jobs

Complete 1 job from the following options (not limited):

- a. AGM/Banquet Committee (Up to 6 individuals)
- b. Jersey Keeper (1 per team) and only require 1 job from #1 Home Game Jobs
- c. Water Bottles (1 per team) and only require 1 job from #1 Home Game Jobs
- d. Off season equipment maintenance (Up to 2 individuals)
- e. Clubhouse cleaning (2 individuals)
- f. Player or parent participation in various extra events or fundraising opportunities that present themselves throughout the year, at the discretion of the board. (Packing groceries, volunteering at Jaywalkers booth etc.)

g. Complete two (2) additional jobs as listed under #1 Home Game Jobs.

AND

d. If your team makes the playoffs, every player is responsible for 1 more job.

3. Novice Flag jobs vary from what is listed above. These will be shared from your Team Manager
4. Some parents don't have the time or desire to volunteer and simply choose to pay the fee (\$200) and not participate in volunteering. Although we would obviously prefer volunteer assistance, we understand time restraints and accordingly, this option is available to you. Please let our Registrar know at the time of registration if you choose this option.
5. Field staff members (Coaches, Trainers, Team Managers) and Board members are exempt from the volunteer jobs listed above as they have already committed a great deal of time and energy to our club.

FUNDRAISING

1. Every player (parent/guardian) is responsible for selling 1 book of Raffle Tickets valued at \$100. These are paid for up front at the time of registration and will be available for pickup starting June 1. It is your responsibility to return the stubs for draw no later than October 1.

AND

2. Every player is expected to participate in the fall Bottle Drive OR another fundraising opportunity should there be another option as put forth by the Board.
3. The Spring Bottle Drive is expected to be completed by those participating in Spring Camp.

FOOTBALL EQUIPMENT

Certain protective equipment is required and necessary for full contact play within the CDMFA and some may be allowed but not considered essential. There may be items that trained coaches and officials would discourage the use of. In the interest of the comfort and safety of our players, it is important that equipment regulations are followed and recommendations by our staff considered seriously. Please address your concerns with our club's Equipment Director.

1. Please note: your child will not be issued equipment until all registration documentation is complete.
2. Each player requires an Equipment deposit cheque of \$300, UNDATED (\$50 for Novice).
3. Each player's parent/guardian is required to sign an Equipment Use Agreement.
4. All equipment issued remains the property of the Camrose Buffaloes Football Association and must be returned in clean, satisfactory condition at the end of each football season or immediately after the player quits, whichever comes first. Should the equipment not be returned upon leaving the organization, the deposit cheque will be cashed. If it is returned (Not Sufficient Funds) a NSF fee of \$50

will be applied and legal action may be pursued for the equipment or replacement value plus all legal and collection costs. (With the exception of socks and mouth guards.)

5. If a player chooses to provide their own equipment, it must be approved by the CBFA's Equipment Director.
6. CBFA will outfit each player with equipment individually suited for size, with attention to his/her potential play positions on the field. Equipment will be assigned just prior to the start of the season. Players are advised to report fitting concerns to the Equipment Director as soon as possible.

Football equipment provided on loan includes:

- Practice pants and jersey
- Game pants and jersey
- Shoulder pads
- Helmet

CBFA will also provide:

- Game socks, yours to keep
- 1 mouth guard, yours to keep

In addition to the equipment supplied, each player will need to provide the following individually:

- Cleats, no metal allowed. (We have some available to borrow)
- Water bottle (for EVERY practice and game)

7. Equipment can be loaned out during the off season for players to attend special camps etc. To do so, an Off Season Equipment Loan form and deposit cheque of \$300 must be completed.

PROGRAM/SEASON INFORMATION

With the exception of the Novice Flag program, our teams participate in the Capital District Minor Football Association (CDMFA) League. Information regarding the League can be found on their website www.cdmfa.ca. Our Novice Flag program is operated locally and we may visit neighboring communities for games.

**** Safe Contact Week Information to be added prior to camp and season ****

Please note that the following days and times are subject to change, however we will do our best to keep as listed.

Novice Flag Level, ages 6-7

1. Is ran as a community league
 - a. We will divide the players onto teams and run our own community league.
 - b. There may be opportunities through the season to play games against some of the neighboring teams (Wetaskiwin, Beaumont)
2. Novice Flag Football is for players 6-7 years of age before Dec 31 of the current year.

3. Jerseys and flags are provided for use during the season
4. Players must provide/wear their own cleats.
5. Flag is held Tuesdays and Thursdays from 6:00-7:15pm commencing the first week of August through to the end of September/beginning of October.
 - a. These nights will consist of 30 mins of skill development, a short break, then a 30 min game.
6. The Flag program is a 5 on 5 game, played on a quarter field. Coaches will be on field with the players. The focus is on learning skills focusing on Long Term Athletic Development.
7. No experience necessary. This is entry level football for all players, boys and girls.

