



POLICY AND PROCEDURES HANDBOOK

The purpose of this document is to guide the day to day operations of Kelowna Minor Football Association (herein referred to as 'KMFA'). It will ensure that there is continuity for the delivery of our programs to the Membership. Further, it will provide the elected directors and its appointees the necessary direction to ensure its stability and long term growth.

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NOTE:

Within this handbook, the term ‘Participant’ refers to any KMFA player, coach, parent, guardian, spectator, referee, and any other individual involved with the delivery of KMFA programs (such as Board member or volunteer).

MISSION STATEMENT

KMFA believes “the sport of Football is a great opportunity for today’s youth 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)*

The Association is committed to providing a fun and enjoyable playing experience for our Members and also providing an opportunity to carry over skills learned on the field into other aspects of their lives. Collectively, our mission is to foster an environment where we can teach life skills including teamwork, discipline, self-esteem, and work ethic through the game of football.

ASSOCIATION OBJECTIVES *(taken from the Constitution of Kelowna Minor Football Association, October 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 to amateur football.

KMFA BOARD OF DIRECTORS

- 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). Appointed officers shall be notified in writing.
- An election may be by 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-election at the meeting.(5.10)
- If a director or 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 or 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/her 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)

The roles and responsibility of each Board Member is shown in Appendix A. Additionally, the code of conduct for a Board Member is shown in Appendix B.

KMFA MEMBER

- The members of the Society are the applicants for incorporation into the Society, and those persons who subsequently have become members, in accordance with these bylaws, and in either case have, have ceased not to be members. (2.1)
- A person may apply to the directors for membership in the Society and on acceptance by the directors shall be a member, provided that such membership shall be restricted to individual persons who are interested in the sport of amateur football and who are the age of nineteen years and older. (2.2)
- Every member shall uphold the constitution and comply with the bylaws. (2.3)

KMFA PROGRAMS

KMFA offers several programs throughout the course of the year. Each program is offered independently from another, meaning that no special treatment is given to players that may participate in more than one program. As motioned and approved by the Board, some programs may be offered with a multiple player discount. The programs that KMFA offers are:

- Winter Indoor Flag Football (January to mid-March)
- Spring Flag Football (April to early-June)
- BCCFA Flag Football Provincials (June 10/11, 2017).
Note this program is hosted by BC Community Football Association
- Tackle Football (July to mid-November)

KMFA offers five age levels of competition. Players are placed into programs based on birth year only. For Tackle Football, an exception is not encouraged however not specifically prohibited. Where a “play-up request” is made, it shall be in writing and the Board of Directors will settle the matter by way of majority vote. For Spring Flag Football, when there is an “all-girls team”, that team is permitted to play down one age level. For co-ed league play, individual players will be assigned to a roster based on birth year

- U10/Atom (Birth year 2008, 2009, and 2010)
- U12/Pee-Wee (Birth year 2006 and 2007)
- U14/Junior Bantam (Birth year 2004 and 2005)
- U16/Bantam (Birth year 2003 and 2002)
- U18/Midget (Birth year 2000 and 2001)

KMFA WEBSITE

The KMFA website is our main source of communication for our Members. All KMFA Members, families, and the general public are encouraged to join our Facebook group <https://www.facebook.com/groups/18380722536/> and Instagram <https://www.instagram.com/kmfa.ca/>

Members are also encouraged to contact KMFA (Director of IT/Website or Director of Communications) with any celebration/commendation items they would like to appear on the KMFA website. www.kmfa.ca

REGISTRATION

Registration into a KMFA program is done electronically through eSportsDesk. The registration link is accessible through the KMFA website (www.kmfa.ca). The registration link will only be active during times when registration is open for an upcoming program. Payment for KMFA programs is by credit card only through eSportsDesk. To register and pay by cheque, please contact the KMFA Registrar. No other registration method, including verbal communication, is permitted.

Registration fees include KMFA membership and allows for one voting member (adult) per family.

KMFA makes every effort to ensure our football programs are as affordable as possible. However, financial assistance programs such as JumpStart and KidSport are available if required. For more information, please contact the KMFA Registrar.

COACHING

The most significant volunteer position within KMFA which has the largest impact on our players is the role of coach. From KMFA's perspective, it is vital to ensure that coaches are selected based on a comprehensive criteria as determined by the Coach Selection committee.

