



Stettler Minor Football Association Bylaws & Policies

(Updated March 23, 2016) Stettler Minor Football Association – Bylaws



1. Interpretation:

- 1.1. Parliamentary Authority - Rules of Order - Newly Revised, shall apply on all questions of procedure and parliamentary law not specified in these bylaws or the requirements of the Societies Act of Alberta.
- 1.2. Where the masculine gender is used in these bylaws, the same shall be construed as including the feminine gender where the context or the party referred to so requires.
- 1.3. "Special Resolution" shall mean a resolution passed by a majority of not less than 3/4 of members, in good standing, present in person at an Annual General Meeting, or at a special meeting called for the express purpose, upon giving 21 days' notice or as provided in the Societies Act of Alberta.

2. Objectives

- 2.1. To provide an opportunity for Atom, Peewee & Bantam players to learn the game and to develop skills in a football league that values fair play, a high level of peer-group competition, and good sportsmanship.
- 2.2. To establish standards of play and coaching that will be the foundations for success in football
- 2.3. To promote positive relationships and respect between member teams and their players, coaches, parents and fans.

3. Membership

- 3.1. Parents or guardians of children shall automatically become full voting members of the Association upon acceptance of the child's registration to participate in the current year's football season. This membership shall remain in effect until the start of the following season or shall end upon withdrawal, suspension or expulsion.
- 3.2. Children registered to participate in the current year's football season shall automatically become non-voting members of the Association.
- 3.3. All registered coaches shall automatically become voting members of the Association.
- 3.4. Membership may be suspended or a member expelled upon a vote approved by seventy-five percent (75%) of the Board of Directors of the Association for any reason deemed reasonable and in the Association's best interest.
- 3.5. Associate Memberships may be obtained for the current year on a simple majority approval of the Board of Directors. Associate Members shall have full membership privileges.
- 3.6. Honorary Life Memberships may be conferred upon any person by a simple majority approval at any general meeting of the Association. Honorary Life Members shall have full membership privileges.
- 3.7. Membership dues and/or registration fees shall be determined from time to time by a majority vote of the Board of Directors.

4. Board of Directors:

- 4.1. "Board of Directors" or "Board" shall mean the Board of Directors of the Association, which shall consist of the Elected Directors.
- 4.2. The Board is limited to twelve Directors.
- 4.3. The Association shall have the following Directors at all times:
 - 4.3.1. President
 - 4.3.2. Vice-President
 - 4.3.3. Secretary
 - 4.3.4. Treasurer
- 4.4. Director positions not identified within 4.3 may be defined and created by a 100% vote of the Board to meet the needs of the Association and are in effect until the next AGM.
- 4.5. All Directors shall be elected by a majority vote of members at the Annual General Meeting of the Association. Position assignments shall be decided by the Directors at the next Board of Directors meeting after the election.



- 4.6. All Director Positions shall be two-year terms with $\frac{1}{2}$ the positions being open for election each year. A one-time exception will be the first year of operation where $\frac{1}{2}$ of the positions will be for a one year term.
- 4.7. A Director can be re-elected with no limit on their years of service.
- 4.8. No individual may fill more than two Director Positions at the same time. Each individual will be allowed only a single vote even if they hold two Director Positions.
- 4.9. Meetings of the Board of Directors shall be held as often as the business of the Association shall require and shall be called by the President.
- 4.10. A quorum at any Board meeting shall be four Directors.
- 4.11. In case an officer ceases to be a member, or for whatever reason is unable to attend to the duties of his position, or for any other Director position vacancy, the Board of Directors may appoint a member of the Association to fill the position for the unexpired term of office. In the case of 3.4 the position is until the next AGM. Such appointments will be effective upon the member's acceptance and their role carries full privileges, as if they were elected into the position as described in section 12.
- 4.12. A Director may be expelled from office upon a vote of $\frac{3}{4}$ of all Directors, except the officer in question, for any reason deemed reasonable and in the Association's best interest. If a Director fails to show for two consecutive board of director meetings, without providing a written report to the secretary and president or without having their appointed assistant representing their position, the aforementioned vote may be motioned by the present Directors..
- 4.13. A Director wishing to leave a position must provide written (in email) notice to both the president and secretary and must provide a written knowledge transfer to the president and secretary within two weeks of leaving the position.
- 4.14. Directors may have volunteer assistants appointed by the Board of Directors to facilitate succession planning.