Atom Level, ages 8-10

1. Atom 6 on 6 tackle football is for players 8-10 years of age before Dec 31 of the current year.
2. The use of certified equipment is included.
3. Players must wear cleats. (Not included)
4. PRACTICES: Practices are held Tuesdays and Thursdays from 6:00-8:00pm commencing the first week of August.
5. GAMES: All games are held at various fields in the greater Edmonton and surrounding area. Atoms will primarily play in the south end, Leduc, Beaumont, Sherwood Park or Wetaskiwin on either Saturday or Sunday. Games are scheduled by the league and typically commence the third weekend in August.
6. Players are required to be dressed and ready to enter the field 30 minutes prior to game time.
7. No experience necessary. This is entry level football for players from both genders.

Peewee Level, ages 11-12

1. Peewee 12 on 12 Tackle football is for players 11-12 years of age before Dec 31 of the current year.
2. The use of certified equipment is included.
3. Players must wear cleats. (Not included)
4. PRACTICES: Practices are held Tuesdays and Thursdays from 6:30-8:30pm commencing the first week of August.
5. GAMES: Games are scheduled by the league and typically commence the third weekend in August. Games are played in the greater Edmonton area and surrounding communities
6. Players are required to be dressed and ready to enter the field 60 minutes prior to game time.
7. No experience necessary. This is entry level football for players from both genders.

Bantam Level, ages 13-15* (*15 and NOT entering high school)

1. Bantam 12 on 12 Tackle football is for players 13-15* years of age before Dec 31 of the current year, *and not entering high school
2. The use of certified equipment is included.
3. Players must wear cleats. (Not included)
4. PRACTICES: Practices are held Mondays, Tuesdays and Thursdays from 6:30-8:30pm commencing the first week of August.

5. GAMES: Games are scheduled by the league and typically commence the third weekend in August. Games are played in the greater Edmonton area and surrounding communities
6. Players are required to be dressed and ready to enter the field 60 minutes prior to game time.
7. No experience necessary. This is entry level football for players from both genders.

For all teams (Atom, Peewee, Bantam and Novice where applicable)

1. Players are expected to attend all practices and games throughout the season. In conjunction with continuous assessment of a player's skill development and performance achievement, field staff will monitor attendance, keeping record of injuries, illness and absences. **Players are required to notify their Head Coach/Team Manager prior to being absent from a practice or game. The Association will be fined for forfeiting a game.**
2. Safety comes first. If a player is thought not to be ready to play by the Trainer or Coach, that player will not play. It is not our desire to cut or release any such player; rather, we will continue to work with the player on the practice field with the intention of putting that player on the playing field.
3. Our teams are co-ed and any team that has male and female players shall have at least one female and one male staff on the bench for all games.
4. Playing time is NOT guaranteed.
5. Players and parents are urged to keep this book handy for reference. Handouts may be provided to players at practice but most information will be relayed to you via the RAMP app, email or posted on our website.
6. Please refer to our club website, www.camrosebuffaloes.com for Club Rules, Policy and Procedures (RPP's) Manual, Board contact information, team information, Bylaws, Terms and Conditions, registration information, updates and announcements.
7. Please refer to the league website, www.cdmfa.ca for league RPP's, Bylaws, Game schedules, league standings, game results and other news and updates.
8. Please refer to the Football Alberta website, www.footballalberta.ab.ca/web/membership for insurance coverage information and claim forms.
9. Due to various reasons (weather, field availability, official availability, etc.) schedule changes are inevitable. Staff will communicate changes to you in a timely fashion; however, we ask that you continue to check the Team RAMP app and the league website as close to game day as possible for schedule changes. Clubs may not be informed of changes in advance; staff members check the CDMFA website to keep informed.
10. Football is a sport that is played in all weather conditions (sun, rain, wind, sleet and snow); only extreme cold (-30) or area specific electrical storms will bring a stop to practice/games. The Board or Team Managers will attempt to notify all members in advance of any cancellations. In addition, due to the possible risk of damage to city fields, practices may also be called off in the case of

prolonged/extreme rain. The Board or Team Managers will inform you as soon as possible through the RAMP App if this occurs.

11. Inclement Weather Policy

In the event of an inclement weather forecast, or should existing weather conditions jeopardize practice integrity and player safety, the head coach and/or the team manager will notify the player's registered contact person by 5:00 p.m. of the practice day.

Notification will be made via the Team RAMP App.

12. Lightning Policy

If lightning has been sighted during practice, a joint decision between the coaching staff will be made to clear the field.

Should this occur, ALL PLAYERS WILL REMAIN in a vehicle or designated safe area as determined by the coaching staff for 30 minutes. After this time has elapsed, the coaching staff will reassess the conditions to determine whether the practice will either resume or be cancelled.

13. Air Quality Cancellation Policy

Scheduled games and practices will be cancelled or moved when the Air Quality Index is 7 or higher as this is the High Risk zone and could affect player safety. This policy was created in the interest of player safety and based on the Government of Canada's Guidelines.

