



**KELOWNA  
MINOR  
FOOTBALL  
ASSOCIATION**

**Handbook of Policies, Procedures and Guidelines**

**KMFA Adopted Manual 2011**

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# 1. KELOWNA MINOR FOOTBALL ASSOCIATION MISSION STATEMENT

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KMFA believes “the sport of Football is a great opportunity for today’s youths to learn new skills, face new challenges and participate in a team atmosphere.

The game of Football challenges and demands the best from each participant for the achievement of a common goal; and the community as a whole is invited to take part in the celebration of this game we love.”

(City of Kelowna Proclamation: Football Day in Kelowna, August 30, 2009)

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## 2. SOCIETY OBJECTIVES

### (Constitution of Kelowna Minor Football Association, Oct. 8, 1991)

- To Promote and organize amateur minor football and to develop the highest possible standard of sportsmanship and citizenship for the youth participating in football;
- To maintain and increase interest in the game of football and to encourage healthy competition and good fellowship;
- To assist and support other existing minor football association groups and programs that are not at variance with the objects and aims of KMFA;
- To promote and arrange matches and competitions of every nature and to offer, grant, and contribute toward prizes, awards and distinctions;
- To purchase and administer playing equipment and maintain the same in safe and reasonable condition;
- To ensure that KMFA finances and properties are not misused or used for purposes at variance with the purposes of KMFA; and
- To organize, educate and provide officials of every nature and kind whatsoever needed and used in connection amateur football.

## 3. KMFA EXECUTIVE DIRECTORS and OFFICERS taken from KMFA constitution

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- The president, vice-president, secretary, treasurer and one or more other persons shall be the directors of the Society. (5.3)
- The number of directors shall be 5 or such greater number as may be determined from time to time at a general meeting. (5.4)
- The directors and officers shall retire from office at each annual general meeting when the new directors shall be elected.(5.5)
- The directors shall appoint and elect the officers of the Society within thirty days after each annual general meeting. (5.6)
- An election may be ay acclamation; otherwise it shall be by ballot. (5.7)
- If no successor is elected the person previously elected or appointed continues to hold office. (5.8)
- The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors and officers. (5.9)
- A director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-elections at the meeting.(5.10)
- If a director of officer resigns his/her office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director of officer. (5.11)
- No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office. (5.12)
- The directors may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office. (5.13)
- No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Society. (5.14)
- No person shall be an officer or director of the Society unless he/she is a member in good standing of the Society. (5.15)

## **PRESIDENT:**

- Presides over all meetings of the Society and Directors.
- Is the Chief Executive Officer of the Society and supervises the other Officers in execution of their duties.
- Delegate
- Build a solid team of Directors – recruit
- Liaise with Directors, coaches, players, parents, other organizations, BCCFA and Football B. C.
- Sit on the SIFC Board of Governors.
- An understanding of how a Society runs
- Experience running a business or managing an enterprise
- Receives and addresses complaints according to KMFA policy

## **VICE PRESIDENT:**

- Everything the President does, should he/she not be available.
- Volunteer to assist where possible

## **SECRETARY:**

- Conduct the correspondence of the Society
- Issue notices of meeting of the Society and Directors.
- Keep minutes of all meetings.
- Have authority concerning custody of all records and documents of the Society except those required to be kept by the Treasurer.
- Have authority concerning the common seal of the Society.
- Maintain the Register of members.

## **TREASURER:**

- Keep financial records, including books of account, as necessary to comply with the Society Act.
- Render financial statement to the directors, members and others when required, and without limiting the generality of the foregoing, arrange for preparation of the financial statements in accordance of GAAP
- As treasurer of KMFA, you are responsible for recording and documenting all financial transactions associated with the football programs run within the organization and communicating the results to fellow board members. The position requires that you obtain signing authority on both the organization's general & gaming accounts and are comfortable and trustworthy with all banking duties. In addition, the treasurer must create a program budget and complete & submit the gaming fund application.
- Good computer and communication skills, as well as, proficiency with MS Excel are important skills for this position, as is bookkeeping or accounting experience. As KMFA employs a bookkeeper, access to accounting software is not necessary but knowledge of Simply Accounting is an asset. The Treasurer works closely with the Registrar to coordinate payment and documentation of registration fees.