SELECTION PROCESS

Coaching applications are submitted to the Director of Coaches. Any interested parties must complete a KMFA coaching application located on our website. Verbal applications will not be considered. KMFA encourages prospective coaches to apply early. The following criteria are considered when appointing a coach (note that this is not an exhaustive list and additional criteria are also considered). During the interview process, it is expected that a prospective coach must be willing to discuss these topics.

- Include a resume of prior coaching experience. A detailed outline of the prospective coach's philosophy and how it is consistent with KMFA's Mission Statement should be included.
- Football background and prior football coaching experience is an asset.
- Prospective Coaches MUST:
 - Maintain a current Football Canada NCCP coaching certification (Community level)
 - Maintain a current Football Canada Safe Contact certification
 - Maintain an active NCCP certification provided by the Coaching Association of Canada
 - Complete the "Making Headway" concussion awareness training program offered by the Coaching Association of Canada
 - Complete a Criminal Record Check
- Standing within the community and with KMFA (reliability, integrity, reputation)
- Feedback from parents, players and other participants from prior seasons

Once the interview process has been completed for all coaches, the Coach Selection committee will make a recommendation to KMFA's Elected Directors who ultimately appoints all Head Coaches.

NOTE: For flag football, the selection process may be superseded by a less formal outline as determined by the Director of Flag Football and/or appointed personnel.

HEAD COACH RESPONSIBILITY

Once appointed, a head coach has several responsibilities:

- Recruit assistant coaches and other coaching/team personnel.
- Ensure that all assistant coaches successfully complete Football Canada's Safe Contact and NCCP coaching certification. (Community level) *
- Select a team manager.
- Coordinate field and practice times with the Director of Tackle Football. (or appointed personnel) *
- Conduct a team meeting prior to the commencement of the first practice with parents outlining coaching philosophy, KMFA policies and regulations.
- Arrange a suitable date/time for equipment fitting. These arrangements are scheduled with the Director of Equipment. (or appointed personnel) *
- Arrange a suitable date/time for equipment return at the end of season. These arrangements are scheduled with the Director of Equipment. (or appointed personnel) *
- Explain how to care for KMFA supplied equipment (pads/helmets/pants) during the season to all parents and players.*
- Maintain all KMFA supplied equipment in good working condition. Report any deficiencies/damage to Director of Equipment. (or appointed personnel)
- Complete the ACTIVE Athletic concussion certificate and maintain a copy inside the KMFA supplied team first aid kit.
- Follow the outlines provided by KMFA and Football Canada relating to planning a practice, tackling progressions and various skill development. *
- Ensure a positive playing and practice environment. Competitiveness is understood however aggressive coaching behaviors are not tolerated.
- Ensure that all players are progressively taught the fundamentals of safe tackling as outlined by Football Canada's Safe Contact program. *
- Ensure that players are given an adequate amount of play time. While SIFC maintains a 10-play count minimum, KMFA encourages coaches to go beyond the minimum play requirement and increase the playing experience for all players. *
- Ensure any concerns brought forward by the team manager are dealt with in a timely matter (ideally, 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 when appropriate.
- Recognize when additional coaching resources are needed and discuss these needs with the Director of Coaches.
- Ensure commissioner reports are submitted to the Head commissioner.
- Head coaches have a critical responsibility to build a succession plan and continuity for the team program. *

** this requirement is not required for flag football*

EVALUATION

At the end of each season, head coaches are encouraged to seek out areas for improvement of themselves and their coaching staff. As part of a broader evaluation process, KMFA will publish an online survey seeking candid feedback from parents and players on various aspects of the coaches' ability, conduct, and their overall playing experience as well as ideas on how KMFA can improve on its programs. KMFA expects all coaches to promote this evaluation process and encourage all manner of feedback.

FAIR PLAY CODE FOR COACHES AND PLAYERS

The notion of Fair Play is a universally understood concept, which is a fundamental principle of all sport. Without fairness, sport is devoid of any meaning or purpose. Worse still, it can be a detrimental experience for its participants. 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 players and coaches 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 players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players 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 acknowledge all good plays/performances – those of my team and of my opponents.
- 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 Players:

- 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.

Additionally, there is an expectation that all KMFA participants conduct themselves in a responsible manner. These expectations are outlined in the Code of Conduct Appendices which can be found at the end of this handbook.

