Clarington Minor Football Association By---Laws

Clarington Minor Football Association's mission is to develop athletes who strive for personal excellence and team success. We provide an inspirational and motivational environment where preparation, practice and hard work generate legitimate opportunities for success. We emphasize the importance and support the development of fundamentals necessary for positive experiences in football and in life. Our goal is to create a quality football experience that generates monumental levels of support, pride and tradition for our youth and community to share.

A by-law relating to the conduct of the affairs of Clarington Minor Football Association
BE IT PASSED AND HEREBY CONFIRMED as a by-law of Clarington Minor Football Association (hereinafter called C.M.F.A.) as follows.
These by-laws shall apply to all members of the club, including players, their parents, whether domiciled or not, the club's Executive and Board members, coaches and volunteers.

By-Law #1 Constitution
Article One
Definitions and Interpretation

1.01 Definitions

In this by-law, unless there is something in the subject matter or context inconsistent therewith,

I. "Act" means The Corporations Act of Ontario as amended or re-enacted from time to time.
II. "Articles" means the letters patent, supplementary letters patent, the original or restated articles of incorporation of C.M.F.A. or the last articles of amalgamation executed by C.M.F.A. as an amalgamating corporation and includes any amendments thereto.
III. "Board" means the board of directors or the C.M.F.A.
IV. "By-law" means a by-law of C.M.F.A. and includes a special by-law of C.M.F.A.
V. "President", "Treasurer", "Secretary", "Registrar", "Director of Equipment", "Director of Website", "Director of Social Media", "Director of Fundraising/Grants", "Director of Sponsorship", "Director of Team Managers", "Director of Special Events", "Director of Coaching", "Director of Women's Football", or any other officer means such officer of C.M.F.A.
VI. "Director" means a director of C.M.F.A.
VII. "Member" means member of C.M.F.A.
VIII. "Officer" means officer of C.M.F.A.
IX. "Special by-law" means a special by-law of C.M.F.A.
X. Subject to the foregoing, the expressions herein contained shall have the same meaning as corresponding expressions in the Act.

1.01 Interpretation

In each by-law and in each special resolution of C.M.F.A., the singular shall include the plural and the plural shall include the singular. The word "person" shall include firms and Corporations and the masculine shall include the feminine. Whenever reference is made in this or any other by-law or in any special resolution of C.M.F.A. to any statute or section thereof, such reference shall be deemed to extend and refer to any amendment to or re-enactment of such statute or section, as the case may be.

1.02 Headings

The headings in this by-law are inserted for convenience of reference only and shall not affect the construction or interpretation of the provisions of this by-law.

Article Two
General

2.01 Purpose
The general purpose of C.M.F.A. is dedicated to the development of youth in football in Clarington and the surrounding areas, regardless of sex, race, creed or colour.

2.02 Corporate Associations And Affiliations
C.M.F.A. shall affiliate itself with other organizations, leagues, schools etc. so long as it is in the best interests of C.M.F.A. and will be decided by a majority vote of the directors.

2.03 Seal
C.M.F.A. shall have a seal, which shall be adopted and may be changed by resolution of the directors.

2.04 Financial Year
The directors may by resolution fix the financial year-end of C.M.F.A. and, subject to the concurrence of the Minister of National Revenue; the directors may from time to time by resolution change the financial year of C.M.F.A. when they consider it to be in the best interests of the Corporation.

Article Three
Directors

3.01 General
The board shall manage or supervise the management of the affairs and business of C.M.F.A.

3.02 Qualification
I. No person under eighteen (18) years of age shall be a director
II. No undischarged bankrupt or mentally incompetent person shall be a director
III. A director shall be a member of C.M.F.A.
IV. They must be in good standing with the cooperation

3.03 Removal from Office
If a director becomes bankrupt or a mentally incompetent person, or if duties of the position have failed to be carried out, they thereupon cease to be a director. A director may lose their position if; they act in contravention to the constitution or any by-law; they are not acting in the best interest of the C.M.F.A.; for not following the policies & procedures outlined in minutes. The Management Board shall by simple majority vote motion to remove such director.

3.04 Consent to Act as a Director
A person who is elected or appointed a director is not a director until they have verbally confirmed their intent to assume the position with the C.M.F.A.

3.05 Term of Office
Subject to the provisions of the articles, the term of office and each director shall commence at the time of his election or appointment and shall terminate at the time his successor is elected by the members.

3.06 Resignation of a Director
A director may resign their position as a director by giving C.M.F.A their written resignation, and such resignation will become effective,
(i) At the time (if any) at which such resignation states that it is to become effective, or;
(ii) If such resignation does not state the time at which it is to become effective, at the time at which C.M.F.A receives such resignation.
All resignations must be received in writing either through regular post or electronic mail.

3.07 Election and Removal

The members shall elect the directors during the annual general meeting.

I. By a resolution passed, or
II. On a show of hands, or
III. If a poll is demanded, by ballot

A director shall retire at the end of their elected 2-year term and shall be eligible for re-election at that time.

3.08 Vacancies

(I) Where a vacancy occurs in the board, the President will appoint a qualified person to the position with the board's approval by a majority vote.

(ii) Where the number of directors is increased, the vacancies resulting from such increase shall only be filled by appointment and approval by the management board by majority.

Article Four
Meeting of the Directors

4.01 Place of Meeting

Meetings of the board and of the executive committee, if any, may be held at any place within the Clarington Region.

4.02 Calling of Meetings

A meeting of directors can be called at any time by the President or by a quorum of directors.

4.03 Notice of Meetings

Notice of any meeting of directors specifying the time and place for holding of such meeting shall be given by the Secretary or their designate not less than SEVENTY-TWO HOURS (exclusive of Saturdays, Holidays and the day on which the notice is given but inclusive of the day of the meeting before the meeting) before the meeting is to take place.

Meetings for the board may be held at any time without formal notice if all the directors are present, or if all the directors who are not present waive notice or signify their consent to any meeting being held without formal notice.

4.04 Regular Meeting

The board shall by resolution fix a day or days in any month or months for the holding of regular meetings at a time and place specified in such resolution. A copy of any resolution of the board specifying the time and place for the holding of regular meetings of the board shall be sent to each director at least two (2) days (exclusive of the day on which the copy of the resolution is sent but inclusive of the day of the first of such regular meeting) before the first such regular meetings and no other notice shall be required for any of such meetings.

4.05 First Meeting of the Board

The first meeting of the new board may be held immediately following the election of directors at an annual or general meeting of the members or for a meeting of the board at which a director is appointed to fill a vacancy in the board. No notice need be given to the newly elected or appointed director or directors.

4.06 Meeting by Telephone

Where all the directors have consented thereto, any director may participate in a meeting of the board or of the executive committee by means of a conference telephone bridge or other communications equipment by means of which all persons participating in the meeting can hear each other and a director participating in a meeting pursuant to this provision shall be deemed to be present in person at the meeting.

4.07 Chairman of Meetings

Subject to the provisions of any special by-law of C.M.F.A. providing for the election or appointment by the directors from among themselves of the Chairman of the Board, the President (if they are present), shall preside as Chairman at all meetings of the board. In the absence of the President, the directors present shall choose a person from their number to be chairman of the meeting.

4.08 Quorum

(i) Subject to the provisions of section 7.01 of this by-law, a quorum at any meeting of directors shall be the greater of: Sixty (60) percent of the Board, or Six (6) Directors
(ii) No business shall be transacted at a meeting of the board unless a quorum of the board is present.

4.09 Voting

All questions, issues or planning details regarding the C.M.F.A arising at any meeting of directors shall be decided by a majority of votes.

4.10 Auditor

The auditor of C.M.F.A. if any is responsible to the membership of C.M.F.A. and as such shall be entitled to attend and be heard at meetings of the board and membership on matters relating to their duties as auditor.