We will use the following tools to determine the AQHI: AQHI Canada app. Developed by the Government of Alberta. Can be found at the Government of Canada's Air Quality Health Index by Station

Should a practice or game be cancelled, Notification will be made via the Team RAMP App and or email.

14. Buffaloes logoed clothing and swag items will be available for purchase from the Association at various times through the season. These items are not mandatory but available for purchase to show your pride and support of our teams. All items must be paid for and ordered within the timelines set out annually in order for our items to arrive in a timely manner.

- All Buffalo clothing or swag items shall use the approved logo of our Association. Any other items purchased outside of the Associations offers must be approved by the Board of Directors.

15. Individual and Team photographs are taken outdoors, typically in September. A notice of the photograph date and times will be provided by Team Managers and on the RAMP Team schedule. All players are expected to attend in game colours. There will not be a make up or retake day. The order form link will be emailed out. Photographs the club provides will be distributed at the AGM/Awards Banquet.

16. The AGM/Awards Banquet is typically the 3rd Saturday in November. The Annual General Meeting (AGM) is held first, with entertainment provided for players and their siblings. This is followed by a

meal then the Awards and recognition banquet. There may be a fee per ticket, this is determined by the success of fundraising initiatives.

17. The above information is not intended to be exhaustive.

CODE OF CONDUCT INFORMATION

All Players, Parents, Field Staff and Board Members are required to sign a Code of Conduct every season indicating their understanding and agreement to our guidelines of conduct.

In addition, the following apply:

1. A parent or guardian should either be in attendance at practice or reachable by phone to pick up their player in the case practice is cut short due to incident or inclement weather. Coaches remain at the field until every player is picked up so please be diligent in picking up your player. . When dropping your player off please ensure practice is proceeding as scheduled.

The Camrose Buffaloes Football Association (CBFA) is a member in good standing with our league, the Capital District Minor Football Association (CDMFA), and as such, we are obligated to follow their Rules, Policy and Procedures. Our members are required to act in accordance with the league's Code of Conduct as well as our own. We are reminded to treat other groups, teams and officials with respect; failure to adhere may result in a field ban.

2. During games, **spectators, friends, siblings, etc. are to stay away from the players and their bench. At most fields, spectators will be on the side of the field opposite the player's bench.** People at the players' bench are only there by permission of the association and in accordance with insurance requirements of Football Alberta. A no-tolerance position will be taken in this regard.
3. **ONLY players and staff are permitted on practice and game fields.** Trainers will handle injuries and coaches will coach the team. Our trained and qualified staff are insured through Football Alberta and we should not jeopardize the potential entitlement to any insurance claim. If the assistance or presence of a parent is required on the field, he/she will be immediately notified by a staff member or game official. This is not negotiable, and a no-tolerance position will be taken in this regard.
4. **Coaches must NOT be addressed on GAME day and Officials may only be addressed by Head Coaches.** Coaches will be focused and intent on the activities of game day. This is a club AND league rule. You may contact the Team Manager to discuss any questions or concerns that you might have. If your concern is upsetting, you must wait 24 hours to allow for a cooling off period before contacting. If you feel you are not able to speak to your Team Manager, please contact the President. With permission, you may address your queries of coaches at the next practice if necessary. **Abuse of officials may result in league disciplinary action against our team/organization.**
5. Violations of sportsmanship within our Club and the League (other teams, officials, etc.) should be reported. Protocols have been put in place for the reporting or violations for both levels, club and league. Concerns/complaints will NOT be considered unless the proper protocol is followed:

- Please contact our President for direction/assistance with respect to complaints regarding the League (CDMFA);
 - Please see your Team Manager for direction with respect to complaints relating to our club (CBFA).
6. **A zero-tolerance position will be taken with respect to any abuse of our players, team staff, volunteers and Board members, as well as other groups, teams and officials.**
 7. Parents should get to know their Team Manager, as they will be equipped with up-to-date information in all aspects of the program. Concerns should be brought up with your Team Manager as early as possible so that they may be addressed in a timely manner. The Team Manager will direct the concern to the appropriate team staff member for reply. If you remain unsatisfied with the reply provided to you by the Team Manager/coaching staff, please put your complaint/concern in writing (dated and signed) and provide it to the President. Written complaints are dealt with by the President in a timely manner.
 8. Smoking/Vaping or using alcohol or cannabis is not permitted among the staff while working with our children on the game or practice fields. To comply with City Bylaws and School Regulation's we ask that all parents and spectators restrict smoking/vaping to areas outside the chain-link fences. No smoking is permitted on school property at all.
 9. We are a non-profit organization, which means we rely heavily on fundraising and sponsorships. Money raised through these efforts is used for the seasonal operations of the club, new equipment and maintenance, awards banquet, etc. All players and parents or guardians are required to complete fundraising as set out by the Board of Directors annually; and support our sponsorship initiatives.
 10. Failure to adhere to any of the Rules, Policies and Procedures may nullify your membership with this organization.
 11. The above information is not intended to be exhaustive.