CENTRAL ALBERTA FOOTBALL LEAGUE

CONSTITUTION

&

BYLAWS

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CENTRAL ALBERTA FOOTBALL LEAGUE

Constitution of Central Alberta Football League

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Article I: Interpretation

CENTRAL ALBERTA FOOTBALL LEAGUE

1) **Association**

The term "Association", "Organization, “C.A.F.L.” or "League." herein used throughout shall mean the "Central Alberta Football League".

2) **Commission**

The term "Commission" shall refer to our organized and recognized group of members in the area Covered by the League Membership

3) **Executive**

The term "Executive" shall refer to the elected officers of the C.A.F.L. and the Past Commissioner or if the past commissioner is unable to act, a ‘member at large’ may be appointed by the executive.

4) The term “Commissioner” herein used shall also mean “President”

5) Annual General Meeting

The term "AGM ” shall refer to the Annual General Meeting which is the year-end meeting held in late November or early December.

Article 2 - Name of the Association

1. The name of the association shall be the **Central Alberta Football League.**

2. In making this agreement, hereafter referred to as the “Constitution”, the parties hereto agree to compliance with the terms hereof, and that the development of a spirit of cooperation is essential for mutual benefit.

3. This League operates under the jurisdiction of the elected representatives within the League.

Article 3 – Objectives & Mission Statement

Section 1: To direct and control Bantam Football in the C.A.F.L. to regard this athletic sport as an educational resource to be encouraged and fostered.

Section 2: To maintain good sportsmanship, honesty, courtesy, and goodwill within the League and of every branch of inter-league competition.

Section 3: To plan competitive play in such a way as to cause no great interference with school attendance.

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Section 4: To promote in team members, parents, and all other students an awareness that:
a) Athletics provide physical, social, emotional values of great significance, and education.

Section 5: To establish standards of supervision with respect to:
a) Practices
b) Discipline of teams
c) Conduct of coaches, team officials, players and spectators

Article 4 - Membership

Section 1: Membership is made up of Bantam football teams in area Covered by the League Membership

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Section 2: Any team desiring entry into the League must make application and presentation by February of the year the team wishes to begin league play. A letter of Intent to participate for a new team shall be required by February A majority of the Commission is required for approval of the application.

Article 5 - Membership Fees

1. The Commission, at the annual spring meeting, will decide annual fees for each team. The annual fees must be paid. By August 31 of each year. (Bylaw 4 - League fees)

a) Failure to pay league fees prior to the deadline will result in a forfeit and all associated penalties according to Bylaw 4 - section 1.

2. The conditions for entry into the Central Alberta Football League are:

a) $500 Bond cheque is due March 1st, of the season of entry. $200 of this bond will be returned towards the team's registration fees after two years.
b) The teams commit for at least two (2) years or forfeit the bond.
c) Any team which requests removal from C.A.F.L. membership (either temporarily or full term) must do so at the AGM or forfeit their bond.
d) Re-entry of a team into the C.A.F.L. will be subject to the same rules as a team desiring entry to the league as a new team.

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Article 6 - The Commission

Section 1: Shall be the governing body of the C.A.F.L. and shall consist of one (1) representative from each team of the C.A.F.L. The representative must be an Administrative Designate or shall be a representative of the coaching staff.

Section 2: The four (4) officers of the Commission, shall consist of the President; Vice-President; Secretary and Treasurer.

Section 3: Elections

1. The executive shall be elected by the Commission. The term of office will be two (2) years unless terminated by:
    a. Voluntary resignation or deceased.
    b. Removal by request of sixty-six percent (66%) of the Commission
2. **Terms** of office may be renewed pursuant to the constitution and by-laws.
    a. Elections for the President, Vice-President, Secretary and Treasurer shall be conducted at the Annual General Meeting, as terms expire, or resignations are received.
    b. The office of the President and Secretary shall be available at the end of odd-numbered years, (2019, 2021, 2023...) while those of Vice-President and Treasurer shall only be available for even-numbered years. (2018, 2020, 2022..)
    c. Any appointed or newly elected executive member shall have his term ended only in those years as set out in item ‘d’ above.

