



## **KANATA KNIGHTS POLICIES MANUAL**

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## Table of Contents

### **Contents**

|   |    |
|---|----|
| OPERATIONAL POLICIES .....  | 3  |
| EQUIPMENT DISTRIBUTION AND RETURN.....                                      | 3  |
| COACHING CERTIFICATION.....   | 3  |
| HEAD COACH SELECTION PROCESS .....  | 3  |
| PLACEMENT OF COACHES & PLAYERS POLICY .....                                 | 4  |
| EXECUTIVE/COACH CONFLICT OF INTEREST .....                                  | 4  |
| KANATA KNIGHTS PARENT/COACH INTERACTION .....                               | 4  |
| OTHER SPORTS IMPACT ON THE KANATA KNIGHTS .....                             | 5  |
| WAIVER POLICY.....  | 6  |
| INDIVIDUAL PLAYER PLAYING TIME.....   | 7  |
| PLAYERS RETURNING FROM INJURY .....   | 8  |
| CLIMATIC CONDITIONS AFFECTING PRACTICE & GAMES (LIGHTENING &<br>HEAT) ..... | 8  |
| Lightning Interruption Policy for the Kanata Knights Football Club .....    | 8  |
| Heat Related Injuries and Guidelines.....                                   | 9  |
| COACHES EVALUATIONS AND MANAGER'S EVALUATIONS.....                          | 10 |
| ANNUAL PLAYER TROPHY PRESENTATIONS .....                                    | 10 |
| FOOTBALL CANADA TEAMS.....  | 12 |
| NCAFA ALL-STAR TEAMS.....   | 12 |
| WINTER TRAINING/SKILLS CAMPS/COMBINES.....                                  | 12 |
| MEDIA PERMISSION/WAIVER FORMS/E-MAIL POLICY.....                            | 13 |

## **OPERATIONAL POLICIES**

These policies have been put in place to define how the Kanata Knights Football Club will operate. Any additions or proposed changes must be submitted to the executive for review and implementation.

## **EQUIPMENT DISTRIBUTION AND RETURN**

Each Head Coach working with their team manager and team equipment manager will be responsible for the distribution and return of all equipment used at their designated level of play. The Head Coach will insure that each player is equipped completely and is prepared to participate with complete equipment in practices and games.

Upon completion of the playing season the Head Coach will insure the return of all equipment within four weeks of the final game played. If there are delinquent returns it is the responsibility of the Head Coach to make whatever arrangements required to insure the return of the equipment in question.

## **COACHING CERTIFICATION**

1. New coaches to the club have one year to get Introduction to Football certification. (if available)
2. The Kanata Knights will pay for any coach wishing to further their education within reason.
3. All coaches are expected to attend 3 mandatory coaching meetings per year.
4. Coaches are encouraged to take part in any and all coaching courses offered by the Kanata Knights.

## **HEAD COACH SELECTION PROCESS**

1. With 2 games to go in the regular season, the Director of Coaching and Coaching Development will gather information from coaches on where they would like to coach for the next season and in what capacity.
2. After evaluations are completed and analyzed the Director of Coaching and Coaching Development will report back to the Executive on results through the Director of Football Operations.

3. If there are no problems, Head Coaches will be given every opportunity to remain a Head Coach, but not necessarily at the same level.
4. If a Head Coach position exists above or below a current Head Coach and that Head Coach wishes to move, he/she will be given the right of first refusal for the job.
5. Interviews will be held with the Director of Coaching and Coaching Development and recommendations will be made to the Chairman. The Chairman and the Executive decide head coaching positions.

## **PLACEMENT OF COACHES & PLAYERS POLICY**

Whenever possible if a parent is coaching with one of the Knight's teams the associated player should not be placed in a position of receiving direct coaching from their parent. The player should play on the squad opposite from the one coached by the parent. Any coaching feedback should be provided through other coaches on the team.

Every player that is registered to play with the Kanata Knights Football Club should play at the level within their age category. A player can only move up to a higher level with the agreement of the players parents and the head coaches of the two levels involved.

Coaches within the Knights organization will never be asked to coach at a level different from their child, unless the coach requests that this be the case.