4.11 Remuneration

The directors of C.M.F.A. shall serve without remuneration and no director shall directly or indirectly receive any profit from their position as such. Such abuse of this rule will result in the immediate removal from the board and be subject to further legal investigation.

Article Five
Standard of Care of Directors and Officers

5.01 Standard of Care
Every director of C.M.F.A. shall exercise the powers and discharge the duties honestly, in good faith and in the best interest of C.M.F.A. and in connection therewith shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in a comparable circumstance.

5.02 Liability for Acts of Others
Subject to the provisions of section 5.01 of this by-law, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or for joining in any receipts or acts for conformity or for any loss, damage or expense happening to C.M.F.A. through insufficiency or deficiency of title to any property acquired by order of the board of directors for or on behalf of C.M.F.A. or for the belonging to C.M.F.A. shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or tortuous act if any person, firm or corporation with deposited for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, manage or misfortune whatsoever which may happen in the execution of the duties of his respective office or trust or in relation thereto.

Article Six
For the Protection of Directors and Officers

6.01 Indemnification by Corporation
Every Director or Officer of the Corporation or any other person who has undertaken or is about to undertake any liability on behalf of the Corporation and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:

(i) All costs, charges and expenses whatsoever which such Director, Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them, in or about the execution of the duties of their position;
(ii) All other costs, charges and expenses that they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

6.02 Insurance
C.M.F.A may purchase and maintain insurance for the benefit of any or all directors or officers, except insurance against a liability, cost, charge or expense of any or all directors or officers incurred as a result of a contravention of section 5.01 of this by-law.

6.03 Indemnities to Directors and Officers

The directors may from time to time by resolution cause C.M.F.A. to give indemnities to any director or other person who has undertaken or is about to undertake any liability on behalf of C.M.F.A. or any affiliated corporation and to secure such director or other person against loss by mortgage and charge upon the whole or any part of the real and personal property of C.M.F.A. by way of security and action from time to time taken by the directors under this section shall not require approval or confirmation by the members.

6.04 Directors' Expense

The directors shall be reimbursed for such reasonable out-of-pocket expenses as are incurred in attending board, committee or members' meetings or otherwise in respect of the performance by them of their duties and no confirmation by the members of any such reimbursement shall be required. All expenses will require pre-approval by the board and must be voted on prior to the expense being made. Should the expense not receive the prior approval from the board the expense will be deemed null and void and will not be recovered by said board member.

6.05 Responsibility for Contracts

The directors for the time being shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of C.M.F.A., except such as shall have been submitted to and authorized or approved by the board.

Any Director of C.M.F.A. whose company enters into a contract with C.M.F.A must declare a "Conflict of Interest" before contract is awarded or the contract will be declared null and void. Once declared a "Conflict of Interest" the Director affiliated with such company will not be allowed to cast a vote regarding such contract.

6.06 Submission of Contracts or Transaction to Members for Approval

The Executive Board in its discretion may submit a contract, act, or transaction for approval or ratification at any annual or general meeting of the members called for the purpose of considering the same and any contract, act or transaction so submitted that is approved by resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Act, by the articles or by any other by-law) shall be as valid and as binding upon C.M.F.A. upon all members as though it had been approved or ratified by every member.

6.07 Spending Authority and Approval Limits

No money shall be spent by C.M.F.A. without permission of the Board of Directors. Up to $250 - with approval of the President, Treasurer, Secretary and one other board member. Greater than $250 – majority vote of executive board

Article Seven
Board of Directors

7.01 At the Annual General Meeting (AGM) the membership will elect individuals from the membership to fill the positions in section 7.03. The same person may hold any two (2) or more of the positions in section 7.03. If the same person holds two positions they will be known by both titles (i.e.: Secretary-Treasurer), though will still only maintain one (1) vote at C.M.F.A. meetings. The goal of the board is to have one person in each of these positions and will only take on additional responsibilities should a situation arise where;
A member has not offered to fill such a position
A Director has either resigned or been removed from such position

7.02 All Executive members must be at least eighteen (18) years of age. All nominees must be present at the AGM and accept or decline the nomination at that time. Nominations may be submitted from the floor at the AGM or be submitted in writing by proxy. When all nominations are in the Chairman shall call a vote from the members or if only one (1) nomination is received then an acclamation will be declared.

7.03 Board Of Directors
President
Treasurer
Secretary
Registrar
Director of Equipment
Director of Website/Social Media
Director of Fundraising/Grants
Director of Sponsorship
Director of Team Managers
Director of Coaching
Director of Women's Football

7.04 Duties of Office

President
Shall possess no less than 2 years of experience on the C.M.F.A. Board
Organize and run board meetings;
Provide direction and guidance to ensure efficiency, proper procedure and implementation of all board activities;
Assist with league relations and ensure good standing with these organizations on behalf of C.M.F.A.;
Answer all info requests/registrations driven from website in an informative, prompt and professional manner;
Ensure all C.M.F.A. board members have the tools necessary to be successful in their roles on the board;

Identify opportunities for C.M.F.A. necessary for the betterment of the club;
Book all fields, facilities, rooms and registrations as required by C.M.F.A.;
Book all trainers and refs for C.M.F.A. game days;
Schedule all practices and games for C.M.F.A.;
Handle all Insurance and incident reporting for C.M.F.A.;
Represent C.M.F.A. at events, practice and games as needed.

Treasurer

Ensures that all of the club's monies are deposited in the club's bank accounts;
Makes recommendations to the Board on Association financial policies;
Ensure timely payment of all club's expenses;
Ensures that club policies are followed with regard to all financial transactions;
Produces a monthly bank and cash flow statement for the Board and the Members;
Reports the financial position of the club at all Board meetings; Prepares the annual financial statement for the Annual General Meeting;
Ensures that the club's books are appropriately reviewed annually;
Works with the Registrar and the Director of Equipment to collect on NSF cheques and outstanding equipment;
Works with the Registrar and President to ensure the timely collection of all payments Works with the bank or other financial institutions, the Registrar and the President to ensure that all payment methods are meeting the club's needs;
Audits the club's cash handling policies on a regular basis and makes recommendations to the board with regards to mitigating cash losses;
Ensure that a float(s) is/are available for all club events as required;
Acts as the Lead with regards to financial matters as they apply to grants and sponsorship applications;
Acts as the lead in managing the club's financial policies and accountabilities on matters involving, sponsorship and fundraising;
Ensure that all monies collected on behalf of the club are counted, reconciled and deposited;
Ensure the filing of all financial documents as required by law;
Be familiar with all of the inner working of the club, especially as they relate to financial matters.

Secretary

Ensure that all of the legal records of the club are properly and sufficiently maintained. To assist the President in the execution of his/her role, including taking minutes at meetings and distributing the minutes in a timely fashion; Acts under the President and the Board of Directors with regards to all matters of club continuity, records retention and management; Keeps all documents and registrations of the corporation such as:
Copy of the letters patent
Copy of the general by-laws
Names and addresses of all members
Names, addresses and professions of those who are or those who have been Board Members of the corporation along with the dates upon which each person began and ended their role as Board Member. Minutes of the meetings and assemblies. Duly completed registration forms. Assist Website Director in facilitating content on the website. Writes and signs, conjointly with

the President, the minutes of the meetings of the corporation. Acts as Secretary for the Board Meetings. Picks up the mail and forwards it to the concerned Board Members. Prepares all the corporation's promotional documentation (flyers, posters, etc.). In collaboration with the Board of Directors, prepares the Agenda for the meetings and sends out convocation notices. Prepares and circulates to all Board Members the necessary documentation pertaining to questions being raised on the Agenda. Attends and participates in club functions as necessary, including, but not limited to game days, registration days, meet and greets, volunteer appreciation, parades, equipment handouts, etc.

