

# **NORTH EDMONTON MINOR FOOTBALL ASSOCIATION**

## **2012 OFFICIAL RULES, POLICY & PROCEDURES MANUAL**



Office:  
#107, 10807 Castledowns Road  
Edmonton, AB T5X 2Y9  
Tel.: 780-756-4115  
[www.edmontonseahawks.com](http://www.edmontonseahawks.com)

## **PRESIDENT'S MESSAGE:**

Welcome all members, new and old, to the Seahawk Family! Like all families, we have grown over the years; however, our philosophy remains the same.

Respect for others, opponents, referees and teammates, volunteers, etc. is all a part of our history and will be projected by all of us. Sportsmanship is key. Winning at all costs may defeat the purpose of playing the game; our success will not depend on the score of the game, but the improvement of the players as individuals through their time with us.

Our coaches are leaders and are educated to look after the training of the players, with their safety being of the utmost importance. The Trainers assigned decide if the player can continue after injury, not the Head Coach.

We, as volunteers and staff, as well as players and parents believe that we can have fun with the game. Any questions that may occur can be taken up with the respective Team Managers directly.

Marv Mills  
*President*  
*North Edmonton Minor Football Association*

**2012  
LIST OF EXECUTIVE AND STAFF**

**EXECUTIVE/DIRECTORS**

Title	Name	Phone	E-mail
President	Marv Mills	780-456-1941	<a href="mailto:mwmills@edmontonseahawks.com">mwmills@edmontonseahawks.com</a>
Vice-President	Paul Griffiths	780-758-9967	<a href="mailto:manxman3@shaw.ca">manxman3@shaw.ca</a>
Secretary	Deborah Greene	780-637-4950	<a href="mailto:deborah.greene@hotmail.ca">deborah.greene@hotmail.ca</a>
Treasurer	Bonnie Wilson	780-457-7593	<a href="mailto:bonnie953@hotmail.com">bonnie953@hotmail.com</a>
Director	Nick Schmidt	780-298-2501	<a href="mailto:nick.schmidt@shaw.ca">nick.schmidt@shaw.ca</a>
Director (Registrar)	Shelley Yuskow	780-453-3193	<a href="mailto:syuskow@hotmail.com">syuskow@hotmail.com</a>
Director	Chantal Chinni	780-970-1654	<a href="mailto:chinnicg@yahoo.ca">chinnicg@yahoo.ca</a>
Director	Mike Long	780-457-1062	<a href="mailto:mklong1@shaw.ca">mklong1@shaw.ca</a>
Director	Darren Marchesi	780-456-7400	<a href="mailto:darren.marchesi@cnrl.com">darren.marchesi@cnrl.com</a>

**STAFF**

Title	Name	Phone	E-mail
General Manager (Football Operations)	Mirella Horner	780-478-3305	<a href="mailto:renroh@shaw.ca">renroh@shaw.ca</a>
Equipment Manager	Paul Horner	780-478-3305	<a href="mailto:renroh@shaw.ca">renroh@shaw.ca</a>

**HEAD COACHES & TEAM MANAGERS**

Team	Title	Name	Phone	E-mail
Midget	Head Coach	Paul Griffiths	780-758-9967	<a href="mailto:manxman3@shaw.ca">manxman3@shaw.ca</a>
	Team Manager	Shelley Yuskow	780-453-3193	<a href="mailto:syuskow@hotmail.com">syuskow@hotmail.com</a>
Bantam	Head Coach	Mike Long	780-457-1062	<a href="mailto:mklong1@shaw.ca">mklong1@shaw.ca</a>
	Team Manager	Eddie Yehia	780-233-2549	<a href="mailto:birdmanjones@hotmail.com">birdmanjones@hotmail.com</a>
Peewee	Head Coach			
	Team Manager	Chantal Chinni	780-970-1654	<a href="mailto:chinnicg@yahoo.ca">chinnicg@yahoo.ca</a>
Atom	Head Coach	Darren Marchesi	780-456-7400	<a href="mailto:darren.marchesi@cnrl.com">darren.marchesi@cnrl.com</a>
	Team Manager			

## MEMBERSHIP & REGISTRATION

Capital District Minor Football League Player Eligibility  
(Age attained during calendar year 2012)

### DIVISIONS

ATOM	ages	8 – 10
PEEWEE	ages	11 – 12
BANTAM	ages	13 – 15* (not enrolling in high school Sept. 2012*)
MIDGET	Grades	9, 10 or 11 (grade in 2011/2012 <u>school year</u> ) who do not turn 19 in the calendar year.