KMFA POLICIES

HARASSMENT POLICY

KMFA has a zero tolerance policy with respect to harassment in any form. Any participant found to be harassing or bullying a teammate, playing opponent, parent, coach, or referee whether physically or verbally will be subject to investigation. Disciplinary action may be taken up to and including removal from participation in any KMFA programs. Harassment includes, but is not limited to, gestures, physical contact, intimidation, slander, comments regarding playing ability, and any other type of unsolicited remarks.

It is everyone's responsibility to ensure the playing environment for our players is preserved. KMFA encourages everyone to step up and ensure that any infractions of this policy are reported. The first points of contact are Head Coach and whenever that may not be possible, please contact the KMFA President.

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

DRUG AND ALCOHOL POLICY

KMFA is committed to providing all our players with an alcohol and drug free environment. KMFA expects all players to strictly adhere to the laws governing use of alcohol, drugs & tobacco (including chewing tobacco and e-cigarettes). The use of these products, including performance enhancing drugs, is strictly prohibited. Any violation of this policy will be subject to disciplinary action.

Coaches and parents are held to the same standard as players within this policy. The use of alcohol, drugs and tobacco are not permitted at any KMFA function or venue (games and practices). Any infraction of this policy will be subject to disciplinary action. For more information, refer to the Code of Conduct appendices found at the end of this handbook.

24-HOUR POLICY

The purpose of this policy is to ensure that all participants of KMFA are bound by the same expectations of conduct and policy.

In order to prevent any situation from escalating, no KMFA participant shall approach any other participant regarding a perceived infraction (missed penalty, playing time, improper comment, etc.). It is MANDATORY that all KMFA participants observe a 24-hour "cooling-off" period.

The exception to this rule would be any situation that arises which places a participant's personal safety at risk. Generally, this would involve a player who should discuss the concern immediately with his head coach.

UNIFORM AND EQUIPMENT POLICY

KMFA provides all players with the necessary uniforms and equipment for its programs (except cleats). These uniforms and KMFA supplied equipment are mandatory and shall not be substituted under any circumstances. Personally supplied equipment is not permitted with the exception of mouth guards.

Players not observing this policy will not be entitled to play.

For Tackle Football, an equipment deposit of \$350 and Equipment Usage Agreement is required. Equipment deposits will be processed if equipment is not returned by November 30th of any tackle season. Any extensions must be communicated in writing to KMFA Director of Equipment.

SOCIAL MEDIA POLICY

KMFA recognizes that there are many social media outlets that are used by players, coaches, parents, and other KMFA participants. It is expected that all social media communications are positive in nature and have the best interests of KMFA and its players at heart. Negative comments and any other type of abuse are strictly prohibited for all participants and may be subject to disciplinary action.

COMPLAINTS AND GRIEVANCES

From time to time, a situation may occur that falls outside the Associations objectives, the spirit of youth athletics, or is inconsistent with core values and common sense in general. We ask that all KMFA participants adhere to the following:

1. All KMFA participants shall observe the 24-hour policy.
2. If after the cooling off period there remains a concern to be addressed, the first point of contact is the team manager (or head coach if a team manager isn't assigned or available).
3. There is an expectation that the head coach will communicate with the concerned party and discuss the problem and possible outcomes with the parent (or other participant as the case may be).
4. If a satisfactory conclusion is unforeseeable after the completion of this process, then the matter would be elevated to the KMFA Conduct Committee.

The purpose of this policy is to develop a process that creates healthy communication and demonstrates respect for one another.

DISCIPLINARY PROCESS

Any complaint regarding a KMFA participant shall be forwarded to the Association in writing. Verbal complaints cannot be properly investigated. When a complaint or grievance has been elevated to the Conduct committee, the following process will be adhered to:

1. The conduct committee is comprised of no less than 3 unbiased individuals that are part of KMFA Board of Directors (a chairperson and two additional members). A process is in place to ensure neutrality and avoidance of any conflict of interest for a complaint that has been elevated to this committee.
2. The situation will be reviewed by this committee thoroughly. A discussion will be conducted with all parties concerned, as well as other persons who may further assist in identifying the root cause of the complaint. It should be noted that KMFA's Conduct committee will make every effort at maintaining confidentiality but will ensure the proper collection of facts.
3. Once a situation has been thoroughly analyzed, the Conduct committee will make a recommendation on an appropriate disciplinary action to the President and Vice-President.
4. If agreed and accepted, a written notification of the disciplinary action will be issued as soon as practical.
5. The results of any disciplinary action will not be made public under any circumstances, except where legally required by law. Depending on the nature of the complaint, the original complainant may not necessarily be notified.
6. Any member that is dissatisfied with the decision of the Conduct committee has the right to request a meeting with the Conduct committee, President, and Vice-President.