Article 7 - Voting Privileges

1) Each member of the Commission shall be entitled to one (1) vote. No proxy votes will be allowed. Additional team representatives may attend any meeting, BUT may not vote on any question. However, they will have the privilege of discussing and advising, if necessary, their accredited Commission members. The President will not vote on any motion, unless in the event of a tie.

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Article 8 - Duties of Officers

Section 1 - The Executive

1. Shall have charge of general business of the Commission.
2. Shall adhere strictly to the Constitution and to pursue the policies laid down by the resolutions passed at the general meeting of the Commission.
3. Shall rule on situations not specifically covered by the Constitution, and/or the Canadian Rule Book for Tackle Football.
4. Shall communicate to all other Executive members any problems or perceived problems which may affect the business or proper operation of the league.

Section 2 - The President

The President Shall:

1. preside at the general meetings of the Commission and the executive.
2. represent the Commission in contacting and meeting various associations and the public.
3. exercise his/her authority to enquire into any matter pertaining to the affairs of the C.A.F.L. and to report to the Commission. He/she may ask any representative to attend any meeting.
4. prepare an agenda for the AGM to be sent to all C.A.F.L. representatives.
5. make the necessary arrangements and may notify the secretary to send notices of all special and general meetings.
6. be a member of every committee struck by the executive or commission.
7. be a co-signatory with the treasurer and Past President (or member at large) for all bank accounts held by the C.A.F.L..
8. be a co-signatory with the secretary for all legal documents provided by the C.A.F.L.
9. be responsible for arranging sponsorship of trophies, medallions and league awards.
10. be responsible for collecting league awards, ordering all trophies and medallions which must be presented each year.
11. be present or designate a representative to be present at all League Championship games and present the League trophy and/or player medallions immediately following each championship game.
12. be present or designate a representative to be present at meetings of any body whose purview includes the C.A.F.L. (i.e. Football Alberta)

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Section 3 - The Secretary

The Secretary shall:

1. attend all meetings of the Commission and record minutes for distribution.
2. be in charge of the correspondence for the C.A.F.L..
3. distribute minutes of all meetings of the Commission to the Commission and all member teams no later than fourteen (14) days after such meetings. Minutes shall be distributed via mail or fax or email (subject to confirmation of receipt.).
4. at the first meeting of the Executive with a newly elected secretary, turn over all books, papers, computer files and passwords, and other property of the association to the successor.
5. be the contact person with Football Alberta regarding all clinics for coaches and/or players.

Section 4 - The Treasurer

The Treasurer shall:

1. attend all meetings of the Commission and prepare a report for consideration by the commission.
2. be a co-signatory with the commissioner and past commissioner for all financial documents provided by the C.A.F.L.
3. ensure the payments of all bills approved by the commission.
4. keep the financial records of the association in order.
5. administer all accounting for the Commission.
6. be responsible for preparing a financial statement for approval by the Commission at each annual meeting.
7. be responsible for ensuring that the C.A.F.L. funds are used in accordance with any spending restrictions that are placed upon them by granting or funding institutions or agencies.
8. at the first meeting of the Executive with a newly elected treasurer, turn over all books, papers, computer files and passwords, and other property of the association to the successor.
9. if requested to do so by the commission, within sixty (60) days of the end of the financial year (Annual General Meeting), ensure that the requested audit is carried out by the individual or company appointed by the executive.
10. act as a consultant in establishing the yearly budget to be presented at the April meeting.
11. be responsible for developing any committees necessary to develop fundraising for the league.

12. provide the league's banking institution with information regarding new or additional signaturer's to the league bank accounts.