Registrar

Liaise with team Coaches and Director of Team Managers to ensure all membership fees are collected in a timely and efficient manner. Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting. Maintain the club database. Keep accurate club contact details (President, Secretary, Treasurer) using the database. Implement Privacy Act regarding all membership information. Assist the club to promote and implement the self-registration option. Check club email address on a daily basis for updated Registration information. Process registrations as required for members (players, volunteers, coaches, etc.). Maintain member details as required.

Director of Equipment

Be responsible for the care, maintenance, storage and repair of all equipment owned by the C.M.F.A. Be responsible for the distribution and collection of equipment to the players and coaches and specifically to co-ordinate efforts with the Registrar to ensure that equipment is only distributed to players who have completed their registration form and paid their registration fees. Maintain accurate records of the location and custody of all equipment. Maintain a purchase order system for the occasional purchase of equipment. Maintain an adequate supply of equipment, attending to the occasional purchasing of additional equipment, within Board approved purchasing programs, when necessary. Be responsible for the preparation of an annual replacement and/or maintenance equipment budget to be submitted to the Board of Directors by February 1st of each year. Order new equipment as required (player, coach, field, etc.) with approved suppliers and within the terms of approved purchasing programs. Order jerseys/pants, etc. for all leagues with approved suppliers and within the terms of approved purchasing programs as designated by the Board of Directors. Order helmet stickers, decals, etc. with approved suppliers and within the terms of approved purchasing programs at the Boards discretion. Arrange for and submit quote to the Board for equipment refurbishing, as required. Coordinate equipment assembly when required. Coordinate distribution and supply of coaches' equipment (balls, first aid kits, etc.).

Director of Social Media

Communicates press releases in several media outlets when required. Promotes the mission, values and behaviours of the club amongst the community through social media. Works with the Director of Special Events to help club promotion (newspaper stories, advertisements, etc.). Guarantees the management of various social networks of which the Association is a member (Facebook, Twitter, etc.). To provide positive Website, print and social media updates on C.M.F.A events and programs (Twitter, Facebook, etc.) on behalf of the Association.

To create and distribute media releases and to act as a liaison on behalf of the C.M.F.A in a Public Relation's role; Ensure the Associations web site management, as well as the publishing and updating of the information;
Updates the schedules and all other relevant information in a timely manner on the web site, and other communication means;
Align public relations messages through various forums (Gridiron, OFC/OFL etc.) with Board of Directors input.

Director of Fundraising/Grants

Collaborate with the Board of Directors and General Manager to create fundraising development plan, which increases revenues to support the strategic direction of the club; Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved;
Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization;
Oversee the planning and execution of special fundraising events;
Organizing traditional activities, such as house-to-house collections of donated goods and money;
Obtain volunteers to help with the executing of the Fundraising event(s); Create and Maintain spreadsheet following all fundraising money coming in.

Director of Sponsorship

Promote organization associates with companies and businesses within the Clarington area as well as areas in which members of the organization reside:
Develop ongoing commitments from companies to sponsor C.M.F.A. on a year-by-year basis;
Communicate directly with Sponsors on how the funds donated were spent;
Work with the Treasurer to create proper invoicing and charitable donation receipts for businesses in which have made a donation;
Enhance the overall experience of a sponsor to allow for continued support for years to follow;
Develop an ongoing worksheet with all relevant information pertaining to any sponsor so tasks can be managed for years to come with information readily available to any future Director Of Sponsorship.

Director of Team Managers

Create team manager handbook-copy of roster/instructions how to do roster, spreadsheet to track equipment, payments, fundraising, etc;
Head Coach/O and D Coordinators/Assistant Coaches-names, Manager contact information; Set up meetings with all team managers at designated location-google docs calendar; Instructions on Dropbox for roster;
Contacts (coaches, managers, president, vice president, etc) for all teams we play from other clubs, OFC/OFL/OMFL;
Ensure proper Template for fundraising is used;
Procedures on handling cash;
Volunteer scheduling assistance;
Contact information for issues at field;
Copies of game sheets for REP season;

Copies of code of conduct, complaint form, policies, permits etc;
Constantly updating contacts for executive;
List the responsibilities that the team manager is responsible for; Find 2 managers for each division;
Provide the expense report and ensure proper procedures are used;
Provide registration forms;
Assist in creating a facebook group for team managers for any questions they may have throughout season.

Compliance and Conflict of Interest

To maintain transparency and avoid conflicts of interest, Head Coaches (HC), Offensive Coordinators (OC), and Defensive Coordinators (DC) must not be married to, in a common-law relationship with, or directly related to any Team Manager appointed to their team staff.
The Director of Team Managers is responsible for ensuring compliance with this policy as part of the team staffing and approval process.

Director of Coaching

- Build, lead, and mentor a strong coaching team, including recruitment, assignment, and ongoing development opportunities for coaches.
- Develop and implement standardized coaching curriculum, training sessions, and player development plans aligned with the club's philosophy.
- Organize and run tryouts, assist in team formation, and determine appropriate competition levels for teams.
- Oversee practice and field scheduling, training session quality, and the implementation of best practices in coaching.
- Provide ongoing evaluation, feedback, and education for coaches through clinics, meetings, and written reviews.
- Manage relationships with coaches, parents, and club management; communicate effectively and promote club programs.
- Support strategic planning, uphold organizational culture and playing philosophy, and assist the board in budgeting and decision-making.

Director of Women’s Football

-Provide direction and guidance to ensure efficiency, proper procedure and implementation of all woman’s football activities.
-Assist with the budget process for the delivery of Women’s football, supporting each area in creating
annual budgets in line with achieving the strategic goals.
-Assist with league relations and ensure good standing with other female clubs on behalf of C.M.F.A.
-Answer all info requests/registrations from website in an informative, prompt and professional manner
-Identify opportunities for C.M.F.A. necessary for the betterment of Woman’s football.
-Assist in booking fields, facilities, rooms, trainers and refs for C.M.F.A. game days. Assist in Scheduling
all practices and games for C.M.F.A.

-Work with the Director of Special Events to help promote Woman's Football
-Have knowledge of women's football, and women's football in Ontario in particular
-Have a positive and proactive mindset, with outstanding problem-solving skills and an enthusiastic approach
-Provide regular updates and reports on progress of the WE PLAY TOO strategic plan to the board as and when required.

Director of Special Events

7.05 Executive Quorum

A quorum shall be sixty percent (60%) of the executive and is necessary to conduct a meeting of the Executive.

7.06 The President along with the Treasurer will have signing authority. The board will also elect for two other board members to have signing authority. No two members granted signing authority shall be related to one another, or be married. This would present a conflict of interest and must be identified to the board immediately if such relationship exists.

Article Eight
Meetings

8.02 Annual Meeting

C.M.F.A shall hold an annual meeting of members after all seasons have ended in the year and prior to the beginning of a new season year and subsequently an annual meeting of members shall be held not more that fifteen (15) months after holding the last preceding annual meeting. Meeting will be held third week of January.

8.03 General Meeting

A meeting of members other than annual meeting may be called at any time and may be held in conjunction with an annual meeting of members.

8.09 Persons entitled to be present

The only persons entitled to attend a meeting of members shall be those entitled to vote thereat and the President, the directors and other who although not entitled to vote are entitled or required under the provisions of the Act of the by-laws to be present at the meeting. Any other person may be admitted only on the invitation of the Chairman of the meeting or with the consent of the meeting.

8.10 Right to Vote

Subject to the provisions of section 8.11 hereof, the only persons entitled to vote at the annual general meeting of members shall be persons who on the record date for the determination of board of directors are noted in the minutes as being entitled to vote. All voters must be a participating member in good standing of C.M.F.A. And as such as carry the right to vote at such meeting.

8.11 Proxies

Every member, including a member that is a body corporate, entitled to vote at a meeting of members, may by means of a proxy appoint a person, who needs to be a member of C.M.F.A., as his nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. A proxy shall be executed by the member or his agent authorized in writing or if the member is a body corporate, under its corporate seal or by an officer or attorney thereof duly authorized, and ceases to be valid one year from its date.