### FEES - ALL TEAMS (NON-REFUNDABLE):

- Membership Fee                   \$ 50.00
  - Registration Fee                   \$300.00
  - \$350.00**
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- Payments may be made to the “North Edmonton Minor Football Association” by cheque, cash or money order. Dishonored cheques are subject to a \$40.00 administration fee.
  - Fully-completed Registration Forms are required (Player Information, Medical Form and Waiver).
  - Each player will be required to give two, UNDATED \$100.00 cheques for fundraising.
  - Bantams and Midgets must provide a copy of the page of their School Report Card which shows what Grade they are currently in.
  - Documentation (Alberta Health Care Card, Birth Certificate) verifying a player’s date of birth must be *shown* at time of Registration.
  - Each player and parent/guardian is required to sign a rental agreement at the time of issuing equipment. All equipment issued for player use remains the property of the North Edmonton Minor Football Association (the Edmonton Seahawks).
  - For league and insurance purposes, a player may not take part in the Program until his/her Registration requirements are completed in full.

## **VOLUNTEERS:**

The North Edmonton Minor Football Association (N.E.M.F.A) – Edmonton Seahawks club has expanded since 1991, thanks to the support of our many hard-working volunteers. We have grown from one team to six or more, depending on registration. N.E.M.F.A. is a non-profit association formed under the Societies Act of Alberta on July 2, 1993. There are no paid staff members within the organization.

In order to maintain this vibrant program for the children of North Edmonton, 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 kids. **If you are able to contribute some of your time to this football season, please contact Marv Mills (780-456-1941) or Mirella Horner (780-478-3305).** Areas of concern are as follows: Coaches, Trainers (First Aid Qualified), Managers, Fundraising, Sponsorship, Year-end Banquets, Recruitment, and Grants.

## **FUNDRAISING:**

Fundraising requirements for 2012 are as follows:

1. Grey Cup Pool Ticket Book sales – one per family (does not count towards volunteer requirements); and
2. Each registered player (parent) is required to complete two (2) volunteer positions. In past years volunteer options have included Home Games, Silent Auctions, and Canada Day Concessions:
  - Home Games: this includes 50/50 ticket sales, operating concessions, and game down marker holders (“sticks”, “chain gang”). Once game schedules have been determined by the league, our Fundraising representative(s) will be contacting you with dates, times and positions available. **Only one 50/50 or “sticks” position allowed per family.**
  - Canada Day Concession at Castledowns Recreation Centre (July 1<sup>st</sup>): two “shifts” are available: 10:00 a.m. - 1:30 p.m. (includes set-up) and 1:00 - 4:30 p.m. (includes take down).
  - Some parents don’t have the time or desire to volunteer and simply choose to pay the fee and not participate in volunteering. Although we would obviously prefer volunteer assistance, we understand time restraints and accordingly, this option is also available to you. Please let the Registrar know at the time of registration if you choose this option.

**Volunteer options for 2012 may include some or all of the above, and/or other fundraising initiatives as they arise and are decided by the Board.**

The deposit of two, \$100.00 undated Volunteer Cheques will be returned at the Awards Banquet if fundraising obligations have been fulfilled. If you fail to fulfill your volunteer requirements, the corresponding number of cheques will be cashed.

## FOOTBALL EQUIPMENT

Certain protective equipment is required and necessary for full contact play within the Capital District Minor Football League and some may be allowed but not considered essential. There may be items that trained football 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 your respective team's equipment and coaching staff.

NEMFA will undertake to outfit each player with equipment individually suited for size, with attention to his/her potential play positions on the field. Players are advised to report fitting concerns to team Equipment Managers or coaches, as soon as possible. In addition to equipment supplied on loan, each player will need to provide the following individually:

- **Practice jersey** or any oversized old T-shirt will do. The Edmonton Seahawks have for sale, on a first come first served basis, used jerseys for practice purposes for \$20.00. Please direct inquiries to Mirella Horner.
- **Running shoes** or football cleats (no cleats with metal allowed). All other types of footwear must be approved by equipment/coaching staff.
- **Water bottle** - there are no water facilities at the practice fields. For sanitary reasons, water supplied at the field will be used at the discretion of the team's Trainer.