Section 5 - The Vice-President

The Vice-President Shall:

1. attend all meetings of the Commission and prepare a report for consideration by the commission.
2. act as vice-president in the event that the commissioner is unable to attend meetings or is no longer able to discharge his/her duties.
3. draw up and provide a league schedule for approval immediately following the April meeting of the C.A.F.L.. All changes to the original schedule shall be emailed to the participants who are involved in the change.
4. prepare a report to the AGM indicating the results of the discharge of the duties of this office.
5. prepare and distribute appropriate game forms (blank player lists – score sheets etc.) to the C.A.F.L. member teams.
6. receive and maintain the statistics of the C.A.F.L.
7. provide a weekly summary of the past week's games and standings to the C.A.F.L. mailing lists and media.
8. make available a fax number, email address (possibly at the expense of the C.A.F.L.) where completed game sheets may be sent following the completion of each game.
9. ensure that all coaching staff has proper NCCP certifications (addition to be voted on in fall meeting)

Section 6 - Past President or Member at Large

The Past President or Member at Large shall:

1. act as chairman for the constitution and bylaws review, and as such will ensure that these documents reflect the current purposes and satisfy the present requirements of the commission.
2. serve in an advisory position to the Executive.
3. appoint and chair a nomination committee (should one be required) to search for individuals to run for executive positions as they become open.
4. be in charge of or arrange for or arrange for maintenance of and changes to the C.A.F.L. web site.

Article 9 – Meetings

Section 1: The Commission shall meet two (2) times per year. in the spring, (April), and fall (November/December) with the AGM being held no later than the second week in December. The optimal meeting date being the last weekend in November.

Section 2: Other meetings may be called at the discretion of the Commissioner or by the commission, providing the Secretary notifies all members of the Commission, at least 48 hours prior to the intended meeting date.

Section 3: The C.A.F.L. Commission members may meet on a Sunday only if all members unanimously vote for said meeting.

Section 4: The quorum for a meeting of the Commission shall be fifty percent (50%) or greater. A quorum for voting on constitution changes shall be 66% or two thirds of the eligible commission members (one per team).

a) Notice of the time and place of all meetings of the association and general nature of the business to be transacted shall be communicated to each voting member. Notice may be made by prepaid post or email to each member's last known mailing address or email address, or personal contact by executive member, at least seven (7) days before holding of ordinary or extraordinary general meeting.

Article 10 - Order of Business

Section 1:

1.0 Call to Order
2.0 Approval of agenda
3.0 Approval of minutes of last meeting
4.0 Review of Contact List
5.0 Business arising from the minutes
6.0 Reports
7.0 Notices of motions
8.0 New business
9.0 Date of Next Meeting
10.0 Adjournment

Article 11 - Amendments

Section 1: Any notice of motion to amend the articles or By-laws of the Constitution must be sent to the Commissioner in writing twenty-one (21)days in advance of the date of the meeting. The Commissioner must advise all members of the commission at least one (1) week in advance of this meeting in which the notice of motion(s) is to be dealt with.

Section 2: In order to modify the constitution, voting on amendments to the Constitution shall be sixty-six per cent (66%) in favour of the motion or greater of those in attendance

Article 12 - Activities

Section 1: Football activities over which the C.A.F.L. assumes control shall be governed by the By-laws or other motions passed by the Commission.

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Article 13 – Code of Conduct

All coaches and board members are asked to abide by the following standards in order to preserve the quality and spirit of youth football. If the Code of Conduct is not followed, a penalty will occur. The President and two (2) neutral members of the commission will review the offense and determine an appropriate penalty.

This basic code of conduct shall be displayed or communicated to the players, parents, officials, fellow coaches, community members, and board members.

"I will maintain emotional control and demonstrate respect for athletes, officials, coaches, directors, parents and community members.

I will comply with the rules and regulations governing the league and the game.

I will make maintaining the safety and welfare of the players more important than winning.

I will seek to eliminate any unfair advantages by using or teaching deliberate illegal tactics, unsportsmanlike behavior (i.e. faking injury, intentional injury to opposing players, taunting)

I understand that it is unethical to recruit or accept players from other C.A.F.L. districts, without a proper release from that players district.