## **EXECUTIVE/COACH CONFLICT OF INTEREST**

1. The President, the Director of Football Operations or the Director of Coaching and Coaching Development cannot be a coach. An exception can be made for the President or the Director of Football Operations by vote of the remaining members of the Executive.
2. If any of the defined persons, as a coach, come under scrutiny, they will immediately recuse themselves as a member of the Executive until an investigation is conducted and a determination is made by the remaining members of the Executive.

## **KANATA KNIGHTS PARENT/COACH INTERACTION**

A Coach is required to insure all are treated equally, to develop all the players equally and to help make sure all the players are playing to the best of their ability while maintaining a solid team concept.

Parents, at times, can be critical of coaches. When their player is unhappy or it is felt that he/she is being treated unfairly, conflicts can and will occur.

The guidelines below are here for parents and coaches to follow and minimize the conflicts that can occur throughout the season:

1. The Head Coach and the staff are in the best position to determine who plays and certainly how much they play.
2. Be honest with yourself about your player's athletic ability.
3. Be helpful and support the team and coaching staff. Bring coaching suggestions to the Head Coach.
4. Do not coach your child. Do not contradict the coaches with your player. Bring issues to the Head Coach.
5. Only make positive comments about players in the club. Never openly compare any player with other players.
6. Please do not demean players' abilities in the stands, at practice, or out in the community.
7. Do not demean our coaches in the stands, at practice or in the community.

If you wish to approach the Head Coach with any of your concerns, please do the following:

1. Usually you want to approach a coach after an emotional event for either the coach or your player. Take a breath and wait 24 hours before approaching the problem. Think about the issue objectively and frame your issue. Set up a meeting away from other parents and players. A Club exec representative will be happy to attend if you so wish.
2. When outlining your concerns, cite specific examples and avoid using terms like "others on the team are saying..." "Many feel...." "We heard....". These are not terms specific to your player.
3. The Head Coaches will not discuss other players with you, nor will any Assistant Coaches. They will only discuss your player with you.
4. Please do not approach assistant coaches with your concerns or comments. These are to be directed to the Head Coach.
5. If after your discussion with Head Coach, you feel that your concerns have not been addressed, then inform the Head Coach that you escalate your concern to the club executive.

## **OTHER SPORTS IMPACT ON THE KANATA KNIGHTS**

1. Kanata Knights recognize the impact of other sports for players wishing to try out for the Knights.
2. The Kanata Knights have no issue with any player or coach or member of our club playing/coaching another sport at any level.
3. The Kanata Knights will not release contact lists or any other information about our club to any other sports organizations.

4. The Kanata Knights will rent equipment to a current Kanata Knights player for designated approved purposes. An appropriate deposit for such equipment is required.
5. Once the Kanata Knight Try-out process begins, any registered Kanata Knight also playing any other sport is expected to try-out like any other player. Head Coaches will do their best to work around any other schedule, but there are no guarantees that there will not be conflicts. If there comes a need for release players and 2 or more players are identified, preference will be given to the player who has attended Kanata Knights practice the most and shown a clear desire to play. Players need to be at practice to be evaluated. The Kanata Knights in agreement with the Myers Riders only will honour 2 practices Knights, 2 practices OVFL policy.
6. Players in Kanata Knight Territory, playing another sport, but not registered with the Knights will not be able to try-out for the Knights until registered.
7. Roster spots will not be held, even when a roster is short.
8. Due to the many conflicts, the Kanata Knights will ask that Head Coaches with the Knights make a commitment to only coaching the Knights and not any other sport or program from the start of our try-out process to the end of our season. This would also include any other activity that may affect the time commitment necessary to be an effective Head Coach.

## **WAIVER POLICY**

In the interest of promoting and sustaining successful football programs at each of the respective levels within the Kanata Knights Football Club current territorial boundary and in recognition that the Kanata Knights Football Club will not recruit players residing in another Club's territory, the Club President will only be permitted to sign a player waiver under the following circumstances:

In the event that registration numbers exceed the number of players permitted on a team, and subject to consultation with the Head Coach of the applicable team, the President may waive a player. Such players will only be waived to a Territorial Boundary of a Football Club that demonstrates the need for new players to sustain their program.

In circumstances where players are released by the Kanata Knights Football Club, all released players may receive a signed waiver from the President. Such players will only be waived to a Territorial Boundary of a Football Club that demonstrates the need for new players to sustain their program.

