

MTFL Executive

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Mississauga, Ontario

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Annual General Meeting (AGM) Package 2017

**Mississauga Touch Football League**

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# LEAGUE INTRODUCTION

Welcome to the MTFL’s AGM for the 2017 season – MTFL’s 45th season of touch football.

## Greetings / Introductions

Recognize distinguished guests and representatives in attendance:

Mississauga Officials Association (MOA) Executive – George Zielinski, Peter Cover

## League History

The MTFL was established in 1972 and remains a non-registered, non-incorporated, **not-for-profit** sports organization committed to providing transparency as well as fulfilling its mission statement of **providing organized touch football in a safe, fun and competitive environment**.

## Meeting Agenda

This evening’s meeting is planned with 3 information sessions.

|  |  |  |
| --- | --- | --- |
| Agenda Session | Duration | Summary |
| A | 70 minutes | **Main Meeting**:  All team representatives are required to attend.  Please note: Only the captain of record of a veteran team in good standing, or his designate, will be allowed to vote on any tabled issue. Each team is assigned only one vote per question. |
| B | 10 minutes | **Questions and Answers**:  All team representatives should attend.  Responses to some questions may be deferred if it is anticipated that they will be answered later in the evening, or they require investigation by the Executive Committee. |
| C | 10 minutes | **Post AGM Supplementary Meeting** (if necessary)  All representatives of new applicant teams are required to attend while all other persons invited to this AGM may also attend.  More specific details about the league, its organizational requirements, planned events, and proceedings will be discussed. |

# 2017 LEAGUE EXECUTIVE

Elect the members of the MTFL 2017 Executive Committee who will hold decision-making powers and voting rights in governing the MTFL.

## Voting for Executive Committee

### Nominations

Nominees for Executive Committee\* with voting privileges:

1. President: **Glenn Stevenson**
2. Vice-President: **Matthew Vincent**
3. Executive Member: **John Avarino**
4. Executive Member: **Jeff Hubert**

\*For the one-year term encompassing the 2017 Season beginning March 23rd, 2017.

### Vote Tabulations

A vote to accept the above will now be conducted. Only one (1) representative of each veteran team in good standing may vote.

**Those FOR: \_\_\_\_\_\_\_\_\_ Those AGAINST: \_\_\_\_\_\_\_\_\_ Those OBSTAINING: \_\_\_\_\_\_\_\_\_**

## Assistants to Executive Committee

Assistants have influence but NO voting privileges:

* + - Member-at-Large: **Dan Ward**
    - Member-at-Large: **John Schiebel**

## Assigned Executive Roles & Responsibilities

1. Glenn Stevenson: President; Registrar; Record Retention; MOA Liaison; League Discipline
2. Matthew Vincent: Vice-President; Treasurer
3. Jeff Hubert: Scheduler
4. John Avarino: Public Relations; Website & Technology
5. Dan Ward: Discipline Committee; data entry; Photographer
6. John Schiebel: Past-President, Consultant

## Volunteering

If you have benefited from the MTFL through hours of enjoyable and memorable recreation, perhaps now it is time for you to consider giving back to the league. Volunteers are always welcome. One can assist the league either as an executive committee member or as a volunteer performing a specific task such as recording game or roster data, or organizing the Year-End Celebration or other event. Commitment: 10 to 40 hours. Beyond 40 hours, financial compensation may be offered.

By volunteering, you are lightening the load of the other volunteers, thereby reducing league costs. This is a simple way of reducing league fees.

Please see any of the Executive Committee members when tonight’s meeting has concluded if you are interested in helping in the operation of this league.

# 2016 SEASON – Champions, Finalists, and Award Winners

Division Champions Finalists

A **Piranhas**  Cobras

B **Canes**  Angels

C **Greatest Show on Turf**  Wolverines

D **Stingers** Shockerz

E **Militia** Offerdahl Ornery

|  |  |  |
| --- | --- | --- |
| **Division** | **MVP 2016** | **Sportsman 2016** |
| **A** | George Ioannides (Hawks) | Nevin Blair (Piranhas) |
| **B** | Kevin Logan (Renegades) | Mark Zielinksi (GridIron) |
| **C** | Ian Simpson (Bears) | Sahan Warnack (Kryptonite) |
| **D** | Jon Schoutsen (Gators) | Kevin Zolnieryk (Gators) |
| **E** | Simon Harry (Militia) | Brian Merker (Offerdahl Ornery) |

# PROPOSED CHANGES TO CONSTITUTION, BYLAWS, AND POLICIES

## [Constitution](http://www.mtfl.org/constitution.php)

1. In ARTICLE V: EXECUTIVE COMMITTEE:

a) Renaming of Roles. Removing Vice-President from the title of the various roles and using positional terms rather than activities. E.g., “Vice-President – Scheduling” becomes “Scheduler”

b) Adding the role of Vice-President and description of duties.