I will avoid any contact that may be perceived as physically or verbally abusive.

I will fairly distribute my coaching time and efforts to all players regardless of skills.

I will not practice, condone, ignore, or promote any form of discrimination.

"I will ensure that a qualified first aid trained person is available to treat all injuries."
By Laws of the Central Football League

Note: financial review

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BY-LAWS

BY-LAW 1 – SCHEDULE AND GAME PROCEDURES

Section 1: Responsibilities of the C.A.F.L.

1. The Vice-President for Officials and Schedules shall be responsible for drawing up the league schedule.
2. The schedule shall be approved by the commission at the AGM held in April unless new teams are accepted into the league.
    a. All three (3) Red Deer teams must be scheduled to play each other throughout the season.
3. The Vice-President for Officials and Schedules shall provide the approved schedule to and negotiate with the Central Alberta Football Officials Association (hereinafter referred to as 'CAFOA') to provide qualified officials for all league and playoff games. Teams wishing to provide their own on field game officials must be able to provide evidence that these officials meet the standards for officiating by Football Alberta.
4. The treasurer shall be responsible for payment of game fees to the CAFOA after the completion of the league schedule and playoffs.
5. All teams must provide a calendar that outlines when home games may be played at their field. This must be provided before the Spring AGM.
6. Teams must provide the Vice president for Officials and Schedules with a calendar indicating any dates, which may be unavailable for their team to participate. This should be done well before the schedule is presented for acceptance.
7. The CAFOA will invoice the C.A.F.L. for the total cost of officials and mileage, which shall be paid by the C.A.F.L. Treasurer.

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Section 2: Home Team (Head Coach) Responsibilities

1. The home team **must** provide:
    a. Chief timekeeper, chief scorekeeper, chain crew, change facilities for four (4) carded officials and game football(s) (approved by the Canadian Amateur Football Association).
2. The Game football is to be a good quality Wilson TDY or equivalent, acceptable to the game officials. Should an acceptable Game Football not be provided by the Home Team, the officials may select a Game Football provided by the visiting team.
3. Responsibility of Home Head Coach to provide a league approved game scoresheet for the officials to sign following the completion of the game.
4. A copy of the corrected roster of both teams shall be put into the hands of the Chief Scorekeeper 15 minutes prior to the start of the game
5. In the event four carded officials are not present, but there are at least three, the game shall proceed as scheduled without penalty. Should there be fewer than three officials, then the game shall be deemed to be forfeit to the visiting team.
    a. It should be noted that coaches of the teams scheduled to play may NOT be made referees or field officials of the game.
6. Immediately after the completion of the game, the home team shall provide a copy of the completed game scoresheet to the President and Vice President and provide similar copy to the Media list either via email or fax.
7. Home team is to be responsible for arranging access to emergency medical aid, in case of need.
8. Both team coaches to be responsible for the conduct of their team members on and off the field prior to, during, and after the completion of a League or playoff game.
9. If there should be dispute or protest during or after a scheduled League game, a letter from the home team or the head referee shall be delivered or faxed to the Commissioner within forty-eight (48) hours of the conclusion of the game in which the protest arises.
10. Team rosters shall be made available to all League teams in their respective divisions by the second league game of the league schedule. The provision of team rosters to their next opponent shall be the responsibility of the member's team. Changes to the roster shall be provided by notice, in writing, forty-eight (48) hours prior to the next game, to other member teams. Players not listed on the roster shall not be eligible to play.
11. The commissioner may rule that the team roster may only contain those players registered for their team on the Football Alberta website.

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Section 3: Game Rules

The league shall play all games under those rules provided by the Canadian Amateur Football Association Rulebook for Tackle Football. Excepting…

Converts
Kicked = 2 pts,
Run/Pass plays worth 1 pt.

Section 4: League Game Costs

1. That travel costs for referees for the CFL regular season, playoff and provincial games be divided equally by each team in the league.
2. If the league is **required** to play an evening game, the cost for the lights will be at the expense of the league. (If a team just "desires" a night game, they are responsible for the cost of the lights.)
3. That each team be responsible for the cost of referees for their home league and playoff games.