A proxy shall contain the date thereof and the appointment and name of the nominee and may contain a revocation of a former proxy and restrictions, limitations or instructions as to the manner in which the proxy is given are to be voted.

8.12 Revocation of Proxies

In addition to revocation in any other manner permitted by law, a proxy may be revoked by instrument in writing executed by the member or by his attorney duly authorized in writing or, if the member is a body corporate, under its corporate seal or by an officer or agent thereof duly authorized, and deposited either at the head office of C.M.F.A at any time up to and including the last business day preceding the day of the meeting, or any adjournment thereof, at which the proxy is to be used or with the chairman of such meeting on the day of the meeting, or adjournment thereof, and upon either of such deposits the proxy is thereby revoked.

If a person who executes a proxy attends in person at a meeting, or any adjournment of the meeting, at which the proxy is to be used, the proxy is thereupon revoked.

8.13 Deposit of Proxies

The directors may by resolution fix a time not exceeding forty-eight (48) hours, excluding Saturdays and holidays, preceding any meeting or adjourned meeting of members before which time proxies to be used at that meeting must be deposited with C.M.F.A. or agent thereof, and any period of time so fixed shall be specified in the notice calling the meeting.

The directors may from time to time pass resolutions establishing regulations regarding the lodging of proxies at some place or places other than the place at which a meeting or adjourned meeting of members is to be held and for particulars of such proxies to be cabled, or telegraphed or sent in writing before the meeting or adjourned meeting of C.M.F.A. or any agent of C.M.F.A. for the purpose of receiving such particulars and providing that proxies so lodged may be voted upon as though the proxies themselves were produced at the meeting or adjourned meeting, and votes given in accordance with such regulations shall be valid and shall be counted. The chairman of any meeting of members may, subject to any regulations made as aforesaid, in their discretion accept telegraphic or cable or written communication as to the authority of anyone claiming to vote on behalf of and to represent a member notwithstanding that no proxy conferring such authority has been lodged with C.M.F.A. and on any votes given in accordance with such telegraphic or cable or written communication accepted by the chairman shall be valid and shall be counted.

8.14 Chairman and Secretary

(i) In the event that the President or in their absence or appointment, the Registrar;

a) Are not present at a meeting within fifteen (15) minutes after the time appointed for the holding of the meeting, or
b) Are unable or refuse to preside as chairman at such meeting,
The members shall by show of hands choose a person from their number to be the chairman.
(ii) The Secretary shall be the secretary of any meeting of members but if the secretary is not present the President shall appoint some person who need not be a member to act as secretary of the meeting.

8.15 Scrutineers

The chairman of any meeting of members may appoint one or more persons to act as Scrutineers at such meeting and in that capacity to report to the chairman such information as to attendance, representation, voting and other matters at the meetings the chair shall direct.

8.16 Votes to Govern

At all meetings of members every question shall, unless otherwise required by law, the articles or the by-laws, be decided by the majority of the votes duly cast on the question, and in the case of an equality of votes, the President (unless he is not present the Chairman presiding) will cast the deciding vote.

8.17 Show of Hands

At all meetings of members, every question submitted to the meeting shall be decided by a show of hands unless a poll thereon is required by the chairman or is demanded by any member present in person or represented by proxy and entitled to vote. Upon a show of hands every person present who is either a member entitled to vote or the duly appointed nominee of such a member shall have one vote. After a vote by a show of hands has been taken upon any question the chairman may require, or any member present in person or represented by proxy and entitled to vote may demand a poll thereon. Whenever a vote by show of hands have been taken upon a question, unless a poll thereon is so required or demanded, a declaration by the chairman of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the proceedings at the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and as a result of the vote so taken shall be the decision of the meeting. A demand for a poll may be withdrawn at any time prior to the taking of the poll.

8.18 Polls

If a poll is required by the chairman of the meeting or is duly demanded by any member and the demand is not withdrawn, a poll upon the question shall be taken in such a manner and at such time as the chairman of the meeting shall direct.

8.19 Votes on Polls

Upon a poll each member who is present or represented by proxy shall be entitled to one vote at the meeting and the result of the poll shall be the decision of the meeting.

8.20 Adjournment

The chairman may with the consent of any meeting adjourn such meeting from time to time and no notice of such adjourned meeting need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which might have brought before or dealt with at the original meeting in accordance with the notice calling such meeting.

Article Nine
Membership

9.01 General
Membership shall be open to all persons and specifically to the parent or parents or guardian or guardians of those minors or volunteers who are participating in the activities carried on by C.M.F.A.

9.02 Members
There shall be two types of membership:
Participating-active within C.M.F.A. Whether it is from a child playing or in the administrative needs of C.M.F.A.
Honorary (non-voting) – Voted on by the Board of Directors for meritorious service to C.M.F.A. Must be listed in the C.M.F.A. Minutes.

9.04 Termination
The interest of a member is not transferable and a member shall automatically and without notice or other action by C.M.F.A., cease to be a member upon:
A decision by the board by resolution that the member's conduct has been inconsistent with the purposes of C.M.F.A., subject to the right of the member to have his membership reinstated by complying with such terms as they may stipulate.
Resignation by delivering notice in writing to the Secretary of C.M.F.A.; or
Upon death of the member
Cease to participate in C.M.F.A. activities for 1 year
Article Ten
Miscellaneous

10.01 Method of Giving Notice
Any notice, communication or other document to be given by C.M.F.A. to a member, director, officer, or auditor of C.M.F.A. under any provision of the Act, the articles or by-laws shall be sufficiently given if delivered personally to their last address as recorded in the books of C.M.F.A. or if mailed by prepaid ordinary mail or air mail in a sealed envelope addressed to them at their last addresses shown on the records of C.M.F.A. or if sent by any means of wire or wireless or any other form of transmitted or recorded communication. The Secretary may change the address on the records of C.M.F.A. of any member in accordance with any information believed by them to be reliable. A notice, communication or document so delivered shall be deemed to have been

given when it is delivered personally or at the address aforesaid. A notice, communication or document so mailed shall be deemed to have been given on the day it is deposited in the post office or public letterbox. A notice sent by any other means of wire or wireless or any other form of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication corporation or agency or its representative for dispatch.

10.02 Execution

Contracts, documents or any instruments in writing requiring execution by C.M.F.A. may be signed by any two Board Members so long as the President is one of the signors. All contracts, documents and instruments in writing so signed shall be binding upon C.M.F.A. without any further authorization or formality. The board may from time to time by resolutions appoint any officer or officers or any other person or persons on behalf of C.M.F.A either to sign contracts, documents, and instruments in writing generally or to sign specific contracts, documents or instruments in writing. No contracts shall be entered into prior to the approval of the board by a majority vote.

The seal of C.M.F.A. may, when required, be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers, person or persons, appointed as aforesaid by resolution of the board.

The term "contracts, documents or any instruments in writing" as used herein shall include deeds, mortgages, hypothec, charges conveyances, transfers and assignments of property real or personal, immovable or movable, agreements releases, receipts and discharges for the payment of money or other obligations, cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money, conveyances, transfers, and assignments of shares, instruments of proxy, stocks, bonds, debentures or other securities and all paper writings.

10.03 Cash Handling Procedures

All mass registrations days shall be attended by the following that have been chosen by the President

Registration Helpers: Their function is to complete all registration forms with the customer and take payment. They must ensure the registration documents are completed accurately and they will initial in the appropriate spot.

Registration control person. The registration control person shall verify that the form is complete and how it is being paid (if cash it is to be counted). If everything is correct they will sign off with their initials.

For all levels of the club where there will be payment plans one person will be responsible for completing all paperwork and keeping record of payments. All plans should be in one binder and requires second signature verifying cash. All cash shall be turned over to the Treasurer weekly with itemized accounting. The Treasurer shall issue a receipt and both shall sign.