Each player and parent/guardian is required to sign a rental agreement for the issuing of equipment. All equipment issued for player use remains the property of the North Edmonton Minor Football Association (the Edmonton Seahawks) 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, legal action may be pursued for the equipment or the replacement value of the equipment, plus any legal or collection costs.**

Football is played in all kinds of weather. Coaches will advise players if extreme conditions prevail, otherwise all games and practices will go ahead as scheduled. Players should always come prepared and wear clothing that is appropriate and acceptable to field officials. Safety is paramount.

**PLEASE NOTE:** Tinted and/or colored visors are NOT permitted unless accompanied with a dated prescription/note from an Ophthalmologist (surgical and medical specialist) – NOT to be confused with an Optometrist (prescription eye doctor). Notes must remain with team Trainers in order that they may be presented to game Officials (copies are acceptable).

## PROGRAM/SEASON INFORMATION

Your child has registered to play football with the North Edmonton Minor Football Association (N.E.M.F.A.) - Edmonton Seahawks. Please note that there is significant player and parent commitment required for this sport. The Midget season begins the end of February and continues until mid-May. The season for all other teams (Atom, Pee wee, Bantam) begins at the end of the May and continues until playoffs at the beginning of November.

- Practices are held three times per week on Tues/Wed/Thursdays from 6:00 to 8:00 p.m. commencing the Tuesday after the long weekend in May (22<sup>nd</sup>). Location to be announced.
- Games are typically scheduled by the league to commence the second week of August and are held on weekends: Atoms at 11:00 a.m., Bantams at 12:30 p.m., and Pee wees at 3:00 p.m. – times may change. Players must be dressed and ready to take the field one hour before game time.
- Equipment will be assigned a few weeks after the start of the season.
- 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, coaching 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. Playing time is not guaranteed.**
- 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.
- As per Football Alberta (Rules, Policies and Procedures for Season of Play), the entire month of July is Summer Break: *"no formal on or off field activities for the players will be allowed in equipment or not. ...No coach, team, league, or association that is a member of Football Alberta at the minor football level may be the sponsor or organizer of summer camps for the purposes of training their athletes as a team."* So, enjoy the break but keep active; practices will recommence for all three levels on Wednesday, August 1<sup>st</sup>, 2012, and we anticipate our games will commence the second week of August.
- Players and parents are urged to keep this book handy for reference. Handouts may be provided to players at practices but most information will be relayed to you via e-mail and/or posted on our website. The e-mail address used for this purpose is the one supplied on your player's Registration Form - please advise your Team Manager immediately if your e-mail address changes.

Please check our club website ([www.edmontonseahawks.com](http://www.edmontonseahawks.com)) for: Rules,

Policy and Procedures Manual, Executive members and contact information, Bylaws, Newsletters, handouts, updates and announcements.

Please check the league website ([www.cdmfa.com](http://www.cdmfa.com)) for: Game Schedules, league information/standings, game results, field maps and directions, and in particular, schedule changes.

- Due to various reasons (weather, field availability, etc.) schedule changes are inevitable. Staff will endeavor to communicate schedule changes to you in a timely fashion, however, we ask that you continue to check the C.D.M.F.A. site ([www.cdmfa.com](http://www.cdmfa.com)) as close to game day as possible for schedule changes. Clubs are not always notified of schedule changes in advance; staff members check the CDMFA site to keep apprised.
- Football is a sport that is played in all weather conditions (rain, wind, sleet and snow). Only extreme cold (like -30) or area-specific electrical storms will bring a stop to practices/games. Due to the possible risk of damage to city fields, practices may also be called in the case of extreme rain. Therefore, **unless you are notified in advance, all practice and games will take place as scheduled**.
- Individual and Team Photographs are taken outdoors in May for the Midgets, and September for our Minor teams. A notice and order form will be distributed to the players in advance of the photo shoots. Photographs are distributed at the Awards Banquets.
- An Awards Banquet is held at the end of each of our two seasons: Midgets in June and Minor teams (Atom/Peewee/Bantam) typically the last weekend in November. The banquets include a meal and the presentation of: participation trophies, Big Ten Awards (MVP, Rookie, Sportsmanship, etc.), Craig Fey Memorial Award, and volunteer and staff recognitions. Registration Fees include the player's ticket to this event. Tickets for parents/family will be sold in mid-May and at the beginning of November, respectively, and tickets have typically been in the range of (\$25-\$30/person) depending on the success of fundraising initiatives.
- N.E.M.F.A. and its Executive welcome suggestions and concerns. The only way we can measure the success of our program is through the input of our club members so please feel free to contact any member of the Board to provide same. Remember, **we are all volunteers** working to provide the best program for our kids to enjoy.