**Vice-President**

The duties of this role are to assist the President in administrating the affairs of the League. This individual is entitled to represent the League on all League matters. In the event that the President is unable to perform his role, for whatever reason, short term or long term, the Vice-President will assume the duties of the President.

## [Bylaws](http://www.mtfl.org/bylaws.php)

* + - 1. **3.0 REGISTRATION** 
         1. (3.4) Roster Size – CHANGE TO: 21 players [FROM: 20 players.]
      2. **4.0 GAME ELIGIBILITY**
         1. (4.1) CHANGE TO: …restrict, decline or terminate the eligibility of any player at any time for any period of time for the purpose of supporting the league’s mandate of providing organized touch football in a safe, fun, competitive environment…

[FROM: …restrict, decline or terminate the eligibility of any player at any time for any period of time and for any reason…]

* + - * 1. (4.2) CHANGE TO: Assumption of Risk and Release of Liability Agreement [FROM: waiver]

CHANGE TO: Touch Football Ontario Rulebook [FROM: very officiating rules of the game itself]

* + - 1. **5.0 REGISTRATION**
         1. Registration Fees [5.2]

Remove “payment chart”

be subject to an escalating “late fee”

* + - 1. **7.0 Season information**
         1. (7.3) In the case of both teams forfeiting a scheduled game, the MTFL will assign both teams a loss with a score of ‘0-0’.
      2. **8.0 Game Information**
         1. (8.3) Remove: requirement for being present in first half to be considered present.

(8.7) Remove dollar values ($250)

CHANGE TO: “A fine will be assessed to a team for a game forfeiture. A portion will be awarded to the non-offending team…”

CHANGE TO: A second game forfeiture may result in expulsion from the MTFL for the current season or playoffs, and/or subsequent seasons.

## Policies

### Jersey Policy

There will be **NO** 15 yd penalty for a jersey infraction. Game officials are instructed to make note of the infraction on the game sheet. When a pattern of jersey infractions by a team is noted, the league will seek to have the team resolve the issue.

### Late Fees

Change chart to reflect new LATE FEES:

* + - 1. one to three business days: $50
      2. four to six business days: $100
      3. seven to ten business days: $150
      4. After ten business days, game suspensions and/or exclusion from playoffs may be assigned.

# LEAGUE FINANCES – BUDGET

## Financial Status

* 1. League finances are in good shape. As of 31-Dec-2016, the league’s bank account cash-on-hand balance was **$4372.74**. For comparative purposes, the league’s bank balance as of 31-Dec-2015was **$3305.92.**
  2. During the 2016 season, the Executive authorized a new type of expense known as ‘Legal Fees’ with the purpose of acquiring legal advice. Advice was sought regarding MTFL’s player-registration documentation in terms of suitability in avoiding litigation and possible legal suits. $500 in legal advice was acquired regarding a review of the league’s player waiver/release-of-liability form. An additional $500 was spent on a legal counsel retainer fee for future legal advice from legal counsel Mr. Al McNish.
  3. The Executive is considering building its overall surplus to 20% of its annual operational costs to assist with paying any unanticipated expenses such as legal fees.
  4. If at the end of the year, an overall surplus exists which significantly exceeds 20% of the total operating costs for the season, the excess funds will be refunded proportionately to the teams in good standing.
  5. The financial forecast for the upcoming 2017 season is based on a league of 22 teams. Total revenue forecasts are restricted to mandatory team fees only, with each team paying the $1800 Team Registration and $150 Insurance fees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Fee** | **$1,796.46** | ***$112.28*** | ***Per Player*** |
| Unanticipated Expenditures | $ 101.69 | $ 6.36 | (16 player Roster) |
| **Est. League Expenses/Team** | **$1,694.77** | **$ 105.92** | % of Expenses |
| **Mandatory MOA Payments** | **$ 976.31** | **$ 61.02** | **58%** |
| **Total Field Permit Payments** | **$ 168.47** | **$ 10.53** | **10%** |
| **Fees & Charges** | **$ 235.23** | **$ 14.70** | **14%** |
| **League Primary Enrichment** | **$ 269.32** | **$ 16.83** | **16%** |
| **League Secondary Enrichment** | **$ 45.45** | **$ 2.84** | **3%** |

AGM-Exhibit: Budget forecast for the 2017 Season based on 22 teams (worst-case scenario).