## **Duties Include:**

- a) Collecting, documenting & depositing all registration funds
- b) Managing the recording & payment of all program related expenses
- c) Creating and monitoring a program budget
- d) Communicating financial matters to the Board & Membership as required
- e) Completing and submitting the annual Gaming Fund application
- f) Maintaining and Managing all banking duties
- g) Coordinating registration payments with the Registrar
- h) Investigating & resolving all outstanding financial issues such as NSF cheques or overdue accounts

- i) Collecting and maintaining all financial records and receipts.

## **REGISTRAR:**

- Oversee all registrations for every section of football within the association (indoor flag, spring tackle, spring flag & fall tackle)
- Placement of players in the correct age level
- Confirmation of age of all players in regard to their birth certificate
- Confirm with Treasurer payment of all players
- Placement of players on fall tackle teams
- Sign off on all team rosters in fall tackle
- Keeping all player files up to date
  
- Detail orientated
- Proficient with computers and programs such as MS Office
- Good communication skills
- Organized
- Able to meet deadlines
- Filing

## **DIRECTORS**

- Volunteer positions at Annual General approved by the Executive Directors for 1 year term
- Expected to attend all monthly Board meetings
- Quorum required to constitute a meeting to be set by the BOD at first meeting after AGM

## **Director of Coaches:**

- Ensure all teams have a dedicated coaching staff
- Identify, Interview/screen and recommend (to Board) individuals for Head Coaching positions for each team
- Coordinate training and Certification programs
- Ensures that all Coaches and staff obtain criminal record checks and track receipt of same. 100% compliance is required.
- Provide Head Coaches with support in terms of identifying candidates for assistant coaches where necessary, ensure coaches have necessary field and other equipment, help coordinate equipment fitting sessions for gearing up and down.
- As necessary provide regular feedback on changes in association policies, field allocations and schedules.
- Respond to complaints from parents with respect to coaching/team issues. This might involve interviewing complainants/ coaches or other individuals and making recommendations for resolution or, if necessary, raising the situation to the Board with recommendations.

## **Director of Website and Technology**

- Website maintenance
- Online registration
- Anything IT
- A strong background in IT is a must

## **Director of Fields**

- Provides the league with a point of contact for field bookings, facilities and communication between KMFA and the City of Kelowna.
- KMFA's three seasons use mostly City of Kelowna fields and facilities and all communication is funneled through The Sport Kelowna Office. The main contact for KMFA with Sport Kelowna is Chris Babcock. Chris is the Community Facilities & Programs Director for the City of Kelowna. Chris is the first step for KMFA when booking fields and facilities. Chris takes field request submissions from user groups prior to November 1<sup>st</sup> for the following year. Chris's assistant Nick Bonnet will also provide support and communication to KMFA.
- Although traditional usage of fields for KMFA is grandfathered in, contracts do need to be reviewed and tweaked year after year prior to the start of each season. The following is a breakdown of KMFA seasons, the facilities/fields, we used and a report on 2010 activity.

Winter Indoor Flag Season: January – March

Spring Outdoor Flag Season: April – June

BC Provincial Flag Playoffs: June

Spring Tackle Football: April - May

Summer/Fall Tackle Football Season: July – Early December

### **Director of By-Laws and Constitution**

- Societies Act, Constitution and By-Laws
- Responsible is issues of adherence to the BC Societies Act and the Constitutions of both KMFA and BCCFA.
- Review of all available minutes and records and the compilation of a list of all by-laws currently in place.
- Create a framework of operations for KMFA

### **Director of Equipment**

- Maintain the equipment room
- Maintain the equipment
- Equipment ordering
- Oversee equipment fittings and equipment return
- Arrange for equipment repair and cleaning

### **High School Liaison Director**

- To act as the voice of KMFA to the High Schools and to bring the issues with High School to KMFA

### **Director of First Aid**

- Need your First Aid ticket
- Responsible for stock and storage
- Liaise with teams to ensure their first aid kits are stocked and ready

### **Directors at Large**

- Any member of KMFA can volunteer to be a non-voting Director at Large as approved by the Executive Directors
- Volunteer to assist with tasks, committees, fundraising and coordinating volunteers
- Should have a football or business management background