5. President and Vice President

- 5.1. The President shall be ex-officio a member of all committees of the Association.
- 5.2. The President shall preside at all general meetings of the Association and of the Board of Directors, and shall be responsible for preparing the agenda for meetings. In the absence of the President, the Vice-President shall preside at such meetings, and in the absence of both, a Chairman may be elected by the meeting to preside thereat.
- 5.3. The President together with the Treasurer shall sign on behalf of the Association, all deeds, contracts, conveyances, bills, notes, cheques, debentures and all other papers and documents which pertain to the Association.
- 5.4. The Vice President and Secretary shall have signing authorities on cheques as a back up to the President and Treasurer.
- 5.5. The President shall represent the Association as its alternate Director at other organizations such as the Central Minor Football Association.
- 5.6. The Vice-President shall carry out the duties of the President when requested to do so by the President or when the President is unavailable to do so.

6. Secretary

- 6.1. The Secretary shall attend all general meetings of the Association and of the Board of Directors so to keep accurate minutes of same.
- 6.2. The Secretary shall have charge of the seal of the Association which seal, whenever used, shall be authenticated by the signature of the President and the Secretary.
- 6.3. In the absence of the Secretary, his duties may be discharged by such Directors as may be appointed by the Board of Directors.



6.4. The Secretary shall have charge of all of the correspondence of the Association and be under the direction of the President and the Board of Directors.

6.5. The Secretary shall send all Notices of Meetings as required.

7. Treasurer

7.1. The Treasurer shall receive all monies paid to the Association and shall be responsible for the receipt and disbursement of all funds.

7.2. The Treasurer shall prepare for submission to the Annual General Meeting a duly audited financial statement of the financial position of the Association and submit a copy of same to the Secretary for a permanent record.

7.3. The Treasurer shall prepare an annual budget for submission to the Annual General Meeting.

8. Auditing

8.1. The books, accounts and records of the Treasurer shall be audited at least once per year by either a firm of external auditors or by a committee of at least two members of the association, who are not Directors, appointed to do so by the Board of Directors.

8.2. The fiscal year of the Association shall be January 1 to December 31.

8.3. The books, accounts and records of the Association may be inspected by any member of the Association at the Annual General Meeting or at any time upon giving reasonable written notice and arranging for a time to do so that is satisfactory to the Directors having charge of same but not to exceed 20 days.

9. Meetings

9.1. The Association shall meet at least once annually (The Annual General Meeting) held on or before April 30 each year. At least ten (10) days notice of all general meetings shall be given to each member of the Association at the member's last known email address.

9.2. The business of the Annual General Meeting shall include, but not be limited to the Election of Directors and the submission of the Financial Statements and the Annual Budget.

9.3. The President may call General Meetings for any reason and he shall call a General Meeting upon receipt of a petition signed by not less than 20 members. Such petition shall clearly state the reason for calling such a meeting. The President will instruct the Secretary to issue a notice of meeting as in section 9.1 with the notice clearly stating the reason for calling such a meeting.

9.4. A quorum for any General Meeting shall be 15 members of the Association.

10. Order of Business

10.1. The following shall be the outline for the standard Agenda of CPWFL meetings. This may be adjusted as required.

- Approval of Agenda
- Minutes of Last Meeting
- Read
- Errors and/or corrections
- Approval of Minutes of last meeting
- Reading of correspondence
- Officers Report
- Treasurer (Financial) report
- Scheduling
- Vice President Coach & Player Development
- Unfinished Business
- New Business
- Date of Next Meeting



- Adjournment

11. Voting

- 11.1. All members shall have the right to vote in person and not through proxy at any General Meeting of the Association
- 11.2. Only Directors shall have the right to vote at any Board of Directors meeting.
- 11.3. The Board of Directors may, by simple majority vote of the Directors present at a properly constituted Board meeting, institute any Policy, Directive, Regulation or Rule which it deems necessary for the proper governance of the affairs and operations of the Association, subject to the limitations of these Bylaws and any direction given to it by the membership at a properly constituted General Meeting of the Association.
- 11.4. If there is an assistant to a Director role, that person can be empowered to vote on behalf of the Director when the Director is absent. This delegation of voting authority must be supplied in writing to the Secretary.
- 11.5. The President is not eligible to vote unless there is a tie and a decision vote is required.