All mass registration days must be balanced at the end of the registration day. This shall be completed by the registration control person and the board member responsible for closing out the event at the end of the day. They shall make a control sheet and balance to that sheet. The Treasurer and registration control person will sign off when balanced within 24 hours.

All monies given to the Treasurer should be deposited within 7 days into C.M.F.A. accounts. (iv) The treasurer is to be given the copies of the registration forms. The Treasurer will then verify the payments for each registration form. When the process is completed the form is returned to the registrar within one-week maximum or sooner as required.
Monthly updates to be given at Board Meetings as follows:
Total Kids Registered per division - Budget Actual
Total Credit Cards
Total Cash
Total Coaches Children
Total Board Children
Total Hardships
A “Hardship” Committee to be formed to make decisions on whether the board should be paying for this child to play football. Should be very user friendly. Should operate as follows:
The registrar presents a written summary to the Committee on the background and reasons why hardship would apply in this case.
Committee would make determination within 48 hours and communicate it to the Treasurer and Registrar. The Registrar would then communicate it to the family.
The Hardship Committee should consist of the President, Secretary and the Registrar.
No registrations should be taken on the fields unless properly completed. 2 signatures are required on all forms as well as payment methods. Must still be at Treasurer within 72 hours
Receipt Books should be given to all board members who have the chance to work with cash & other forms of payment. ALL CASH transactions must have a receipt attached and double signed.

END

BY-LAW CONSTITUTION

The following By-Laws as created and as modified from time to time as allowed under the Constitution of the club shall form the operating basis of the club. The Articles of Incorporation of the Club and the Club’s Constitution supersede the club’s by-laws. Where a conflict or discrepancy exists between the foregoing and these by-laws, the foregoing documents shall prevail.
From time to time the Board of Directors may create operating policies to help with the smooth functioning of the club. Wherever practical, all such policies should be appended to these by-laws, such that the policies and procedures of the club are documented in one place only. Where such policies are not part of these by-laws, they may not be created to override these by-laws. Where any such policy or policies contradict these by-laws, these by-laws shall supersede any such policies.
The creation and annual review of these by-laws rest solely with the Board Of Directors as defined in the Constitution of the Club. The Board of Directors through a majority vote of a quorum of members as defined in the Constitution shall annually approve these by-laws.

By-Law #2
Leagues and Rules

(i) C.M.F.A. shall provide a forum for athletes to play football at various levels of development.
(ii) C.M.F.A. shall run a house league program that shall be based on the principles of fair and equitable play.
(iii) The House League rules shall be based on the white book rules or any other rules as deemed fit, and modified with Board approval.
(iv) The Board of Directors acting jointly, may from time-to-time add or subtract teams from any league.
(v) Where possible and feasible, "Rep" teams will be formed to allow for ongoing player development. The rules and By-laws of such league shall apply to all such teams. It is the responsibility of the President to ensure that league rules do not violate the rules of the By-laws of the club.

By-Law #3
Registration

(i) Registration fees will be set by the Board of Directors prior to the start of the season. (ii) C.M.F.A has set forth the following payment structure: a) $50 non-refundable try-out fee at initial registration
1st payment – 25% on or before first indoor practice
2nd payment – 50% on or before the first outdoor practice
3rd payment – 25% the week prior to the first scheduled game
This payment plan was designed to spread the registration fees out over a 4 to 5 month period. All registrations must be paid in full before the first scheduled game so player may receive their personalized jersey.
Should the payment plan set forth still not be suitable for a family's financial needs a payment plan will be structured so no youth is left behind unable to play or participate with the C.M.F.A. Payment plans must be adhered to. Should a payment schedule not be met this will result in the inability to dress for the following game.
No payment plan shall exceed the halfway mark of a season.
No player shall receive equipment until the equipment deposit has been received.

By-Law #4
Refunds

Refunds will be given to any player who is cut from any C.M.F.A. team, less any applicable tryout, obligatory or outstanding fees or dues.
The first installment of $50 is a non-refundable tryout fee. This fee is due at registration for all rep programs.
Refunds, less any incurred cost, will be given to any player who has to quit due to medical reasons and who provides a doctor's note explaining said reason prior to the start of league play.
Any player who leaves the C.M.F.A. for personal reasons (i.e. doesn't like the game, feels out of sorts, etc.) prior to the distribution of equipment will be given a refund minus an administration charge of $100.
Any player who quits after the start of Rep or house league play will not be entitled to any refund regardless of circumstances.

No refunds shall be issued under any circumstances until a person's payment has cleared the bank. (vii) No refunds shall be issued until the Director of Equipment has verified all equipment has been returned.

All players who receive a refund under this policy relinquishes their right to any trophies, medals, photos, banquets, fundraising benefits, etc. that are made available to the team during or after the season.

All refunds requested must be reviewed and approved by the Board of Directors.

By-Law #5

Equipment

All equipment that is signed out and loaned to players remains the property of C.M.F.A. and will be loaned only for use for C.M.F.A. team practices and games.

Players who are signing out equipment must fill out an Equipment Issue Form and must sign for their equipment. In the event that the player is a minor, the parent or legal guardian of the player must sign for the equipment.

All equipment remains the property of the C.M.F.A. and may be loaned to players for use in their respective high school football team practices and games or other football camps, representative teams or events only for a non-refundable fee as determined by the C.M.F.A. (iv) Where C.M.F.A. football equipment is to be used for non-C.M.F.A. events, a player waiver must be signed by the player or where the player is a minor, by their parent or legal guardian. Such waiver must absolve C.M.F.A. and its directors of any liability due to the use of equipment.

(v) Equipment distribution and return dates and times will be determined by the Executive. (vi) Equipment will not be distributed without the proper equipment deposit in place. All deposits must be on hand prior to equipment being loaned to a player as well as an adult signature on the equipment form.

All equipment distributed on a loan basis to players will be the responsibility of those players.

All team equipment (footballs, kicking tees, etc.) distributed to head coaches will be the responsibility of those coaches.

Jersey number selection should be done using the following method: the oldest returning players choose first. Then the oldest new players. In the event that two players meet the same choosing criteria, and have requested the same jersey number, then length of service with the club shall be the determining factor. If the players have the same length of service then the older player shall receive the number in dispute.

The player and the player's family will be responsible for replacement cost for any equipment that he/she loses or has stolen while in their care.

Any player who has broken equipment must notify the team coach. The coach or the Director of Equipment will determine if minor repairs can be made. If minor repairs cannot be made, the Director of Equipment must be notified so proper repairs and or replacement can be made.

Under no circumstances should any player either practice or play with broken or missing equipment.

Any player who is loaned equipment by the C.M.F.A. and leaves their team before the end of the season must immediately return their equipment.

Any player who fails to return their equipment after two requests may be subjected to penalties including financial penalties or to legal action.

By-Law #6 Coaching

HEAD COACH POSITION

1. Eligibility: For an applicant to be considered for a Head Coach position with C.M.F.A., the applicant must have served in the role of positional coach, coordinator, or as Head Coach in C.M.F.A. for no less than a term of 2 years.
2. If no applicant for the position of Head Coach meets these requirements or submits an application, the C.M.F.A. reserves the right to seek candidates who are not currently holding a position within the C.M.F.A.
3. Term Commitment: The successful candidate for the Head Coach position agrees to serve in the position of Head Coach for a term of no less than 3 years for the team for which they submitted an application.
4. Vacancy and Reappointment: If a Head Coach position is vacated (whether the current coach leaves voluntarily or is removed by the C.M.F.A.) before the end of the term, C.M.F.A. will follow the process outlined above in filling said vacated position and/or reserves the right to appoint a qualified candidate (who meets all the requirements for the position).
5. The candidate who did not fulfil the 3-year term agreed to when accepting the position of Head Coach will not be considered for another position (positional coach, coordinator, or Head Coach) with C.M.F.A. for a duration of no less than 1 year from the date of exit.