**2011 Board of Directors** – all board of directors should think about succession planning

- President: Chris Smith
- Vice President: Chuck Liebrock
- Treasurer: Kendall Gross
- Registrar; Tanya Cochrane
- Secretary: Sandy Knoll
- Director of Coaches: Trevor Ryder
- Director of Flag: Tanya Cochrane
- Director of Fields: Chuck Liebrock
- Director of Equipment: Brent Durec
- Assistant Director of Equipment: Lucas Suppin
- Director of First Aid: Tonia Demmers
- Director of Communications: Chuck Liebrock
- Director of Scheduling: Kip Kyle
- Director of High School Liaison: Arden Knoll
- Commissioner: Chris Smith

**Online Registration: Please Note-** payments on the web site are by credit card only.  
To register and pay by cheque please email [kmfa.registrar@gmail.com](mailto:kmfa.registrar@gmail.com).

**Registrations and payments are due by August 31, 2011.** Anyone registering after June 30, 2011 will have a \$50 increase in fee payments. Once the registration is complete a payment will be made to Registration Logic on your credit card on our behalf and that Registration Logic will appear as the payee on your credit card statement.

**MANDATORY:** You will need to bring a photocopy of your **birth certificate** and an updated 2011 **medical form** signed to the 1st day of games/practices. (The form can be found on our website at [www.kelownaminorfootball.com](http://www.kelownaminorfootball.com).) Any player or coach falsifying a birth certificate will be banned from playing or coaching within KMFA.

\*Registration fee includes KMFA membership and allows for one voting member (adult) per family. No player is to take the field unless all fees are paid and forms (registration and medical) have been received by the KMFA Registrar.

Any refunds will be less \$25 administration fee

**There are no refunds after September 1, 2011 for any reason.**

- **Atom (Birth Year 2003,2002) Fee \$225.00 \***
- **Pee Wee (Birth year 2001, 2000) Fee \$275.00\***
- **Junior Bantam (Birth year 1999, 1998) Fee \$275.00\***
- **Bantam (Birth Year 1997, 1996) Fee \$275.00\***
- **Midget (Birth Year 1995,1994) Fee \$275.00 \* travel costs are the responsibility of the player and not KMFA**

Parent or guardian of all applicants must attend equipment fittings at KMFA equipment room, located at 1021 Ellis Street, *at which time* an equipment usage agreement form and deposit must be left.

**No forms-No deposit-No equipment-No Exceptions.** Deposit amount of \$500.00 is required in the form of a Visa or MasterCard imprint with an expiry date of after Nov 30th 2011.

**No checks allowed to be used for deposit this year.** It is your responsibility to arrange to get equipment returned by due date. Deposits WILL BE processed if equipment is not returned *by* the scheduled **Nov 30th 2011 date**.

Extensions will be applied **ONLY** for teams that make it to playoffs and need equipment after this date.

**Registrations & payment are due by May 31, 2011 after that they will be accepted (space permitting) with a \$50.00 late fee**

Refunds will be applied up to August 31 with a \$25.00 processing fee,

**NO REFUNDS for any reason will be issued after September 1, 2011**

Post dated checks may be supplied but all fees must be paid in full by May 31, 2011

**REGISTRAR MUST be notified by E-mail and equipment must be returned to equipment manager before dates above to receive any applicable refunds.**

### **Financial Assistance**

KMFA does our best to make football as affordable as possible, but if you need help, KidSport and Canadian Tire Jumpstart both have excellent programs.