Section 5: Fifteen (15) Minutes Prior to Game

1. Officials must be on the field to check timekeepers, downs box, chains and chainmen, game ball and the meeting of the Captains.
2. Lineup changes are to be made no later than fifteen (15) minutes prior to start time and full notification of these changes provided to the timekeepers, announcers, head coaches and officials.
3. A copy of the corrected roster of both teams shall be put into the hands of the Chief Scorekeeper 15 minutes prior to the start of the game.
4. Timekeepers are to have on field, a copy of the By-Law 2 – Timing and if the public score clock breaks down must station themselves between the benches and make both coaches aware of the time on a regular or requested basis.
5. Scorekeepers are to have on field, the C.A.F.L. provided scoresheet and a copy of the Example properly completed game scoring sheet.

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BY-LAW 2 - TIMING

Section 1: Regular Game Procedures

1. The home team will be responsible for providing competent **adult** timekeepers, under direct **adult** supervision, with instruction on game timing procedures.
2. The timing for C.A.F.L. games shall be as outlined in the *Canadian Rule Book for Tackle Football*
3. Game start times are to be agreed to upon approval of the C.A.F.L. schedule. A default or change of the game time from the C.A.F.L. approved schedule shall be communicated to the commissioner for dissemination to the C.A.F.L. members no later than 24 hours prior to the original scheduled game time.
4. There shall be a thirty (30) minute warm-up before play commences either on the playing field or subsequent designated area.

BY-LAW 3 - ELIGIBILITY

Section 1: The Head Coach of each team shall be responsible for signing or maintaining the Registration-Eligibility list. The onus of confirming eligibility requirements rests with the Head Coach. The Head Coach will have complete Registration-Eligibility documentation on hand at each game for verification by the opposing team or commissioner.

Section 2: Only players who are registered with the Football Alberta website are eligible for play in the C.A.F.L..

1. No Bantam player is eligible to play High School Football and Bantam Football. Bantam Football is defined as football where players are a maximum of 15 years old as of December 31st of the calendar year of which they play, attending grade 9 or lower grades.
2. Player gender is neutral

Section 3: Submissions of Registration - Eligibility Lists

1. Each team will register the players with Football Alberta on their secure website. Each team will have an administrator for their team lists. The commissioner will have access to the records of each team. ALL player information requested on the website shall be entered.

2. A copy of the official registered player list shall be emailed to the President prior to September 15 of the season of play.
3. The Head Coach of each team is to obtain and hold copies of players' Registration Eligibility Lists and have available upon request for same by the Commissioner or opponent, and may shall be required to produce the birth certificates within twenty-four (24) hours.
4. Names of additional players must be registered on the Football Alberta website within thirty-six (36) hours prior to the first game in which the players will play.
5. The Registration-Eligibility List for playoffs shall be the Registration-Eligibility List in existence at the final league game.
6. Team advancing to Provincials must provide a final player list at least 96 hours prior to provincial semi-playoffs.

Section 4: Non-compliance with any of the Registration-Eligibility requirements will result in: a 1-0 loss for the violating team for each game it wins in which an ineligible player participates.

Section 5: Rosters shall be submitted to the opposing team's Head Coach at least forty eight (48) hours prior to game time with the following information:

1. Jersey Numbers (in ascending numerical order)
2. Names - First and Last names
3. Playing Positions - optional
4. Grade – optional

Note: Failure of either team to provide a *proper* printable roster to the scorekeeper shall result in a fine of $100 levied against the offending team and will be applied to the next year's fees.

BY-LAW 4 - LEAGUE FEES AND PERFORMANCE BOND

Section 1: Performance Bond

1. Performance Bond shall be $300.00 per team paid to the League prior to their inaugural season. The performance bond balance shall continue at **$300.00** prior to playing any further league or playoff games, including provincials.
2. If any team fails to play a game as scheduled without proper notification to the opposing team's Head Coach they will forfeit their performance bond. The non-offending team shall have game expenses covered from the $300.00 with the remaining funds going to the League.