POSITIONAL COACH / COORDINATOR

1. Candidates for the role of positional coach or coordinator must possess the proper accreditation or agree to obtain the proper accreditation as set out by C.M.F.A. They must follow the application process in place and, if successful, will serve a term of no less than 2 years in the position applied for.

All Head Coaches who wish to coach in the C.M.F.A. program will be required to submit an application to the C.M.F.A. Director of Coaching. These applications will be reviewed and considered by the Board of Directors with the assistance of the Director of Coaching. All applicants considered will be interviewed prior to selections being made.
Head Coaches must submit coach staff's resumes to the board for review and approval.
The Board of Directors will appoint the head coaches of all Rep teams from a list supplied by the Director of Coaching and with the Director of Coaching's input.
All coaches will be required to supply the Board of Directors with a current police reference check. Such check must be current within the last year and may be no more than 6 months old.

Where the coach does not have a current police check, the coach shall provide an application for a current check within 2 weeks of being appointed to the position and shall turn in a fully completed check within 30 days of appointment. Where there is a proven delay in obtaining the check, the Board may grant a reasonable extension upon request.
No individual shall be allowed on a C.M.F.A team side line who is not a duly appointed member of the coaching staff.
All coaches will follow the coaching code of ethics as developed and modified by the club from time to time.
No coach is to be alone with a player who is not their child or stepchild, or for whom they are not a legally registered guardian, at any time either on or off the field, in a car or at a coach's home, without the expressed written consent of the legal parent or guardian of the child. Always have another coach or players with you. This is for the protection of the players as well as the coaches.
All coaches who coach within the C.M.F.A. organization do so voluntarily and may not seek financial personal gain from the C.M.F.A., parents or players, or any sponsor the organization may have obtained.
Coaches shall work to become safe contact certified within the playing season.

Conflict of Interest Restriction

To maintain transparency and avoid conflicts of interest, Head Coaches (HC), Offensive Coordinators (OC), and Defensive Coordinators (DC) must not be married to, in a common-law relationship with, or directly related to any Team Manager appointed under their team staff. The Director of Managers is responsible for ensuring compliance with this policy during the team staffing and approval process.

By-Law #7

Tryouts, Practices and Games

The Rep tryout schedules shall be set by the Club's Board Of Directors. The Rep season practice schedule shall be determined by each of the head coaches in conjunction with the Board Of Directors. The House League practice schedule will be determined by the Head Coach of the House league in conjunction with the Board Of Directors. All regular season and playoff games for the C.M.F.A. Rep program are determined by the various leagues that they play in. The Board Of Directors and the league will determine playing locations times and dates. Any team wishing to play exhibition games must have the approval of the Board Of Directors. (vi) The Board Of Directors shall create the annual game and practice schedule for the house league program with the assistance of the Head Coach of the House League.

By-Law #8

Fundraising

All teams will be expected to participate in any fundraising the C.M.F.A. do during the course of the season. Any individual teams wishing to do their own team fundraising will need Board approval before commencing any fundraising. Individuals will be expected to take part in all mandatory fundraising activities. Players may opt out of fundraising activities by paying the fundraising fee. All fees collected for team fundraising must be deposited with the Treasurer.

Under no circumstances will team managers, coaches or parents be permitted to spend fundraising dollars without the permission of the Treasurer and or the Board Of Directors. It is the responsibility of the club to pay all agreed upon expenses for any fundraising activities. Players of legal age of the parent or guardian of a minor may participate in a volunteer fundraising event to offset their fees.

By-Law #9

Criminal Background Check

Whereby Board members and the volunteers of the organization, including coaches, managers and other volunteers are charged with working with a vulnerable sector (namely children), it is hereby agreed by this board that henceforth all named volunteers shall provide to the organization a compulsory police check.

All such checks must prove suitable to the Board and it is the sole discretion of the board to determine suitability to hold all positions named, within the organization, however, such suitability may not be unreasonably denied and may not be withheld without appeal.

All Board members and volunteers must provide reasonable proof of an application for criminal background check (hereinafter referred to as a CBC) within 30 days of their appointment, election or selection to office. The Board may accept proof of application for the CBC pending a reasonable delivery of the final check. A thirty-day maximum time frame will be allowed for delivery of the final CBC; however, reasonable request for an extension of proof of the CBC will not be unreasonable withheld.

An applicant, Board member or volunteer may be conditionally offered their position, pending provision of a suitable CBC given the foregoing.

This policy will be implemented and monitored by the Board Of Directors. The collection and review of all CBCs shall rest with the Board Of Directors, specifically the General Manager. The following policies and procedures shall govern the collection and review of all CBCs: (a) Upon receipt of the background check information, personal references, and other information assembled by the Club, the C.M.F.A. Board or committee of the Board is responsible for making the decision regarding the individual's eligibility. Any possible disqualifications may be discussed with the C.M.F.A. Board before the individual is notified. The individual must be notified before and after any potential adverse action is taken. The individual must be provided a copy of the findings from the background check provide by the vendor or the RCMP of Local Police.

(b) Disqualification from Board, Coach, Manager or Volunteer Participation. The following standards shall apply if the C.M.F.A. Board learns (via a criminal background search, personal reference or otherwise) that a prospective volunteer or host has been convicted of, has pled guilty to, has deferred adjudication for, or has pled no contest to one of the following crimes under the laws of any province or Territory in Canada, within the United States, or any other nation or sovereign.

Automatic disqualification will occur for: Crimes against children, Criminal offenses against persons, Criminal offenses against the family, Crimes defined as public indecency, Crimes using weapons, Arson, Any violent crime or felony drug-related offense other than those identified below or Residing on the same premises as a Registered Sex Offender

Possible Disqualification and the decision whether to allow participation shall be within the exclusive and absolute control of the C.M.F.A. Board Of Directors for; First offense of Driving While Intoxicated, Driving Under The Influence, or possession of a controlled substance under

two ounces, and crimes against property (such as theft, fraud, embezzlement, forgery), the date of disposition, severity and final disposition will be significant factors.
For other criminal offenses (except traffic violations classified as misdemeanours), the C.M.F.A. Board will review the applicant's situation on a case-by-case basis. If a person is charged with any criminal offense, other than traffic violations classified as misdemeanours, involvement with the C.M.F.A. as a volunteer will be temporarily suspended pending disposition of the case.
Any individual who disputes or desires to contest the information provided by any vendor to the C.M.F.A. or reference supplied by the individual must contact the vendor or reference who provided information. It is the individual's responsibility to challenge the report received from the vendor or reference and to arrange for any corrections, if necessary. An individual who disputes his or her disqualifications by the C.M.F.A. must provide written notice to the C.M.F.A. within ten (10) days of being advised of his or her disqualification. An individual so disqualified may not act or serve in any official capacity during the appellant period.
The C.M.F.A. will maintain the confidentiality of all criminal background check information, including information regarding disqualification decisions. Such records will be maintained in files that are exclusively devoted to the individuals vetted. However, it should be noted that the checks only show existing public records and do not include things such as credit information, driving licenses suspensions, or medical records.
The C.M.F.A. will retain the records of any criminal background check in a secure file for a period of ten (10) years or longer if Provincial, Territorial, or Federal laws require a longer retention schedule for such records. The C.M.F.A. will retain these records in electronic or hard copy form depending on which form is most suitable for preservation of the records and consistent with applicable laws. At the end of the scheduled retention period, the C.M.F.A. will destroy the records unless there is pending or threatening litigation.
Criminal background checks will be done for all named volunteers with continuous service in the program every year and prior to the expiration of any current check held by the club. In the event of any change of position within the club, a new check may be requested at the time of the change.
All CBCs must be National in scope and must include a minimum of 5 years of history. All CBCs must indicate that the applicant will be working with a vulnerable sector, namely children. Where necessary the club must be named on all applications.
There may be instances where locally acquired CBC is not available or does not provide sufficient background. In such instances a third party CBC may be accepted, solely at the discretion of the Board, and shall be at the sole expense of the candidate.
The Board Of Directors shall be responsible for the collection of all CBCs and shall review and store such CBCs as previously noted.