Please visit their websites for more details: [Jumpstart Kidsport](#)

**Please check the box indicating that you have read and consent to follow the "Sport Parents Code of Conduct" & "Player's Code of Behaviour" or present signed document to your head coach.**

## **5. COACHING SELECTION**

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- Applications for Head Coaching positions can be found on the KMFA website.
- Please note that registration numbers will ultimately determine the exact number of teams and geographic area that they cover.
- The teams listed on the registration form are the core teams that we expect to field this year. However, for example, if you believe you can put together a Bantam team on the Westside, please contact us, etc.
- Please include a resume of past experience to help in the selection process. Prospective Coaches MUST:
  - a) Be a certified Level and/or attend Coaching Clinics sponsored by KMFA
  - b) Complete a Criminal Record Check every year.
  - c) Have a football background or coaching experience
  - d) Known or referenced reliability and integrity
  - e) Have a coaching philosophy that is compatible with KMFA standards
  - f) Existing Head Coaches in good standing will be given priority
- All coaches must submit to a Criminal Record Check. These can take some time to process, please get this done as soon as possible. You will not be able to take to the field until this is done. The CRC should be submitted to the KMFA mailing address, C/O of the league president, Chris Smith.
- Head Coaches are appointed by KMFA executive
- KMFA reserves the right to dismiss a coach for Inappropriate behaviour or actions deemed harmful for KMFA
- Please keep any receipt of any charges you incur, as you can submit this to KMFA for reimbursement.
- All forms can be emailed to [kmfa.coach@gmail.com](mailto:kmfa.coach@gmail.com)

## 6. HEAD COACH DUTIES

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- To recruit assistant coaches and other coaching or team personnel
- To select a team manager
- To coordinate field and practice times with Director of Fields
- To conduct a team meeting prior to the commencement of the first practice with parents outlining coaching philosophy and KMFA policies and regulations.
- To fit players with equipment at the equipment room
- To ensure equipment issued by KMFA is properly cared for and is returned at the end of the season
- To complete the ACTIVE Athletic concussion certificate and keep in the first aid kit
- To be prepared for practices and remember to keep the fun in football.
- To ensure any concerns brought forward by the team manager are dealt with in a timely matter (within one week of complaint) and that the parent be advised of any action or discussion which may have transpired regarding their concern.
- Bring any concerns to the Director of Coaches and/ or Board of Directors
- To ensure commissionaires reports are sent into the Head commissionaire.
- All Coaches should have a plan for succession

### a) Assistant Coaches

- Help head coach in all of his/her duties where needed (offense coordinator, defense coordinator, line coach, training/conditioning coach, special teams coach etc.)

### b) Team Manager

- Responsible for obtaining a list of all players complete with medicals, verification of age and fully paid registration fees
- Will supply verified roster to game commissioner before each game
- To organize a list of parents for volunteer duties such as play monitor counting, yardage sticks, field clean-up etc.
- To notify all players and parents of any fundraising or team events being held and encourage full participation
- Will notify team of any changes to practices or games
- Will hear and communicate the concerns of parents to the Head Coach

### **c) First Aid/ Trainer**

- Are required to hold valid first aid certificate or equivalent i.e. nurse
- Will ensure they have all pertinent information on the condition and current health status of the players for their team
- To administer first aid when required
- Trainers are to obtain first aid kits prior to first practice and responsible to keep them fully maintained and properly equipped via Director of First Aid
- Trainers have the final word as to whether a player is allowed to resume play after an injury on the field. If a player sustains an injury that requires medical attention the trainer shall not allow that player to resume play or practice until cleared by a Doctor.

### **Coaches Have a Responsibility to:**

- a) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- b) Direct comments or criticism at the performance rather than the athlete.
- c) Consistently display high personal standards and project a favourable image of their sport and of coaching.
  - Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes
  - Abstain from the use of tobacco products while in the presence of her/his athletes and discourage their use by athletes
  - Abstain from drinking alcoholic beverages when working with athletes
  - Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site
  - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties
- d) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- e) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- f) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- g) Regularly seek ways of increasing professional development and Self-awareness.
- h) Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- i) In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
- j) In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

### **Coaches Must:**

- Ensure the safety of the athletes with whom they work
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests
- Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment is attached)
- Never advocate or condone the use of drugs or other banned performance enhancing substances
- Never provide under age athletes with alcohol

## **8. FAIR PLAY CODES FOR COACHES, ATHLETES AND PARENTS**

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The notion of Fair Play is a universally understood concept, which underpins all of sport. Without fairness, sport is devoid of any meaning or purpose. Worse still, it can be a detrimental experience for its participants. But Fair Play is also a philosophy - one of respect for others, and respect for the institution of sport. It leads to an agreement, between all of those involved in sport, on the values and lessons that we want sport to teach our children, and ourselves.