The purpose of this policy is to ensure a consistent process is followed after all other avenues of positive communication have been exhausted.

APPENDIX A – BOARD MEMBER ROLES AND RESPONSIBILITIES

PRESIDENT (Elected Director)

- Acts as chairperson for all meetings of the Society and Directors (elected officers).
- Ensures compliance with Constitution and By-Laws.
- Is the Chief Executive Officer of the Society and supervises the other Officers in execution of their duties.
- Delegates various responsibility to the proper Directors and Officers.
- Liaises with Directors, coaches, players, parents, and other football organizations, BCCFA and BCPFA.
- Has an understanding of how a Society runs.
- Has experience running a business or managing an enterprise.
- Maintains signing authority of KMFA financial accounts.

VICE PRESIDENT (Elected Director)

- Acts in every capacity as the President does, should he/she not be available.
- Maintains signing authority of KMFA financial accounts.

TREASURER (Elected Director)

- Keeps financial records, including books of account, as necessary to comply with the Societies Act.
- Renders financial statement to the Directors, Officers, and others when required.
- Records and documents all financial transactions associated with KMFA programs and communicates the results to fellow board members.
- Maintains signing authority of KMFA financial accounts.
- Generates and maintains compliance on annual budget.
- Submits a gaming grant application annually.
- Submits a gaming license application in order to conduct 50/50 revenue generating activities.
- Be comfortable and knowledgeable on the requirements to maintain our gaming grant in good standing with the BC Ministry of Community, Sport, and Cultural Development including the implication of maintaining an active gaming license.
- Liaises with the Registrar to coordinate payments and documentation of registration fees.
- Collection, documentation and deposit of all KMFA received funds.
- Managing the recording & payment of all program related expenses.
- Resolution of any open financial matters such as overdue accounts.

SECRETARY (Elected Director)

- Conducts and maintains the correspondence of the Society.
- Issues notices of meeting of the Society and Directors.
- Records minutes of all meetings.
- Has authority concerning custody of all records and documents of the Society except those required to be kept by the Treasurer.
- Has authority concerning the common seal of the Society.
- Maintains master KMFA Membership listing.

REGISTRAR (Elected Director)

- Manages and maintains the electronic registration system for all KMFA programs.
- Ensures placement of all registered players in the correct age level.
- Liaise with Treasurer to coordinate payments of registration fees for all players.

REGISTRAR (CONT'D)

- Ensures proper placement of players for all KMFA programs based on roster selection process that is in effect.
- Provides final approval of all verified rosters in Fall Tackle.

DIRECTOR OF FLAG FOOTBALL (Appointed Officer, Voting Position)

- Primary point of contact for all aspects of Winter Indoor Flag and Spring Flag Football seasons.
- Participates as member of Coach Selection committee and identify other Board Members to assist in coaching recruitment where required.
- Develops and maintains a program map of all key activities and milestones to ensure smooth delivery of all Flag Football programs.
- Liaise with other Directors where needed to ensure that support and resources are provided.
- Recruits and assigns volunteer activities to assist in delivery of all Flag Football programs. This includes activities such as field rentals, scheduling, coaching clinics, referee clinic, field set-up, picture day support, and others.

DIRECTOR OF TACKLE FOOTBALL (Appointed Officer, Voting Position)

- Primary point of contact for all aspects of Tackle Football season.
- Develops and maintains a program map of all key activities and milestones to ensure smooth delivery of Tackle Football programs.
- Liaise with other Directors where needed to ensure that support and resources are provided.
- Participate as member of Coach Selection committee.
- Recruits and assigns volunteer activities to assist in delivery of Tackle Football program. This includes activities such as field rentals, scheduling, field set-up, picture day support, and others.