Only the President/Chairman can actually sign a release or request a release from another NCAFA club.

Any other requests to waive a player that fall outside the Club Player Waiver Policy must be submitted to and receive approval from the majority of the Club Executive in consultation with the Head Coach of the applicable level.

## **INDIVIDUAL PLAYER PLAYING TIME**

It is the charter of the Kanata Knights Football Club to insure that each player receives as much opportunity to learn the game by playing the game. In today's world of young people playing multiple sports this creates a challenge as the players are torn between sports. Although not stated as a competitive league NCAFA is by default competitive based making cuts and the limited number of teams available for play. As defined by Football Canada and accepted by NCAFA, at the Tyke and Mosquito levels the intent is to introduce the game and insure participation. At the Pee Wee and Bantam levels it is recognized as the entry points for competitive football. While keeping in mind the guiding principles of NCAFA and the Knights it is further our intent to reward the players that dedicate themselves to football and to recognize those players that put in the most work to participate with the individual team and the Club.

The Knights policy for playing time shall be:

1. If a player is present for all practices or if they miss a single practice due to illness verified by the parents, they will receive maximum playing time in each game through our platoon system of play.
2. If a player is present for 50% of the practices they will play the league mandated number of plays per half plus any additional playing time as clearly identified by the Head Coach before the game to both the player and the player's parents. This limitation of play must be submitted to the Club Director of Coaching and Coaching Development and to the Club Executive.
3. If a player misses all practices not due to illness or injury, the Head Coach shall have the prerogative to request the player be suspended for the next game or have limited play during said game as identified in step 2. The Head Coach must provide clear reasons for the suspension to the Director of Coaching and Coaching Development and the Executive in advance of the game. Once approved by the Executive the player and the player's parents will be notified of the decision.
4. During the try-out process, (as determined by the Head Coach) players are expected to be at practice for evaluation. If players do not attend enough practices, no matter what the reasons, their roster spot may be in jeopardy. If releases are required, priority must be given to those players who have put in the work. Further, a player must attend 9 consecutive practices before being placed on a short roster, no matter what the cause for absence. This means that even if the season has started and there is room on the roster, 9 consecutive practices must be attended before a player can be on a game roster. If the roster is short

because there are not enough players, the 9 practice rule can be waived, with approval from the Executive.

## **PLAYERS RETURNING FROM INJURY**

Any player that receives an injury that requires a doctor's attention or is directed a hospital for care will not be allowed to return to team activities until such time as a letter from an attending doctor or certified physiotherapist is provided to the Head Coach of the applicable team stating the player has been cleared to resume normal team activities.

Such injuries as a broken bone, concussion, back strain, or serious sprains are just a few examples. It is the expectation of the Kanata Knights Football Club that the head coach will always show the appropriate caution with injured players.

## **CLIMATIC CONDITIONS AFFECTING PRACTICE & GAMES (LIGHTENING & HEAT)**

### **Lightning Interruption Policy for the Kanata Knights Football Club**

The Problem - The instructions to officials about when to stop or postpone a game due to lightning have generally been vague. If an official knew how to determine distance to a strike by counting the flash to bang time, he or she was left wondering, in face of obvious pressure, when to stop the game. The question remained if there's a strike \_\_\_ miles away, what does that mean?

"30-30" - 30 Seconds – STOP: Stop the game when there is a 30 second or less "flash to bang" (thunder) time. At 30 seconds "flash to bang," the lightning strike is 6 miles away. The game should be stopped earlier if there are extraordinary circumstances regarding getting everyone to safe shelter. Safe shelter is defined as a solid building with plumbing and electricity or, secondarily, motor vehicles with metal roofs and the windows rolled up.  
30 minutes – RESUME: Resume the game no sooner than 30 minutes after the last visible lightning flash or thunder.

Determining the Distance to a Lightning Strike - The distance to a lightning strike can be determined by using "flash to bang [thunder]" counting method. Sound travels one mile every 5 seconds. When lightning is sighted, count the seconds until you hear thunder. If five seconds elapse, the lightning strike was one mile away. Ten seconds indicate the lightning is two miles away...thirty



seconds indicate the lightning is six miles away. If a stopwatch is not available, an official's beeper can be used for 20 seconds of the count to increase accuracy.