The following Fair Play codes for athletes, coaches, parents, officials, league organizers, spectators and media are taken from various resource manuals developed by the Canadian Centre for Ethics in Sport (CCES).

### **Fair Play Code for Coaches**

- I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations
- I will teach my athletes to play fairly and to respect the rules, officials and opponents
- I will ensure that all athletes get equal instruction, support and playing time
- I will 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
- I will make sure that equipment and facilities are safe and match the athlete's ages and abilities
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example
- I will obtain proper training and continue to upgrade my coaching skills

### **Fair Play Code for Athletes**

- I will participate because I want to, not just because my parents or coaches want me to
- I will play by the rules, and in the spirit of the game
- I will control my temper – fighting and "mouthing off" can spoil the activity for everybody
- I will respect my opponents
- I will do my best to try to be a true team player
- I will remember that winning isn't everything - that having fun, improving my skills, making friends and doing my best are also important
- I will acknowledge all good plays/performances – those of my team and of my opponents
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviours or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of culture, creed, colour, sex, or ability.
10. I will teach my child that doing one's best is winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
18. I will respect and show appreciation for the trained volunteer coaches and staff 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.

Please make sure your child is available for all practices and games. If you know you will be away, let the coach know in time to enable him/her to re-organize.

Also, your child is your responsibility. KMFA encourages you or a guardian is at the field at practices and at games at all times. The coaches are not responsible for looking after your children; they will not wait at the field for you to pick up your child from games and practices.

I also agree that if I fail to abide by the above rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit through the official or coach
- Parental and/or child season suspension

-----**Process is Subject to Board Discretion**-----

**By signing this form you are agreeing to the above Code of Conduct and the consequences of not following it. Please sign below and return this portion to your team manager.**

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Parent Name (please print)

Parent Signature

Date

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**PLAYER'S CODE OF BEHAVIOUR**

1. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
2. Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
3. I will not use drugs or alcohol or be a part of that activity at any practices or games.
4. Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
5. I will respect my opponents.
6. I will do my best to be a true team player.
7. I will remember that having fun, improving skills, making friends, and doing my best are just as important as winning a game.
8. I will acknowledge all good players/performances – those of my team and of my opponents.
9. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
10. I will be on time for practices and games.
11. I am responsible for the gear and uniforms that I am given to use. I will take care of it so that it is returned in the good condition it was given to me. I will clean gear and uniform before returning it at the end of the season.
12. I also agree that if I fail to abide by the above rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
  - o Verbal warning by official, head coach, and/or head of league organization
  - o Written warning
  - o Game suspension with written documentation of incident kept on file by organizations involved
  - o Game forfeit through the official or coach
  - o Season suspension

----- **Process is Subject to Board Discretion** -----

**By signing this form you are agreeing to the above Code of Conduct and the consequences of not following it. Please sign below and return this portion to your team manager.**

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**Player Name (please print)**

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**Player Signature**

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**Date**

KMFA will not tolerate harassment in any form.

Harassment includes, but is not limited to unsolicited remarks, gestures, physical contact, slander or libellous act.

Specifically forbidden is harassment of a sexual, racial, religious nature.

Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment.

If you are the victim of such or know of someone who is, KMFA encourages you to contact the Team Manager or the Manager Liaison and make them aware of the situation.

- **First violation:** the individual will be suspended from attending practices and one home game
- **Second violation:** the person responsible shall be suspended for two weeks and will not be permitted to attend two home games plus they shall have to appear before the Disciplinary board
- **Third violation:** will result in expulsion from KMFA with no refunds.

**Process is Subject to Board Discretion**

- Alcohol and drugs have no place in youth sports.
- KMFA is committed to providing all our players with an alcohol and drug free environment.
- KMFA's drug and alcohol policy will be strictly enforced.

### **Players**

Any player caught under the influence of alcohol and or drugs, to be in possession of alcohol and or drugs, or attempting to distribute alcohol and or drugs will be immediately suspended from practices and games until a review of the situation can be carried out.