DIRECTOR OF COACHES (Appointed Officer, Voting Position)

- Participates as member of Coach Selection committee to identify, interview, and recommend individuals for Head Coach positions for each team.
- Ensures all coaches are comfortable with their coaching responsibilities for all KMFA Programs.
- Ensures that coaches are able to recruit additional volunteers to ensure an adequate coaching staff is instituted.
- Coordinates training and Certification programs (Introduction to Competition and SafeContact from BCPFA).
- Ensures that 100% of coaches and staff obtain criminal record checks for all KMFA Programs.
- Maintains an up-to-date database of all criminal check records.
- Seeks and provides feedback to all coaches where applicable. Ensures that coaches have access to more resources to develop practice plans, specific skills development, and safe contact principles.
- Communicates with all coaches regarding changes in Association policies, field allocations and schedules.
- Assists in complaints process from parents (or other participants) related to coaching/team issues. This may involve interviewing complainants/coaches and/or other individuals, assist in making recommendations for resolution or if necessary, raising the situation to the Conduct committee.

DIRECTOR OF EQUIPMENT (Appointed Officer, Voting Position)

- Ensures that all players are properly fitted with equipment for all KMFA programs.
- Maintains an orderly equipment fitting process, utilizing additional Members to support high demand periods.
- Ensures that all equipment rental agreements and deposits are kept securely.
- Ensures that all equipment is in safe ready to use condition.
- Ensures that first aid inventory is readily available for all KMFA programs.
- Recommends equipment ordering requirements to the Treasurer.
- Arranges for equipment repair and cleaning when required.
- Maintains an accurate inventory of major supplies and equipment such as helmets, shoulder pads, jerseys, safety padding, tackling dummies, and other equipment items of notable expense and value to KMFA.

DIRECTOR OF COMMUNICATIONS (Appointed Officer, Voting Position)

- Responsible for all external communications of the Association.
- Provides periodic communications to all KMFA Members on upcoming events, KMFA news, and other noteworthy announcements.
- Liaise with Director of Website/IT to ensure consistent communications across all media platforms.

DIRECTOR OF VOLUNTEERS (Appointed Officer, Voting Position)

- Liaise with the Director of Flag and Tackle in organizing volunteers requirements.
- To lead the volunteers, and answer any questions they may have.
- To communicate any and all information with volunteers as required.
- To help establish and maintain an organized system to keep track of volunteers and a volunteer schedule.

DIRECTOR OF PLAYER DEVELOPMENT (Appointed Officer, Voting Position)

- Liaise with Flag Director and Tackle Director to determine calendar availability for player development opportunities.
- Meets with members of the football community and identify possible skill development opportunities.

DIRECTOR OF WEBSITE AND INFORMATION TECHNOLOGY (Appointed Officer, Voting Position)

- Maintains KMFA website.
- Liaise with Director of Communications to ensure consistent communications are posted to website.
- Social Media administrator (edit/remove user posts when applicable).
- Liaise with Registrar and Flag/Tackle Directors to ensure online registration links are functional.

MEMBER AT-LARGE

- Any member of KMFA can volunteer to be a non-voting Member At Large as approved by the Elected Directors.
- Volunteers to assist with tasks, committees, fundraising, public relations, and coordinating volunteers.

APPENDIX B - BOARD MEMBER CODE OF CONDUCT

The Board of Directors is comprised of many dedicated volunteers who have pledged to create and maintain an exciting, energetic, and safe playing environment for our young athletes within all KMFA programs.

Each Board Member has a responsibility to:

- Attend Board Meetings and contribute to discussions in a positive manner.
- Act with honesty and integrity.
- Represent our Association in a positive and supportive manner at all times within the community.
- Keep confidential information confidential.
- Support Board decisions in a positive manner, even if I am in a minority position. I recognize that decisions of the Board can be made only by a majority vote at a Board meeting and will respect the majority decision.
- Work with and respect the opinions of my peers who serve our Association and leave my personal prejudices out of Board decisions.
- Avoid acting in a way that represents a conflict of interest between my position as a Board member and my personal or professional interests. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict
- Always act in the best interests and purposes of our Association and represent the interests of the people served by our Association.
- Actively recruit Members to get involved and assist where help is needed.
- Complete an RCMP Criminal Background check.

By signing this form, I agree to follow the above Code of Conduct.