12. Remuneration

- 12.1. No Director may receive any remuneration for his services as a Director of the Association.
- 12.2. No Honorarium of any kind will be paid to any Director of the Association.

13. Borrowing Powers

- 13.1. For the purposes of carrying out its objectives the Association may borrow or raise or secure the payment of money in such manner as it sees fit.

14. Investing

- 14.1. If not required immediately, proceeds may be put into a separate interest-bearing account or be used to buy short-term deposit certificates. Funds may not be borrowed for this purpose.

15. Bylaws

- 15.1. These Bylaws may be rescinded, altered, or added to by a Special Resolution at a General Meeting. Notification of the proposed changes must be included in the Notice of Meeting as in section 1.3.

16. Expenses

- 16.1. The payment of expenses is made upon the principle that one should be reimbursed for “out-of-pocket” expenses necessitated by SMFA business. It is the intention that one shall neither lose nor profit from expense allowances. This principle shall be followed in dealing with questions which may arise in connection with expenses. (Note: alcoholic beverages are NOT claimable)
- 16.2. Individuals performing business tasks or courses for the SMFA shall be reimbursed for reasonable cost of board and single lodging while away from their home max of \$120.00 and \$50.00 day for meals. When required to use their vehicle while on SMFA business, one shall be reimbursed at a rate equal to that outlined by the Canada Customs and Revenue Agency (CCRA) the 2016 rate of \$0.48/km
- 16.3. all courses related to football will be reimbursed but must give a copy of receipt to treasurer to keep on file
- 16.4. Expense claims must be submitted to the Treasurer for approval by Executive Officers and re-imbursement.
- 16.5. Note that for this section ‘business’ does NOT include games or game requirements.

17. Code of Conduct

- 17.1. All coaches and team officials are required to abide by the following standards in order to preserve the quality and spirit of youth football.
- 17.2. This basic code of conduct shall be displayed to the players, parents, fellow coaches, community members, and board members



CODE OF CONDUCT

- I will maintain emotional control and demonstrate respect for athletes, officials, coaches, directors, parents and community members.
- I will comply with the rules and regulations governing the league and the game.
- I will make maintaining the safety and welfare of the players more important than winning.
- I will not seek out any unfair advantages by teaching deliberate unsportsmanlike behavior (i.e. faking injury, intentional injury to opposing players, taunting, and illegal tactics.)
- I understand that it is unethical to recruit players from other Alberta Districts.
- I will avoid any contact that may be perceived as physically or verbally abusive.
- I will fairly distribute my coaching time and efforts to all players regardless of skills.
- I will not practice, condone, ignore, or promote any form of discrimination

18. Awards

18.1. Awards may be presented to players, executive board members, volunteers, and parents for their activities through the season.

18.1.1. Player Awards shall be determined and awarded at the discretion of the **teams** Head Coach with approval of the Executive Board

18.1.2. Executive Board awards shall be determined and awarded at the discretion of the Executive Board

18.1.3. Parent or Volunteer awards shall be determined and awarded at the discretion of the Executive Board

18.2. The following Annual SMFA Player Awards shall be awarded for each team at the SMFA Awards Banquet:

18.2.1. O Lineman

18.2.2. D Lineman

18.2.3. O Back/Receiver

18.2.4. D Back

18.2.5. Most Improved

18.2.6. Rookie

18.2.7. MVP

18.2.8. 3 Year Team Participation

18.2.9. Timex award

19. Road Games

Road Game Policies

19.1. Meals and expenses shall be the responsibility of the individual (Intent - participant student is responsible for his own meals and accommodation.)

19.2. The method of transportation for trips will be at the discretion of the Executive, but in every case the method will be by a public carrier for peewee and bantam programs. Parents wishing to convey their own child or children may do so only with the approval of the HC and the parent of the children. Transportation to Road Games by players is allowed only after receiving a prior written waiver from



the parent. This allowance may be denied at the discretion of the Head Coach, Trainer, or Executive Board member at any time.