3. The offending team will be required to pay an additional Performance Bond to total $300.00 before playing another scheduled game.
4. A team is considered to forfeit their performance bond if less than twenty-four (24) hours notice is given to the opponent for not playing. Act of God circumstances are under the discretion of the President (ex. bus breakdown, cold weather, etc.)
5. The schedule of fines for revoking part or all of the Performance Bond shall be:

    a. if the team misses a league meeting. Fine = $100.00
    b. Subsequent missing of league meetings shall result in a fine of $100.00 increase over the previous fine. (i.e.: $200)
    c. The schedule of fines for missing league meetings shall continue for a period of 3 years and then be reset at $100.00 if no meetings have been missed for a period of 2 years or longer.
    d. Team failure to provide roster to 24 hours prior to game time. Fine = $100.00
    e. Failure of HOME team to comply with post game score reporting responsibilities. Fine = $100.00.

Section 2: Game Fees

1. The cost of local operations for each game shall be the responsibility of the home team as per the constitution and bylaws.
2. The Vice-president shall negotiate and contract with the Central Alberta Officials Association (CAFOA) for officials to be supplied for each league and playoff game, and teams hosting provincial playoff games. - ¨By-Law 1, Section 1". The CAFOA will invoice the C.A.F.L. for the total cost of officials and mileage, which shall be paid by the C.A.F.L. Treasurer.

BY-LAW 5- TEAM COMPETITION AND PLAYER PARTICIPATION

Section 1: Flag football shall not be considered to be tackle football. No player on a C.A.F.L. team shall be permitted to play on two (2) tackle football teams during the same season.

Section 2: Team Default and/or Inability to Play Scheduled League Game

1. In the event of one team defaulting a League game, the opposing team shall be awarded a 29-0 win and the Commissioner shall be informed within 6 hours.

2. In the event of inability to play a League game, a ruling on the possibility of making up the missed game shall be obtained from the President. After consultation with the teams, a forfeit may be awarded or a date may be set for replay.

Section 3: Practicing at the beginning of the season.

1. CFL teams may commence practicing with any team coach present no earlier than August 1 in the calendar year
2. Teams may hold a spring camp which shall end no later than June 15 of each year.

Section 4: Standings and Determining Final Positions

If the C.A.F.L. schedule is a balanced schedule. (all teams play an even number of games) the following rules will be used to determine a team's final position in the standings.

1. Any tied team which have forfeited a game will place lowest among the tied teams.
2. Results of games played between the tied teams.
    i. If ALL tied teams have not played each other, then move to criteria "3"
3. Average Points AGAINST versus the tied teams (in the case of 3 or more tied teams which have ALL played each other.)
4. Average Points AGAINST for the season vs common opponents.
5. Average Points AGAINST for the season (points against divided by the number of games played)

Note: The order of using the above criteria (1-5) shall be reset at 1 once the highest placing has been determined.

I.E. In a 3-way tie (or more teams involved) for first place, once first place has been determined, the remaining teams will reset to criteria "2" and then move on to the next criteria.

Scenario 1 - Drumheller, Innisfail and Springbank are in a 3 way tie for fourth place. The teams have all played each other during the season. *Criteria* 2 is used first, then *Criteria* 3 and if one team (Ponoka) has defeated both Drumheller & Innisfail during league play, then Springbank gets 4th place. Since we are using *Criteria* 2 we continue using *Criteria* 2 and 5th place goes to the winner of the game between Drumheller and Innisfail.