# TEAM & PLAYER REGISTRATION AND INSURANCE

## Team Registration

### Registration Payment

* + - 1. Fees may be made in one payment - $1800 due Thu., Mar. 23, 2017 (AGM)
      2. Fees may be made in two installments: $1000 and $850 = $1850
         1. Installment #1: Due date is Thu., Mar. 23, 2017 (AGM)
         2. Installment #2: Due date is Mon., May 1, 2017

**FINAL DATE FOR REGISTRATION IS THU., APRIL 13, 2017.**

An insurance payment must also be made; however, it is to be paid through TFONT and its Karelo.com registration system. [(See Insurance.)](#_Insurance)

### Payment Methods

##### E-Mail Transfers

Teams may pay their registration fees using online email transfers – recommended and preferred by the Executive.

Send to: [mtfl\_mississauga@yahoo.ca](mailto:mtfl_mississauga@yahoo.ca)

Passwords: mtfl-(teamname); e.g., “mtfl-bears” or “mtfl-offerdahlornery”

(no spaces, no capitals, no quotation marks)

Please use the name that appears on the league website.

##### Cheques

Teams may also pay by cheque. If paying by cheque, please ensure that the funds are made out to: ‘Mississauga Touch Football League’ and **NOT** ‘MTFL’.

A team whose cheque ‘bounces’ will be charged a $50 processing fee.

##### Cash

Cash will be accepted. Be sure to get a receipt.

# Due Dates and Fees

|  |  |  |  |
| --- | --- | --- | --- |
| PAYMENTS | SINGLE PAYMENT | TWO INSTALLMENT | DUE DATE |
| Registration Fee | $1800 | (1) $1000 | Thu., Mar. 23, 2017 |
|  |  | (2) $850 | Mon., May 1, 2017 |
| Insurance (Karelo.com) | $150 | $150 | Mon., May 1, 2017 |
| TOTAL | $1950 | $2000 |  |
|  |  |  |  |
| LATENESS | ADDITIONAL FEE |  |  |
| 1-3 business days | $50 |  |  |
| 4-6 business days | $100 |  |  |
| 7 or more business days | $200 |  |  |

## Player Registration

### Process

1. Captains must register all players on their team through the TFONT website and Karelo.com.

<http://www.karelo.com/register.php?BID=632&BT=10&Ev=17017>

[See Instruction Sheet for Karelo.com.](http://www.mtfl.org/karelo.php)

1. No player should play in a game without first being registered on Karelo.com for that team due to insurance liability.
2. Captains must also register using MTFL’s registration system online.

### Player Agreement

[‘Player Registration and Assumption of Risk and Release of Liability Agreement’](http://www.mtfl.org/documents/MTFL2016_WaiverForm_Rev010.pdf" \t "_blank)

* 1. \*Each year / season, **ALL** players must fill out this form. \*NEW THIS SEASON
  2. All players must be male and 18 years of age.
  3. Players may only be registered with one MTFL team.

### Team Rosters

1. [Roster Policy](http://www.mtfl.org/policies.php#roster)
2. Roster changes (additions, deletions) should be reflected on both MTFL and TFONT (Karelo.com) systems.
3. \*Maximum 21 players; minimum 13 players recommended \*CHANGED THIS YEAR
4. Game suspensions may be assigned to Captains for playing ineligible / unregistered players.

## [Insurance](#_Process)

KARELO.COM is the registration system used by TFONT for teams and players. Because MTFL receives its insurance through TFONT, all MTFL players must be registered on this system before playing in any MTFL-scheduled game. Teams who use players who are not registered on Karelo.com, are subject to league discipline, and put themselves at risk in terms of liability should a serious injury occur.

Note: Players are encouraged to acquire their own personal insurance to cover medical costs, loss of work, etc. due to injuries incurred during their recreational activities.

# FIELD PERMITS, SCHEDULING & RESCHEDULING

## Field Permits

MTFL rents high school fields and Mississauga Valleys (Gilbert Field) for touch football. Because Valleys is a lit field, we schedule two games a night at this field.