## **Heat Related Injuries and Guidelines**

Young athletes do not adapt as well to heat and high humidity as do adults. They tend to sweat less, produce more heat and drink less of the proper fluids than adults (Mayo Clinic 2011). Heat related injuries can be prevented however, if coaches, trainers and parents follow the steps outlined below.

1. If the Heat Index (combination of Temperature and Humidity) is predicted to be 40 and above, practice will be cancelled. The Heat Index reading should be the predicted heat index at the time of practice start. The call should be made by the Head Coach by 5:30 pm. This is non-negotiable.

2. If practice goes ahead in high heat and humidity situations, these are the steps that must be taken by coaches, trainers and managers: (Football Canada 2011)

- a) Drills that require no contact should be performed with no helmets and shoulder pads.
- b) Hydration breaks will be given every 15 minutes and players need to drink at least 250 ml of fluid at these breaks.
- c) Before exercise players need to drink at least 600 ml of fluid.
- d) After exercise, players need to rehydrate by drinking as much as possible, and actually may have to be forced to drink.
- e) Athletes can monitor hydration level by checking their urine. If it is dark, has a strong smell, and there is not a lot, players are dehydrated and must drink. Know the signs of Heat Related Injuries: (American College of Sports Medicine 2011)

1. Dizziness, vomiting, cold clammy skin, headache, lack of focus are all signs of heat exhaustion.

2. Immediately get the player into the shade, strip off clothing, and apply wet towels over the body and force the player to drink plenty of water.

3. This should work, but if player does not respond, then activate emergency action plan and call 911 immediately.

Water is best hydrator, but non-sugary sports drinks, before and after practice is also good hydrators. Avoid juice, milk, pop before practice and immediately after. Avoid any drinks that contain caffeine (Ice Caps, Monster, Cola, Coffee, Tea, and Ice Tea with caffeine). Also avoid protein two hours before practice as protein requires energy to metabolize, and thus produces more heat.

Please follow these policies and procedures for the safety and health of all of our athletes.

## **COACHES EVALUATIONS AND MANAGER'S EVALUATIONS**

Upon the end of regular season play a coaching evaluation form will be distributed to all Club members. The intent of this confidential feedback is to provide feedback to the coaching staffs so we can insure the best possible football experience for each player. The forms will be returned to the Director of Coaching and Coaching Development for collection and compilation. The summarized findings will be presented to the Club executive by the Director of Coaching and Coaching Development and put on file for future reference.

Upon the end of regular season play a manager evaluation form will be distributed to all Club members. The intent of this confidential feedback is to provide feedback to the Manager's Coordinator and First VP so we can insure the best possible football experience for each family. The forms will be returned to the Director of Volunteers for collection and compilation. The summarized findings will be presented to the Club executive by the Director of Volunteers and put on file for future reference.

## **ANNUAL PLAYER TROPHY PRESENTATIONS**

Each year individual player awards will be presented at the appropriate team banquet. Refer to the Kanata Knights Policy Guide for further details. The rules for the naming of the awards and the criteria for these awards are as follows:

1. There will be six trophies per team to be awarded based on Regular Season Play.
2. No player shall receive more than one award per year.
3. Coaches are not allowed nominate or to vote on any player selection that involves their own child.
4. Coaches must reach consensus for all nominations.
5. Final selections must be submitted to the Executive for review before presentations can take place. Individual levels may be asked to explain the process used for the selections.

The awards will be designated as follows:

Player Selected Team MVP - At the Bantam level this is the **Ken Charter Memorial Award**. Ken was one of the club's founding coaches and actively helped develop and grow the club. He tragically died shortly after relocating to Calgary. The formula on the bantam MVP trophy was created by Ken.

The Player Selected Team MVP Award will be awarded at each team level to recognize the player that exhibits the highest skills on their team, outstanding leadership qualities, and outstanding sportsmanship and clearly shows a major impact in the majority of the games throughout the regular season.

For all levels a designated member of the Executive, not affiliated with the identified level, will conduct a vote by the players to select the team MVP. The Executive member will explain the criteria for the award to each player, provide a ballot for submission, and a sealed ballot box. The vote will be conducted at the field to insure maximum participation. The results of the MVP voting will be reviewed by the entire Executive. In the case of a tie or extremely close vote (i.e., one or two votes) the appropriate coaching staff will be consulted and the eventual winner of the award will be determined.