By-Law #10

Logo, Trademarks, Proprietary and Confidentiality

The club has certain proprietary rights around such properties as its logo, its website and other designs. The club solely is the owner of such marks and properties and no member, coach or director shall use such marks or properties for personal gain.
These properties may not be used, altered, modified, superimposed or otherwise changed without the express written consent of the Board Of Directors of the club.
The website, facebook pages, youtube channels and other on-line presence created by any member shall be the property of the club and shall only be used for club purposes. Any such

page shall be under the direct control of the club through the Board or someone designated by them.

Members of the club may from time-to-time be exposed to information that is privileged, confidential or proprietary to the club. This information may be passed knowingly or unknowingly to members. All members in receipt of such information agree to keep all such information in confidence and agree not to reveal or expose such information without the expressed written consent of the Board of the club.

Some members may have access to passwords, combinations and other limited access, including keys that are the property of the club. Members must agree to use all such instruments for club purposes only and to cease and desist from their use when their membership ends or when requested to do so by the club.

The club may provide pictures, trophies, medals and other items to players as a commemoration to their season. A player may receive some or all of these items. When these items are awarded it is the player's responsibility to collect such items at the place and time designated by the club or team. In the event that the player does not pick up awarded items as prescribed here, it is the player's (or their guardian's) responsibility to make reasonable arrangements to pick up such awards. The club shall endeavor to keep safe for a period of 1 year all such awards, after which time the club will dispose of the awards as it sees fit. This may include the reuse of such awards, where practical, the sale of those awards, the donation of those awards, or any other method deemed fit.

It is the responsibility of team managers to turn over all unclaimed awards to the Board Of Directors within a month of date set for any such awards. The Board shall safely store and document all such items for future pick-up or disposition detailed above.

By-Law #11

Insurance

It is the responsibility of the President of the club to annually review the club insurance needs and make recommendations to the Board as to any necessary changes to improve or strengthen the club's policy.

The club must maintain insurance for all of its members. Anyone who is deemed uninsurable by the club shall be barred from membership.

The club must maintain an Errors and Omissions policy for all board members. Such policy shall save all Board Members harmless, except in cases of gross negligence.

Gross negligence is defined as a reasonable person ought to know or ought to have known that the actions that they took would cause harm.

By-Law #12

Volunteers and Community Involvement

The club shall offer students the opportunity to earn community hours for their high school credits on an equal basis.

The Team Managers are responsible for coordinating and tracking all such community hours earned.

All members and their parents are expected to participate in club community activities and events.

By-Law #13

BBQ

The club operates a bbq for the benefit of its fans, visitors and guests.

The bbq must be operated by the club and its volunteers or someone selected by the club to operate as a concession.

Where the club operates the bbq, it is the responsibility of the Board Of Directors to ensure that all health department regulations, as they apply to operation of a food establishment are met and adhered to.

It is the responsibility of the Board Of Directors or someone designated by the Board, to ensure that the food that is sold at the bbq is of the highest quality and does not pose a threat to the public.

By-Law #14

Gifts, Donations, Bequeaths

From time to time the club may be asked to make donations to member families in need. When such requests arise the Board will look at such request on a case-by-case basis and make a recommendation to the Board to provide financial relief for fees or other obligations.

The club may from time to time participate in fundraisers for the other charitable organizations. All such programs should be in keeping with the club's goals and must be approved by the Board.

Where a member is involved in an accident requiring hospitalization or which results in the death of a member, the Board may by majority vote, spend a limit of $100 for a gift to the family of the member involved. This applies to minor members and their parents and Board Members and their spouses or parents.

Where a Director or Coach or other nominated volunteer serves the club for more than five years, on leaving the club in good standing, the volunteer may be, recognized with a token of the club's appreciation for such service, such recognition should not exceed $100 and must be approved by a majority of the Board.

Where a volunteer member or otherwise offers a service to the club that is above and beyond the regular expectation, the club may recognize the said volunteer with a token of the club's appreciation. The said amount should not exceed $100, but the amount must be agreed to and voted on by the Board Of Directors.

By-Law #15

Facilities

(i) All facilities booked for C.M.F.A. use, whether practices or games, are to be treated with respect. No littering will be tolerated and all rules and regulations of the facilities are to be adhered to.

By-Law #16

Codes of Conduct

(i) The following code of conduct must be adhered to by all members of C.M.F.A.

Player Code of Conduct Appendix A

Parent Code of Conduct Appendix B

Coaches Code of Conduct Appendix C

Board Of Directors Code of Conduct Appendix D

By-Law #17

Purchase Order and Procurement Process

The club maintains a purchase order process for the purpose of ensuring that there are checks and balances with regards to club spending.
The club's treasurer is responsible for maintaining the club's purchase order system and for issuing purchase orders for all purchases over $200.
All members who spend any amount of money for the club's benefit must have pre-approval of the board prior to making such purchases.
The club's treasurer is responsible for reconciling all purchase orders to invoices to ensure that the club is only making approved payments.

By-Law #18

Financial Policies

All club expenditures are the responsibility of the Treasurer
Any expenditure over $200 must be pre-approved by the Board Of Directors.
All payments that are collected, with the exception of the BBQ, the 50/50 or other draws, sales of C.M.F.A. wear, sales of event tickets and other exceptions approved by the Board Of Directors, must be issued an official number club receipt.
All cash or in-kind expenses incurred on behalf of the club, must be submitted using a club expense form and signed by the claimant. (v) The Treasurer shall maintain the books of the club via an outside accounting firm and shall be the financial liaison between the accounting firm and the C.M.F.A.
The Treasurer and one additional authorized Board member shall sign all of the club's cheques.
All monies that are transferred between members of the club, must be duly accompanied by a numbers club receipt or a cash transfer form.
The Treasurer or their designate must have control of the club's receipt books at all times.
When receipt books are issued the Treasurer is responsible to tack all such issued books.
All receipt books must be returned to the Treasurer when they are fully used or when the Treasurer requests their return.
All receipt books must be filed by the Treasurer and such files shall be maintained for a minimum of seven years.
The Treasurer shall reconcile the club's expenditures on an ongoing basis, including reconciling all payments and all accounts.
The Treasurer shall provide the annual financial statements that are provided at the AGM.
The Treasurer shall provide regular updates to the Board Of Directors as to the financial position of the club.
The Board Of Directors shall provide access to the financial records of the club to any members who request such access. Such access shall be given within a reasonable time period, usually not to exceed 30 days.

By-Law #19

Use of Referees

The club will use the minimum referee amounts as prescribed by the leagues that it plays in.
The club will reserve the right to choose which referees it uses for its house league program.

A minimum of 3 on-field officials will be used for all regular season and playoff games for the club's house league program.

By-Law #20

Use and Return of C.M.F.A. Technology

(i) The club will at the Board's discretion, own and maintains specific technology. All such technology, when purchased using the club's approved process becomes the property of the club.

The club will only buy such equipment from reputable sources and will maintain the equipment to be able to perform the functions for which it was purchased.

Certain members of the club may be tasked with maintaining such equipment. It is the responsibility of the individual so tasked with ensuring that the equipment is continually fit for use.

All such equipment must only be used for club specific functions or activities, unless the club offers written permission for other, non-club specific users.

All such equipment remains the property of the club and must be surrendered to the club on request from the Board Of Directors.

By-Law #21

Discipline Process

The club shall maintain a fair and equitable discipline process.

Where any member breaches the club's constitution, the club's by-laws or the club's code of conduct, the breach may be subject to review by the Board Of Directors.

The club as soon as it is aware of any such breach shall appoint a member or members to conduct an investigation and make a report to the Board for the Board's review and action.

The Board may choose to take no further action, to sanction a member or to expulse a member for breach of club policy or for other conduct unbecoming of a member.