Board Member Name (print)

Board Member Signature

Date

APPENDIX C - ATHLETE (PLAYER) CODE OF CONDUCT

As an athlete, I pledge to:

- ALWAYS treat everyone fairly and with respect regardless of gender, race, sexual orientation, religious beliefs, economic status, or playing ability.
- ALWAYS treat my opponents, coaches and officials with respect both in victory and defeat. I will also encourage other athletes to act accordingly.
- ALWAYS play with integrity and uphold the rules of the sport, the spirit of these rules, and encourage other athletes to do the same.
- ALWAYS participate in a manner that ensures my own safety as well as that of my fellow athletes.
- ALWAYS be in complete control of my own actions.
- ALWAYS be a team player.
- ALWAYS remember that having fun, improving skills, making friends, and doing my best are just as important as winning a game.
- ALWAYS be on time for practices and games.
- ALWAYS be responsible for my equipment and uniforms. I will take care of it so that it is returned in good condition.
- ALWAYS acknowledge all good players and performances including those of my team and of my opponents.
- NEVER use tobacco products or alcohol and discourage their use by other athletes.
- NEVER use or condone the use by others of performance enhancing or mind altering drugs.
- NEVER criticize my fellow athletes, coaches or officials.
- NEVER use profane, insulting, harassing or otherwise offensive language.
- Agree that if I fail to abide by the above rules and guidelines, I may be subject to disciplinary action that could include a warning, game suspension, or removal from KMFA programs permanently.

FAIR PLAY CODE FOR PLAYERS: (from Page 8)

- 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.

By signing this form, I agree to follow the above Code of Conduct.

Player Name (print)

Player Signature

Date

APPENDIX D - COACH CODE OF CONDUCT

As a coach, I pledge to:

- ALWAYS treat everyone fairly and with respect regardless of gender, race, sexual orientation, religious beliefs, economic status, or playing ability.
- ALWAYS treat my opponents, opposing coaches and officials with respect both in victory and defeat. I will also encourage all of my athletes to act accordingly.
- ALWAYS direct comments and feedback to an athlete related to performance and skill development.
- ALWAYS lead by example.
- ALWAYS act in the best interests of all athletes first and ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes.
- ALWAYS educate athletes as to their responsibilities in contributing to a safe environment, both for themselves and others.
- ALWAYS communicate and co-operate with registered medical personnel in the diagnoses, treatment and management of their athletes' medical and psychological conditions.
- ALWAYS consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- NEVER use tobacco products or alcohol while in the presence of athletes.
- NEVER provide tobacco products or alcohol to any athletes.
- NEVER use or condone the use by others of performance enhancing or mind altering drugs.
- NEVER criticize another coach, athlete, or any other KMFA participant.
- NEVER use profane, insulting, harassing, or otherwise offensive language.
- NEVER become intimately and/or sexually involved with their athletes including requests for sexual favors or threat of reprisal for the rejection of such requests.
- Seek feedback on ways of increasing professional development and self-awareness.
- Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' own goals to take precedence.

COACHES FAIR PLAY CODE OF CONDUCT (from page 8)

- I will be reasonable when scheduling games and practices, remembering that young players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players 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.

By signing this form, I agree to follow the above Code of Conduct.

Coach Name (print)

Coach Signature

Date

APPENDIX E – PARENT/GUARDIAN CODE OF CONDUCT

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.

As a parent/guardian:

- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other related event.
- I will emphasize skill development and practices and how they benefit my child over winning.
- 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.
- 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.
- 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 KMFA related events.
- 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.
- 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.
- I will ALWAYS observe **KMFA's 24-Hour Policy** (see page _9_).
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of gender, race, sexual orientation, religious beliefs, economic status, or playing ability.
- 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.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will make every effort at ensuring my child attends practices and games and will alert the coach if my child will be absent.
- I will not force my child to participate in sports.
- 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.
- I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- I will not ridicule or yell at my child or other participant for making a mistake or losing a competition.
- Agree that if I fail to abide by the above rules and guidelines, I may be subject to disciplinary action that could include a warning, game suspension, or removal from KMFA programs permanently.

It is expected that all parents/guardians observe this code of conduct. Should any disciplinary action be considered, the Disciplinary Committee will not consider an explanation that consists of not knowing the extent or basic premise of this policy.

APPENDIX F – GRIEVANCE/COMPLAINT FORM

NAME: _____	Date: ____/____/____
E-Mail: _____	Phone: _____
Date of Occurrence: ____/____/____	Location: _____
Individuals Involved: _____	

Description of Complaint:

Expected Outcome:

(KMFA use only)		
Complaint received by:		Date Received:
Team Manager/Head Coach Notified:	<input type="radio"/> Yes <input type="radio"/> No	
Conduct Committee Reviewed:	<input type="radio"/> Yes <input type="radio"/> No	
Summary of Recommendation by Conduct Committee:	_____	

_____	_____	_____
President	Vice President	Elected Director