Scenario 2 – LTHS, Stettler and Lacombe are in a 3 way tie for 1st place, all played 6 games but the teams did not all play each other during the season. Neither first nor second criteria can be used so we must use third criteria. Lacombe has the fewest points against their common opponents Lacombe is awarded 1st place. We now reset to First Criteria. Because Stettler defeated LTHS, Stettler is awarded 2nd place, LTHS is 3rd

BY-LAW 6 - PLAYOFF SCHEDULE

(N = North, S= South, numbers are placings)
Game 1 > N2 @ S1 **Game 2 > S2 @ N1**
Winner G1 vs Winner G2 = Tier 2 Provincial Playoffs Representing CFL
Loser G1 vs Loser G2 play for bronze medal for Div A

Game 3 > S4 @ N3 **Game 4 > N4 @ S3**
Winner G3 vs Winner G4 = Tier 3 Provincial Playoffs Representing CFL

Game 5 > N6 @ S5 **Game 6 > S6 @ N5**
Winner Game G5 vs Winner G6 = Division C championship

***** If N7 places higher than N6, N7 will become "S6" in the playoffs*****

BY-LAW 7 - GUIDELINES FOR DISQUALIFICATION

Section 1: "Disqualification" means ejection from any league or playoff game.
Section 2: Officials must report, in writing, all misconducts to the Commissioner. Contact with Commissioner must be made within forty-eight (48) hours.
Section 3: *In the event of misconduct by any player or players the Commissioner may suspend a player or players as per the Canadian Rule Book for Tackle Football* (http://footballcanada.com/tag/canadian-amateur-tackle-football-rule-book/)

1. **First disqualification during a year**
    a. Suspension of that player for the next one (1) game and up to the next two (2) games plus a review by a board consisting of the Commissioner and two neutral members of the Commission. This also includes playoffs and provincials, and may be carried over into the next season.
    b. A complete report in writing of the disqualification shall be prepared by the head official of the game. This report is to be provided to the League Commissioner within forty-eight (48) hours of the conclusion of the game.

2. **Second disqualification for a player during a year**
    a. Suspension for the season of that player for the remainder of the season pending a review by a board consisting of the President and two neutral members of the Commission.
    b. A complete report in writing of the disqualification shall be prepared by the head official of the game. This report is to be provided to the League President through the CAFOA executive, within forty-eight (48) hours of the conclusion of the game.
    c. The team and player must submit to the Commission in writing for reinstatement of the player for the following year.

3. **Disqualification of a coach**
    a. The coach in question shall appear before a review committee consisting of the President and two neutral members of the Commission who shall determine the continuation of his/her coaching in the C.A.F.L.. This also includes playoffs and provincials and may be carried into the next season.
    b. A complete report in writing of the disqualification shall be prepared by the head official of the game. This report is to be provided to the League President within forty-eight (48) hours of the conclusion of the game.

Add appeal process

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BY-LAW 8 - AWARDS

Section 1: Championship

1. The final games shall be played in the Park of the Highest qualifying quarter-finalists on the Saturday following the semi-final games.
2. A League Championship trophy shall be awarded to each divisional winner (Tier II, Tier III, and Tier IV)
3. Each player of the finalist teams on the Championship side shall receive medallions. Gold medallions to the champion and silver medallions to the runners-up.

Section 2: Individual Awards

The league shall pay for and present individual awards to be presented at the All Star banquet for the following:

1. The Most Valuable Player – Selected by the 1st Place team to the A side playoff.

   The 2nd place team gets to choose one of the following, with the third place team getting the choice for the remaining spot.

   a. The Most Valuable Offensive Player to the losing team of A side playoff.
   b. The Most Valuable Defensive Player to the highest place team of the losing division.

      i. Each Most Valuable Player shall have their name engraved on the annual trophy then returned to the commissioner at the spring meeting.

2. The league shall present individual All-Star certificates to the members of the league who have earned All-Star status. These certificates shall be presented at the annual Central Alberta Football League banquet. The cost of the certificates shall be borne by the committee hosting the All-Star banquet and may be reflected in the charge to each team for cost of the banquet.