* High School Fields: Mon, Tue, Wed, Thu – availability varies field to field; limited access on Thu
* Valleys: Mon, Tue
* Please ensure that garbage at field sites is properly disposed of.
* Consumption of alcohol and smoking are prohibited at game sites.
* Note also that urinating at game site – a public place - is against local bylaws. A concern was expressed last season by the City due to a complaint that was lodged by local resident(s) (Port Credit).
* At the Valleys, players should not enter the field until the facility has been unlocked by Game Officials or an MTFL Executive Member. Players should not climb the fence.
* Our field permits require that we do not abuse our privileges.

## Regular-Season Games

* Regular-season games begin on Tues., May 23, 2017.
* Most games are played Mon, Tue, Wed. with limited access on Thu.
* Game start time at HIGH SCHOOL FIELDS is 7 pm until Aug. when games start at 6:45 pm
* Game start time at VALLEYS is 7 pm and 8:30 pm – survey did not support change to 7:30 pm and 9 pm
* Games are not scheduled on Holidays.
* For some divisions, interdivisional play may be deemed advisable.
* For TFONT Tournament Teams, Mondays following a weekend tournament will be avoided.
* Results from League-initiated survey support a 10-game schedule (for all divisions).

## Playoff Games

* Playoff games start in August.
* Game start time is 6:30 pm to allow for overtime play.
* Championship games will likely be scheduled for Aug.; however, early Sep may be needed too.
* Championship games are scheduled for the Valleys.

## Weather Policy

The City can cancel permits on the day of the game. They try to provide warning of closures by 3 p.m. on game day. Otherwise, it is up to the Game Officials to proceed with the game, wait for the weather to clear, or postpone the game (cancel for that day). Therefore, it is important for players to assume the game will be played unless they hear otherwise from the League or Captains. Captains should check for messages around 3:30 p.m. and/or check the League Homepage for any updates.

[See weather policy](http://www.mtfl.org/policies.php#weather)

## Divisional Alignment

Divisions are aligned based on several factors such as:

* the addition of new teams or the disbanding of veteran teams
* recruitment or loss of players by veteran teams
* performance and results from the previous season(s) in the MTFL
* performance in tournaments and other leagues
* team captain’s input on his team’s anticipated performance

## Scheduling - Team Preference Sheet

See [Team Preference Form](http://mtfl.org/scheduling-preference.php) for online version.

To download a printable copy, see MTFL website’s Resources -> [Forms](http://mtfl.org/forms.php) - (bottom of page).

The Team Preference form is available for each team to complete.

* Flexibility is encouraged.
* Please follow the instructions, complete the form, and submit it at the end of the meeting.
* Alternatively, fill out the form online.
* Deadline is Thu., April 13, 2017.
  + After this date, the Scheduler will assume that you have no preferences for games and you are willing to accept whatever schedule is constructed for your team.
  + Changes to teams’ preferences may be made any time up to this deadline.
  + Changes after the deadline will help the Scheduler with ‘rescheduled’ games.
* Team preferences will be used to create the schedule; however, opponent’s request, field and referee availability also influence the degree to which preferences can be honoured.

## Rescheduling of Games

Games that are cancelled by the City or cancelled due to weather conditions at game time, will be rescheduled. [See Weather Policy.](http://www.mtfl.org/policies.php#weather)

Teams may request that a game be rescheduled but only if it is absolutely necessary as there are team-initiated rescheduling fees (excluding exceptional circumstances – compassionate grounds).

## Fees for Team-Initiated Rescheduling and Game Default

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Advance Notice** | **Fee / Fine** | **Opponent (Team)** | **MTFL** | **MOA** | **\* Reschedule Game** | **\*\*Default** | **Rationale** |
| 1 | no notice to less than 4 hr | $250 | $175 | $50 | $25 | No | Yes | limited or no warning given; opposition at or traveling to game site, inconvenienced, get no game |
| 2 | 4 hr to less than 24 hr | $200 | $150 | $25 | $25 | No | Yes | not enough warning for officials, must be paid; opposition inconvenienced, get no game; not all parties may get message |
| 3 | 24 hr up to 72 hr | $150 | $50 | $75 | $25 | No | Yes | not enough warning for officials, must be paid; opposition inconvenienced, get no game; all parties likely notified |
| 4 | 72 hr up to 1 week | $100 | $25 | $50 | $25 | Yes | No | adequate advanced warning; game rescheduled |
| 5 | 1 week or more | $50 | $20 | $20 | $10 | Yes | No | significant advanced warning; game rescheduled |
| \* with 72 hr notice or more, game is rescheduled; referees paid for rescheduled game | | | | | | | | |
| \*\*with less than 72 hr notice, game is not rescheduled; referees paid for game | | | | | | | | |