Thank you for your cooperation. If clarification regarding any of the above terms or more information is required about the N.E.M.F.A. - Edmonton Seahawks, its Society Bylaws and those of the Capital District Minor Football league, or the operations of this association and its licensing agreement with the City of Edmonton, please contact President, Marv Mills (780-456-1941) or General Manager, Mirella Horner (780-478-3305).

## Rules, Policy and Procedures CODE OF CONDUCT

1. The North Edmonton Minor Football Association (N.E.M.F.A.) - Edmonton Seahawks is a member in good standing of the Capital District Minor Football Association (C.D.M.F.A.) and as such, we are also obligated to follow their rules and procedures. We are reminded to treat other groups, teams and officials with respect. We should govern ourselves to ensure our programs succeed and for the sake of our kids' enjoyment of same.
2. Violations of sportsmanship witnessed among our own members as well as those from other groups or teams should be reported. Protocols have been put in place for the reporting of violations for both levels. Concerns/complaints will NOT be considered unless the proper protocol is followed. Please contact our General Manager for further assistance.
3. During games, spectators (parents, friends, siblings, etc.) are to stay on the side of the field opposite the player's bench. People at the player's bench are there only by the permission of this association and its coaching staff, and in accordance with insurance requirements of Football Alberta.
4. **Coaches and officials must NOT be addressed on the GAME field** - they will be focused and intent on the activities of game day. Save your queries of coaches for the next practice or alternatively, you may contact the designated Team Manager to discuss any questions or concerns that you might have.
5. 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 designated 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, please put your complaint/concern in writing (including your name and date) and provide it to the General Manager. Written complaints are dealt with by the Board in a timely manner.
6. A no-tolerance position will be taken with respect to any abuse of our team staff, volunteers and Board members, as well as other groups, teams and officials.
7. 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 is 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.
8. Smoking is not permitted among the staff while working with our children on the game and practice fields. Parent attendance and participation is important and our club encourages it. That being said, however, to comply with City Bylaws and

School Regulations we ask that all parents and spectators restrict smoking to areas outside the chain-link fences. No smoking is permitted on school property at all.

9. A parent/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 inclement weather. Coaches remain at the field until every child is picked up so please be diligent in these cases. When dropping your player off, please ensure practice will be proceeding as scheduled; on occasion, practice may be called but only after attendance at the field has revealed a poor playing surface or a potential for damage to a playing surface.
10. We are a non-profit organization, which means we rely heavily on fundraising and sponsorships. Money raised through these efforts is used for the Award Banquets, new equipment, etc. We encourage and all players and parents should get involved and support our fundraising and sponsorship initiatives.
11. Where any club document refers to an "Administration Fee", said fee is to be a minimum of \$40.00.
12. Failure to adhere to any of the Rules, Policies and Procedures may nullify your membership with this organization.

## PHILOSOPHY

OUR PROGRAM – is based on pride and respect for teammates, opponents, team officials, league officials as well as for our parents and volunteers.

The Seahawks' philosophy is built on the following principles:

**Sportsmanship is paramount** - Winning at all costs is a philosophy that may defeat the purpose of playing the game. While no one is practicing to lose, success does not depend on the score.

**Participation** - Starting positions and playing time are determined, in part, on the practice field. Therefore, it is important that all players attend practices. Coaching staff will monitor attendance, keeping record of injuries, illness and absences.

**Safety comes first** - If a player is thought not to be ready to play by the training staff 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.

**Family atmosphere** - We pride ourselves on our motto "Once a Seahawk, Always a Seahawk." Our organization is very welcoming to new players, their parents and volunteers. We welcome and are proud that many of our alumni players have returned to coach with us and alumni parents have maintained or taken on Board positions.

**Fitness** - Conditioning and training is important in our program. Our coaches ensure that our players take part in regular conditioning and stretch properly before practices and games to reduce occurrences of injuries and to ensure that they are prepared for game time.

**Fun** - Football is meant to be fun! We try to ensure our players have fun playing football while developing skills and encourage them to continue playing the sport long after their years with the Seahawks.

OUR GOAL – that every player develop and improve their skills with each passing week, adopt a physical/healthy lifestyle, and experience the benefits of being a contributing member of a *team*: the working toward a shared goal, the camaraderie, and the fun and excitement the sport of football can bring.

**“Once a Seahawk, Always a Seahawk!”**