1. **First violation:** will be a week's suspension from both practices and games. As this is also an illegal activity the RCMP shall also be notified.
2. **Second violation:** shall be a two-week suspension and the individual must appear before the disciplinary committee for further review. RCMP advised.
3. **Third violation:** shall result in the immediate expulsion of the individual from KMFA with no refunds

### **Coaches/Assistant Coaches/Trainers/Managers**

As role models coaches, are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by the coaches should be limited to adult establishments. Under no circumstances should a coach interact with a team or player if under the influence of alcohol. Additionally, coaches should not engage in any alcohol consumption around the players; including at hotels and travel times. Coaches are subject to KMFA alcohol and drug policies also.

1. **First violation:** suspension for a one-week period, which includes practices and games.
2. **Second violation:** will result in expulsion from KMFA

### **Parents**

KMFA asks all parents to observe the high standards set forth by our association at the field, on road trips, and any other KMFA event. If you are drinking within the boundaries of the field or are in an intoxicated state, you will be asked to leave the field. Should you refuse to leave the area the police will be contacted and the issue will then become a legal action. Please do not place your child's' future with KMFA in jeopardy by violating this policy.

1. **First violation:** a two-week suspension from practices and games
2. **Second violation:** Possible expulsion of your family from KMFA.

## **12. Grievance Policy**

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The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities.

Parents /guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines.

- 1) Parents/guardians will not approach coaches directly after a game or practice where they perceive a problem has developed. To prevent escalating a situation and creating poor lines of communication, we request a cooling off period of 24 hours.
- 2) After observing this cooling off period and it is still felt that there is a concern needing to be addressed, parents/guardians are asked to contact the team manager.
- 3) These individuals will then bring the concern to the attention of the coach and his/her staff for immediate discussion.
- 4) There shall be an expectation that the coach then call the concerned party and discuss the problem and possible outcomes with the parent/guardian.
- 5) If after having followed this process and a satisfactory conclusion are unforeseeable then the Head Coach will bring the matter forward to the Executive.
- 6) The matter shall then be looked at again, interviews will be conducted with all parties concerned, and a mediation process shall be facilitated in an attempt to resolve the problem.

This policy has been developed to create healthy communication. Thus the order of communication will be to contact your team manager only.

They in turn will attempt to resolve the situation, and if failing to do so will refer the matter on to the executive for further input at a cost of \$50.00 per instance to be paid to KMFA.

Parents failing to follow the 24 hour cooling off period or failing to follow the protocols established to resolve the problem will be asked to appear before the disciplinary committee.

***Note: Grievance Form is included in the Appendix section of this Booklet***

- Any person belonging to or associated with KMFA is expected to act in the best interest of KMFA.
- If any one person, whether it is an executive member, coach, manager, parent, or player conduct themselves not fitting to the expectations of KMFA, the situation will be brought before the executive and/or the disciplinary board.
- The disciplinary board shall consist of the President, Vice-President, and one other member of Board of Directors.

## **Coaches/Team Officials**

1. Policy violation by a coach, assistant or trainer must first be addressed to the Director of Coaches in writing. Depending on the outcome of this review, the matter could be referred to the disciplinary board.

## **Players**

2. KMFA has empowered coaches to suspend a player for up to one game and two practices for discipline reasons.

These reasons must be fully explained to all parents/guardians prior to the start of the season.

The executive must be advised of all such suspensions within 24 hours.

- Should a further problem develop, coaches must seek the direction of the executive and the disciplinary committee.
- Coaches may request that the individual be present on the bench during this suspension. This is agreed to provided that, by being present, does not impose any undue humiliation on the player suspended.

***Player and team management suspensions received are effective when travelling and apply to all equally.***

NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_ Ph #: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_/\_\_\_\_/\_\_\_\_ LOCATION: \_\_\_\_\_

INDIVIDUALS INVOLVED: \_\_\_\_\_

\_\_\_\_\_

**Description of Complaint**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_/\_\_\_\_/\_\_\_\_ Date

(KMFA use only)

Complaint received by: \_\_\_\_\_ Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Team Manager Advised: Yes / No      Head Coach Advised: Yes / No

Date Reviewed by Executive: \_\_\_\_/\_\_\_\_/\_\_\_\_

Disciplinary Committee Reviewed: Yes / No

Action taken by Executive: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President                      Vice President                      Board of Director