19.3. SMFA Transportation is provided for transportation of Team Staff and Players. Staff spouses (and children) and SMFA Executive may also ride, if room is available

20 - Coaches and Field Staff

20.1. Code of Ethics

The SCFA has adopted the Coaching Code of Ethics published by the Coaching Association of Canada ("CAC") (and NCCP). Although written and intended for coaches, it is understood that all individuals associated with the SCFA who interact with the athletes will be bound by the Code. The full Code of Ethics is reproduced in Appendix 4. The CAC has provided the following summary of the Code:

CAC Coaching Code of Ethics: The Principles

20.1.1. Respect for Participants

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

20.1.2. Responsible Coaching

The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence – responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are "well prepared and current" in their discipline.

20.1.3. Integrity in Relationships

Integrity means that coaches are expected to be honest, sincere, and honorable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others.

20.1.4. Honoring Sport

21. Education and Certification

21.1. The SMFA has determined that Principle 2 of the CAC Code of Ethics can not be adhered to without the certification of coaches, and that the National Coaching Certification Program ("NCCP") is the most appropriate way to meet the requirements of the Code of Ethics.

ALL SMFA COACHES must provide their NCCP CC# and a copy of their NCCP Coaching Card and/or Coach Education transcript to the SMFA Executive. Copies of this certification can be attained from NCCP website www.coach.ca.

ALL SMFA COACHES must complete the NCCP "Make Ethical Decisions" workshop. This workshop can be taken In Class or On Line, information on this workshop can be found on the NCCP website www.coach.ca.

ALL SMFA COACHES must complete the NCCP "Making head way football" workshop. This workshop can be taken In Class or On Line, information on this workshop can be found on the NCCP website www.coach.ca.

ALL SMFA COACHES must complete the NCCP "Safe Contact" workshop. This workshop can be taken In Class , information on this workshop can be found on the NCCP website www.coach.ca. Without safe contact no coach can help teach tackling techniques.



The Head Coach ("HC") on each team must be CERTIFIED to the new NCCP Competition-Introduction at Position Coach (a minimum level). This can be attained by attending the Annual University of Calgary or Edmonton/Football Alberta Coaches clinic (for technical and theory) (thus "Trained") and successfully complete an on-site evaluation (thus "Certified"). In the event that the HC does not have their full certification at the time of their appointment, they are to complete the certification forthwith. And shall not be allowed to function as the HC in their second season without having achieved "Trained" status, and shall not be allowed to function as the HC in their third season without having achieved full "Certified" status.

Senior (HS) and Bantam Assistant Coaches ("AC") on each team must be "TRAINED" to the new NCCP Competition-Introduction at Position Coach. This can be attained by attending the Annual University of Calgary or Edmonton/Football Alberta Coaches clinic (for technical and theory) (thus "Trained"). In the event that the AC does not have their "Trained" status at the time of their appointment, they are to complete the training forthwith, and shall not be allowed to function as the AC in their third season without having achieved "Trained" status.

Peewee Assistant Coaches ("AC") are required to complete the On Line Community Sport Program thru Football Canada. In the event that the AC has not completed status at the time of their appointment, they are to complete the training forthwith, and shall not be allowed to function as the AC in their third season without having completed this training. The training is available at

<http://nccp.footballcanada.com/index.php?page=274>.

As of 2017 all coaches must have safe contact course before going on the field, this can be done all over Alberta through www.coach.ca

21.2. Field Staff ("FS") are identified as those individuals who are involved with the programs directly, and generally occupy the team bench area during a game. These individuals may be referred to as Trainers, Water boys or Water girls, Equipment Managers, or any other term that is appropriate. The Officials are also considered to be included as part of the FS, unless they have been provided by another recognized Football Officials Association. For those FS who have taken on medical responsibilities, appropriate training should be taken. The Athletic First Aid course offered by the Sport Medicine Council of Alberta will be viewed as the minimum standard to which a Trainer is expected to be able to perform.

In order to encourage all coaches and field staff to continue with the education and certification process beyond the minimum standard, it is understood that the direct costs incurred by coaches and field staff in their SMFA approved ongoing education will be reimbursed by the SMFA, as long as the individual continues to be involved with the programs operated by the SMFA.