3. The C.A.F.L. League All Stars will be chosen according to how the team finishes in the regular league standings. Each team coaches shall choose their own teams All Star representatives. The formula to be used is as follows:

All Star Picks

1. Tier 2 A Winner 8 picks + MVP (First)
2. Tier 2 A Loser 7 picks + Choice MOP, MDP (Second)
3. Tier 2 B Winner 6 picks + remaining MOP, MDP (Third)
4. Tier 2 B Loser 5 picks (Fourth)
5. Tier 3 Winner 4 picks
6. Tier 3 Loser 3 picks

1) All others 2 picks

Section 3: Team Awards - "Players Choice Sportsmanship Award"

The league shall present an award to the team which is deemed to be the most sportsmanlike team during the regular season. The Most Sportsmanlike team will receive the "Players Choice Sportsmanship Award". This trophy is sponsored by a company in Olds, "Mattheis Engineering Ltd." They would like to see "each team vote for another (not their own) team that they feel showed outstanding sportsmanship both on the field and on the bench." The trophy will have the team name, year, and coach's names engraved on it by the winning team. The trophy will be kept by the winning team for the year to display in their school or other trophy area for a period of 10 months at which the trophy is returned to the commissioner. Each of the 14 teams in our league will receive one ballot (and vote for their top 3 opponents), which is to be submitted to the President.

Tie Breaking Procedure: If one or more teams are tied for 1st position in the Most Sportsmanlike voting, the tie will be broken in the following manner:

a. Most 1st position votes.
b. Most ballots receiving votes.
c. Most 2nd position votes.
d. The commissioner shall use executive privilege and name the winner from the tied teams.

Section 4: Coaching Award - "Commissioner's Trophy for Coaching Excellence"

The President shall, on behalf of the league, present an award to the assistant coach who is deemed to be worthy of recognition for his / her coaching contributions to local or team football development. The recipient will receive the Ken Van Loon Trophy".

Each head coach will submit one or more nominations for this award to the president at least one (1) week prior to the C.A.F.L. All Star Awards Banquet. The nominations may be for one of the team's assistant coaches, or nominations may be given for assistant coaches of another team in the C.A.F.L..

The winner of the award will receive the trophy emblematic of the award as a keeper, and will have his / her name engraved on the permanent plaque which will be retained by the winner until the spring meeting.

Section 5: Permanent CAFL Recognition Plaques

At present (2018), the C.A.F.L. has 3 major awards for which there are permanent plaques recognizing the winners of each of the major awards listed above. The plaque shall be awarded to the winner of each category. The annual trophy shall be engraved and returned to the President's office at the spring meeting.

BY-LAW 9 – LEAGUE ALL STAR BANQUET

1. The League All Star banquet shall be held within two weeks of completion of C.A.F.L. playoffs.
2. The team hosting for the banquet shall be held on a rotating basis as follows:
    a. 2017 – ND
    b. 2018 – Sylvan Lake
    c. 2019 – Hunting Hills
    d. 2020 – Springbank
    e. 2021 – Lacombe
    f. 2022 – Strathmore
    g. 2023 – Stettler
    h. 2024 – Drumheller
    i. 2025 – Innisfail/Olds
    j. 2026 - Airdrie

3. New teams shall be added to the end of the list as they join the league. The schedule for hosting shall return to the beginning of the list after each team has had the opportunity to host the All Star banquet (2018 Lindsay Thurber pending any new additions to the league).

4. The host team shall strike a committee to present the All Star banquet.

5. The cost of the banquet shall be the responsibility of the host team committee. Attendees may be charged a fee to attend to help defray costs. The All Star Banquet shall not be a "money—making enterprise" for the host team. (any fees charged are to cover expenses ONLY, a NON-PROFIT venture.

BY-LAW 10 - TEAM PROCEEDING TO PROVINCIAL PLAYOFFS

1. Teams proceeding to Provincial playoffs shall abide by the rules set by the Football Alberta Minor Provincials Policy and Procedures Manual.

BY-LAW 11- CONSTITUTIONAL CHANGES

Given the prevalent use of email, league matters and motions can be held as long as a majority vote responds to the email. A change to the constitution can **only** be accomplished by notice of motion at the fall or spring meeting.