Heart Award - At the Mosquito level this is the **Russell Anchetta Memorial Award**. Russel was a kid that truly loved the game and loved being part of a team. He wasn't a stand out player by any means but his smile and joy for the game was infectious. He represented the best definition of "heart". Russell was lost to us far too early at the age of ten in a car tragic accident. His memorial trophy was instituted in 1987.

At the Pee Wee level the heart award is the **Steve Greene Award**. Steve is currently with the club and has been a player and coach for over 25 years. He is a true ambassador of what "heart" means to our club. The Heart Award will be awarded at each team level to recognize the player that best exhibits a desire to play the game of football, attends and works hard at most if not all practices and is highly respected by the coaching staff. The player may not exhibit the highest level of skill but demonstrates the highest levels of sportsmanship and a willingness to take on any task in support of their team

Most Outstanding Offence - Awarded to any player on the offensive squad of a team who clearly demonstrates skills above those demonstrated by the rest of the squad and exemplifies the Kanata Knights' expectation for sportsmanship and fair play in the current regular season.

Most Outstanding Defense - Awarded to any player on the defensive squad of a team who clearly demonstrates skills above those demonstrated by the rest of the squad and exemplifies the Kanata Knights' expectation for sportsmanship and fair play in the current regular season.

Additional Offensive Player— Awarded to any player on the offensive squad of a team who's individual qualities as they related to the team are worthy of recognition as determined by the appropriate coaching staff. Examples: Rookie of the year, Leadership, Coaches Award, etc. The only requirements are agreement by the entire coaching staff and submission of the trophy name and criteria to the Executive for approval before presentation.

Additional Defensive Player - Awarded to any player on the defensive squad of a team who's individual qualities as they related to the team are worthy of recognition as determined by the appropriate coaching staff. Examples: Rookie of the year, Leadership, Coaches Award, etc. The only requirements are agreement by the entire coaching staff and submission of the trophy name and criteria to the Executive for approval before presentation.

### **FOOTBALL CANADA TEAMS**

1. Football Canada has two levels of Provincial Teams u-20 and u-18.
2. As members of Football Canada, NCAFA and the Kanata Knights support our players who make these prestigious teams.
3. If asked, the Knights will provide equipment to registered Knights players subject to our deposit rules.
4. If asked the Kanata Knights will provide monetary support to players who make Football Canada teams.

### **NCAFA ALL-STAR TEAMS**

1. NCAFA has All-Star competition at the PeeWee, Bantam and Midget levels.
2. Head Coaches at these levels are responsible for selecting the players who shall attend.
3. Players selected for All-Star teams should be second year players at the level concerned. (there can be exceptions upon exec approval)
4. All-Star competition takes place after the NCAFA season. Knight players will be selected and told within 48 hours of the last regular season game. Alternates will also be chosen in case of injury or conflicts with chosen players. The players will be informed at practice in front of all the players and parents.
5. If a Head Coach's son is eligible to be selected the Head Coach will recuse himself from that selection and the coordinators will make the selections.

### **WINTER TRAINING/SKILLS CAMPS/COMBINES**

1. The organization and coordination of any and all pre-season camps rests with the Director of Training & Programs with the approval of the Club executive.
2. The Kanata Knights believe in developing athletes, as such Winter Camps will be offered once per week throughout the winter.
3. Athletic Development camps will be offered from time to time upon approval.
4. Pre-season camps are mandated from May thru June culminating every year with a skills combine for all levels.
5. The Director of Training & Programs (or designate) with Club executive approval has the authority to choose the instructors for all camps. These choices are selected on their teaching ability, area of expertise and knowledge.
6. The Director of Training & Programs (or designate) with Club executive approval may bring in any qualified instructor based on the needs of the club.

### **MEDIA PERMISSION/WAIVER FORMS/E-MAIL POLICY**

1. Parents must sign waiver forms to allow photographs and video of players to be published.
2. Our e-mail lists are to be used only for club business and communication to parents and players only.
3. Our list cannot be used for business purposes or given out for use by other organizations. If it is found that these contact lists are being used for anything other than club communication appropriate action will be taken.
4. Within one day after the end of the year banquets, previous year managers will return their e-mail lists to the Director of Registration and will maintain their contact lists only on Club executive approval.