22. Athletes

22.1. Code of Conduct

a. The athletes shall conform to the code of conduct as outlined by their leagues and/or schools.

22.2. Participation

a. Participating athletes must sign the "Consent Form" and have it signed by one or both parents/guardians.



23. Parents (and/or Guardians) and Volunteers

23.1. Code of Conduct

23.1.1. Parents and/or Guardians shall be bound by the Code of Conduct of the SMFA, and shall act as representatives of the SMFA. Efforts shall be made to act in a fashion which would coincide with the SMFA 'Preamble and Purpose' and the 'Statement of Philosophy'.

23.2. Volunteers

23.2.1. Volunteers who perform tasks as directed by the Executive Board shall be bound by the Code of Conduct of the SCFA, and shall act as representatives of the SMFA throughout the fulfillment of their tasks. Efforts shall be made to be in conjunction with the SMFA 'Preamble and Purpose' and the 'Statement of Philosophy'.

24. Appointment of Coaches

Head Coach:

24.1. SMFA President will accept applications for Head Coach, and the SMFA Executive Board will determine through selection process the successful applicant.

Assistant Coaches:

24.2. The Head Coach will submit a list of selected Assistant Coaches to the SMFA Executive Board for approval.

24.2.1. The board can also give a list of coaches to the head coach if head coach does not have 5 coaches on staff

25. Suspension of Coaches

25.1. The SMFA Executive Board maintains the right to suspend any or all coaching staff for just cause. Suspensions will be effective immediately, and the SMFA Executive Board will put in place an interim coaching staff.

26. Suspension of Athletes

26.1. As per the Bylaw discussed and adopted by the SMFA Executive Board

26.2. Player Expulsions: *Players may only be removed from Team Roster at the authorization and direction of the SMFA Board of Directors. Any desire for expulsion from the Team Roster must be made to the SMFA President in writing. The President will take the issue to the SMFA Board.*

Following SMFA Board review, the President will inform involved parties of Board decision. Special Meetings may/will be called for completion of reviews. SMFA Board quorum must be in attendance for review and decision..

27. Appeal of Suspensions

27.1. The desire to make an appeal of a suspension may be made to the SMFA President. The Suspension Appeal would be made to the Executive Board, which would determine decision in a closed session.

28. Accident and Injury Reporting

- All accidents and injuries shall be reported at first opportunity to the President. The training staff shall produce a written report of the incident to the President as soon as possible.
- The Head Trainer shall perform follow up on any medical aid injuries.



- Any player who sustained an injury which required medical aid shall have written 'clearance' by physician before returning to active game player status.

29. Practices

29.1. Practices times & locations shall be coordinated by the coaching staff of the team with the intent to provide a schedule manageable by the players, coaches, and parents. Attention to the scholastic needs of the players when deriving the schedule must be maintained.

30.0 Seasons of Play

Season of Play for all Minor Football in the Province to be included in the Minor Provincials Policy and Procedure Manual read as follows:

- **Off-Season:** This includes the months of December, January, and February in their entirety. Teams and association may do all the administrative activities they wish and are also free to host gatherings for their players in whatever venue they wish (i.e. gym nights). Players can attend off-season camps as individuals or whatever indoor team activity their club provides.
- **Spring Season:** This includes the months of March, April, May, and June in their entirety. All teams may do any and all on and off-field activities they wish during this time. This will allow for ample time for the Midget season to take place and all other levels of minor football to run as much or as little spring programming as they wish.
- **Summer Break:** This includes the entire month of July. Teams and associations may continue to do administrative activities during this time (i.e. registrations, equipment handouts), but no formal on or off field activities for the players will be allowed in equipment or not. Athletes may attend summer football camps (i.e. University of Calgary Summer Football Camp) or Alberta Summer Games/Football Alberta elite program events as individuals but no coach, team, league, or association that is a member of Football Alberta at the minor football level may be the sponsor or organizer of summer camps for the purposes of training their athletes as a team.
- **Fall Season:** Teams and Associations will be allowed to start practices on August 1st of each year. Leagues and Associations will be allowed the flexibility to determine when they can start their regular season and/or pre-season tournaments but it would be recommended that 10 calendar days and at least 6 practices be allowed before any competition between teams takes place. The regular season for all leagues will conclude
- With their championship games played the first full weekend in November (i.e. both Saturday and Sunday are November dates). This will allow for 14 weeks of league play including playoffs. Atom football finish up end of Oct.
- **Provincials:** Provincial play for Pee-Wee and Bantam representative teams will commence the second full weekend in November and will conclude as per the schedule set by the Minor Football Committee and the previous year's Planning Meeting.
- Consequences for not following the Seasons of Play Guidelines would fall into two categories:

TEAM – if a single team chooses not to follow the Seasons of Play Guidelines they would then forfeit any right to access Football Alberta programs and services. This would include everything from insurance to coach's clinic access to Alberta Summer Games and Bantam Bowls. Their League or Association would be free to choose whether or not they would be allowed to continue in regular season play or not but regardless of their record on the year, should they be allowed to continue, they would not be eligible for Provincials

LEAGUE or ASSOCIATION – if an entire league or association chooses not to follow the Seasons of Play Guidelines they would suffer the same consequences as in the TEAM section above as a group and none of their representative teams would be eligible for Provincials.

NOTE: In either situation above the discovery of these incidents would have to be proven by evidence provided and would be dealt with on a case by case basis.



31. Age Eligibility

31.1 Categories of play for Minor Provincials

Bantam – ages 15* and under as of the calendar year (Jan. 1 – Dec. 31).

* - Anyone who is age eligible yet registered to enter Grade 10 or higher during the season of play would be ineligible for play at the bantam level. As well, anyone age eligible and currently registered to enter Grade 9 or lower during the season of play who is also registered to play on a high school team (Junior Varsity included) would be ineligible for play at the bantam level.

Pee-Wee – ages 12 and under as of the calendar year (Jan. 1 – Dec. 31)

Atom – ages 10 and under as of the calendar year (Jan. 1 – Dec. 31)

32. Member League Responsibilities

- Send a representative to the Football Alberta Planning Meeting each December (preferably the President or Commissioner) to bring any issues to the table from the previous years event as well has assist in planning the schedule for the following season
- Ensure that the invoice for Provincials participation is fully paid by September 30 of each season.
- Upon completion of their leagues championships submit a numerical roster of all teams who have advanced to Minor Provincials into Football Alberta's office by the Tuesday following at the latest. **Any player not listed on the Membership/Insurance form will be ineligible for provincial play unless dealt with immediately that week.**
- In the case of hosted games book and pay for the venue that will be used for the game, and a pre-game practise (should the visiting team request one). The game facility *must* feature adequate heated dressing rooms, a score clock, and snow clearing capability (pre-game only).
- In the case of game where their team(s) are travelling, ensure that their teams are properly booked for transportation and are aware of the subsidies available to them for travel (see Section 8.0)
- Pay for the game officials (minimum 5 at \$30.00/per person) at the end of the game. ***Football Alberta will assign the officials out of our office but you will pay for them.***
- Provide Minor Officials (ie. stick crews, timers, p.a. announcers) for the game
- Provide a luncheon (ie. Sandwiches or pizza and pop) post game for both teams as a gesture of goodwill between leagues.
- Coordinate with the Game Coordinator (see Section 5.8) to report the scores ***immediately*** upon the ***completion*** of the game to the number provided by the Technical Director



8. Publicity and Communications Director

- 8.1. The Publicity and Communications Director shall recruit registrations by preparing and distributing registration information for the Association to appropriate locations such as schools and clubs.
- 8.2. This may include such things as news items, print circulars, flyers and posters and generally keep the members and public informed of the Association's activities and projects.
- 8.3. The Publicity and Communications Director shall prepare schedules of events and activities for the Association to be distributed to members as required.

8. Ways and Means Director

- 8.1. The Ways and Means Director shall facilitate all fund raising activities including, but not limited to Casino Events, Bottle Drives, Silent Auctions, Football Cards, Grant Applications and Sponsorships.

9. Registrar

- 9.1. The Registrar shall be responsible for maintaining the membership list for the Association including current mailing addresses of all members and must make this list available to everyone approved by the Board.
- 9.2. The Registrar shall be responsible for ensuring all player registration applications are complete and are processed in a timely manner and that all registrations are delivered to the appropriate league organization as required.