Where a member is sanctioned or expulsed from the club and wish to appeal their sanction or expulsion, they must do so in writing to the General Manager or Secretary within 5 days of their notification of sanction or expulsion.

Where a member appeals their sanction or expulsion the Board Of Directors may be convened to hear such appeal.

The Board Of Directors may over-turn, reverse or set aside the decision of the Board, but only based on new evidence or evidence that was not available to the board at the time that its decision was rendered.

End of By---Laws

APPENDIX A
PLAYERS CODE OF CONDUCT

- As a player, I will:
- Recognize that coaches and officials are present to support me; I will treat them respectfully, follow the rules, and uphold the spirit of the game.
- Demonstrate full loyalty to my coaches, acknowledging them as the instructional authority for my team.
- Strive to positively influence others through my words and actions, whether interacting with teammates, parents, managers, coaches, opponents, or officials.
- Refrain from using any widespread social media platforms (such as email, texting, Facebook, etc.) to make offensive, abusive, or insulting remarks towards other players, officials, parents, coaches, team support staff, or executive members.
- Respect all equipment and facilities provided for my use.
- Show good sportsmanship, understanding that winning is not the only objective, and acknowledge outstanding plays or performances by both my team and our opponents.
- Abstain from using illegal drugs, tobacco, or alcohol products.
- Make every effort to attend all practices and games, notifying the coach or manager in advance if I am unable to attend and providing the reason for my absence.
- Conduct myself respectfully and avoid using inappropriate or vulgar language or gestures.
- Do my utmost to be a true team player and consistently uphold high standards of behaviour.

By signing the Code of Conduct, I accept its rules as guidelines for my own behaviour and that of my immediate family. I understand that if I or members of my immediate family fail to comply with the Code of Conduct, I may be subject to disciplinary action, which could include—but is not limited to—the following:

- Verbal warning by an official, head coach, and/or Executive Member.
- Written warning
- Game suspension with written documentation of incident kept on file
- Season suspension

Player Name (please print)_____________________________________

Player Signature__________________________ Date_____________

APPENDIX B
Clarington Minor Football Association
Parent Code of Conduct

As parents and guardians, we agree to uphold the following standards to foster a positive, safe, and respectful environment for all athletes, coaches, officials, and families within the CMFA community:

- I will not pressure my child to participate in sports.
- I will inform the coach of any disability, medical condition, or limitation that may affect my child's safety or the safety of others.
- I recognize that player safety is paramount and will never encourage actions or behaviours that could endanger the health or well-being of any athlete.
- I will make every effort to learn the rules of the game and understand the policies of the CMFA.
- I will remember that youth sports are for children's enjoyment and development—not adult competition.
- My guests and I will model positive behaviour, promoting sportsmanship through respect, courtesy, and encouragement of all players, coaches, officials, and spectators—both on and off the field, and across all forms of communication, including emails, social media, and printed materials.
- My guests and I will never engage in booing, taunting, refusing handshakes, or using inappropriate language or gestures.
- I will respect the authority of officials and refrain from questioning or confronting coaches during games. If concerns arise, I will follow the CMFA's proper channels and due process.
- I will insist that my child treats all players, coaches, officials, and spectators with respect, regardless of race, creed, colour, gender, or ability.
- I will teach my child that giving their best effort is more important than winning, and I will emphasize skill development, teamwork, and personal growth over results or scores.
- I will ensure my child attends practices and games as scheduled. If unable to attend, I will notify the coach or manager in advance and arrange for an approved alternate caregiver.
- I will never ridicule or yell at my child or any participant for making a mistake or losing a game.
- I will demand a sporting environment for my child that is free from drugs, tobacco, and alcohol—and will personally refrain from their use at all sporting events.
- I will refrain from coaching my child or other players during practices or games unless I am an officially designated coach for the team.
- I acknowledge that coaches always prioritize team and player safety. I understand that my child's playing time will be determined by the coach based on effort, attitude, and team needs.

APPENDIX C

- By signing this Code of Conduct, I accept these rules as guidelines for my behaviour and that of my immediate family. I understand that failure to adhere may result in disciplinary action, which could include but is not limited to:
- Verbal warning by an official, head coach, or Executive Member
- Written warning
- Parental game suspension (documented on file)
- Parental season suspension

Parent/Guardian Signature: ________________________________
Date: _______________________

APPENDIX D

APPENDIX E
COACHES CODE OF CONDUCT

As Coaches, we therefore agree:

- I volunteer for the CMFA as a whole, understanding that this is not “my” team. I accept that all suggestions and decisions made by the Board of Directors and Coaching Director will be implemented without challenge.
- I will always put the emotional and physical wellbeing of the players before my personal desire to win.
- I will treat every player as an individual, applying appropriate coaching techniques for all skills I teach, and recognizing the wide range of emotional and physical development among children in the same age group.
- I will provide a positive, encouraging, and safe environment for all players.
- I will not use foul, derogatory, or abusive language while coaching or attending youth sports events.
- I will ensure the Association’s team environment is free from drugs, tobacco, and alcohol at all youth sports events, including practices and games.
- I will be knowledgeable about and follow the rules, policies, and procedures of the CMFA and the league in which we play, and I will teach these rules to the players.
- I will remember that my role is as a youth sports coach and that the game is for the kids, not the adults.
- I will consistently show respect for, and accept, the decisions, calls, and judgments of officials at any game.
- I will serve as a positive role model for players, fostering sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, spectators, and Board Members—on or off the field, at every game, practice, or other team-related event, including communication via email, online platforms, or in print.

I agree that by signing the Coaches Code of Conduct, I accept its rules as guidelines for my behaviour. I understand that if I fail to follow the Coaches Code of Conduct, I may be subject to disciplinary action, which may include, but is not limited to, the following:

- Verbal warning by an official and/or Board Member
- Written warning
- Game suspension, with written documentation of the incident kept on file
- Season suspension
- Removal from the CMFA for a term deemed reasonable by the Board of Directors

Signature: _______________________________________ Date: ____________________

APPENDIX F

BOARD OF DIRECTORS CODE OF CONDUCT

As a member of the Board of Directors of the CMFA, I hereby agree to uphold the following commitments:

- I will learn and uphold the rules of the game and the policies of the CMFA.
- I will fulfill my role to the best of my ability, as outlined in the CMFA Constitution and Bylaws.
- I will attend all Board meetings unless prior written notice of my absence is provided to the Board.
- I will actively participate in all Association functions as required, including but not limited to game days, registration days, meet-and-greets, volunteer appreciation events, parades, and equipment handouts.
- I understand that player safety is paramount, and I will not support or encourage any behavior or practice that could endanger the health or well-being of athletes.
- I recognize that children participate in football to have fun, and the game exists for youth — not adults.
- I will act as a positive role model for all members, promoting sportsmanship, respect, and courtesy. I will demonstrate positive support for all players, coaches, officials, spectators, and fellow Board members both on and off the field, in all games, practices, events, and communications — including emails, online activities, and printed materials.
- I will not engage in or condone any form of booing, taunting, refusal to shake hands, or the use of profane language or gestures.
- I will respect the authority of officials during games and will never question, discuss, or confront coaches, team managers, or other Board members at the game field. I will follow the CMFA's established due process for any concerns or disputes.
- I will support and uphold a sports environment that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all CMFA events.
- I will refrain from coaching my child or other players during games or practices unless I am one of the team's official coaches.

By signing this Code of Conduct, I acknowledge and accept its principles as standards for my behavior as a CMFA Board Member. I understand that failure to adhere to this Code may result in disciplinary action, which could include but is not limited to:

- Verbal warning by an official, head coach, and/or Board member
- Written warning
- Suspension from games for parents, with written documentation of the incident kept on file
- Suspension from the CMFA Board of Directors
- Removal from the CMFA Board of Directors
- Season suspension for parents

APPENDIX G

Signature: ________________________________ Date: ________________________