# REGULAR SEASON AND PLAYOFF GAME ELIGIBILITY

## Regular-Season Game Eligibility

In order to be eligible for an MTFL regular-season game, a player must:

* + Complete and submit a **2017** [‘Player Registration & Assumption of Risk and Release of Liability Agreement’.](http://www.mtfl.org/documents/MTFL2016_WaiverForm_Rev010.pdf)
  + Be male and 18 years of age.
  + Only be registered with one MTFL team.
  + Be registered on [Karelo.com](https://www.karelo.com/login.php) (TFONT Registration).
  + Have agreed by email response that his personal info on Karelo.com is accurate and agree to the terms of the TFONT waiver.

## Playoff-Game Eligibility

In order to be eligible for a play-off game, a player must:

* have played in 3 regular-season games, 1 of which is in the team’s first 6 games.
  + In order to qualify for ‘having played a game’, the player must have been listed on the game sheet as having been present during the game.

# THE GAME and ITS RULES

## The Rulebook

[Touch Football Ontario Rulebook](http://www.tfont.com/tfo-rule-book) is used; however, there are some additional rules specific to MTFL:

a. Four 18 minute quarters

b. Incidental head touch – 5 yard (versus 15 yard for non-incidental)

c. Uniform Policy

d. 5-minute half-time

## Equipment

i. [Goal Post Pads](http://www.mtfl.org/policies.php#equip) – mandatory

ii. [Team Uniforms](http://www.mtfl.org/policies.php#uniform) – see Uniform/Jersey Policy [AGM Exhibit: Uniform Policy]

iii. [Hard Substance Braces](http://www.mtfl.org/policies.php#equip) – must be fully covered (by soft material/wrap)

iv. [Jewelry](http://www.mtfl.org/policies.php" \l "equip) – take it off or cover it fully with tape (as to reduce chances of injury to self or others)

## Scores and Standings

Scores and standings are posted weekly; however, at the end of each game the team captain/representative should check the game sheet to be sure it has been filled in correctly. Team members should also check later in the week to ensure that the league’s website has been updated correctly with that final score.

Regular season ending ties are broken as per the league [Tie-Breaker Policy](http://www.mtfl.org/policies.php#ties).

## Game Delays

Games may be delayed for various reasons including:

* waiting for goal post pads or the minimum 5 players to arrive
* waiting for game officials to arrive
* inclement [weather](http://www.mtfl.org/policies.php#weather)
* unforeseen circumstances – conflict over field permit; correcting unsafe conditions (broken glass)

Whenever possible, games will be attempted to be played even if it means shortening the game. A game should be cancelled if it is anticipated that four 12-minute quarters could not be completed within the time normally allotted (due to daylight hours or lit-field completion requirement).

## Game Defaults

**5 Player Minimum and Goal Post Pads**

* Teams must have a minimum of 5 players to start a game. (Note: This different from what was stated in the AGM Package in 2016. However, our Bylaws state that 5 players is the minimum.)
* Each team is required to provide one set of suitable goal post pads for each game.
* A team has up to 18 minutes (one quarter of play) after the scheduled start time in order to field the minimum number of players and/or provide a set of goal post pads.
* If the game is delayed while waiting for the players to arrive, a delay of game penalty is enforced.
* Default fees are charged to teams who default a game. These fees are required to be paid by the team prior to its next game. [(See default fees.)](#_Fees_for_Team-Initiated)

## No Sub-In This Year

Justin Lahey, creator of Sub-In, has put Sub-In on hold at least temporarily – perhaps permanently.

2016: 16 requests on 6 days; 15 requests by one team; 1 request by another; filled by 11 different players

# MEMBER CONDUCT

## League Motto

MTFL - providing organized touch football in a safe, fun, competitive environment.

## Code of Conduct

Please ensure you and your team members are aware of the [Code of Conduct](http://www.mtfl.org/code-of-conduct.php) and follow it.

## Game Conduct

1. All players should shake the hands of the opposition as well as the officials at end of the game.
2. Player conduct ***before, during and after a game*** are subject to discipline.

## Ejections

1. 3 OC’s same game – automatic ejection
2. An ejection does **not** require 3 OC’s; specifically, safety issue or player in-eligibility issue can be resolved via immediate ejections
3. Players ejected may not only be asked to leave the field of play but the entire game site.
4. An ejection involves suspension for future play until further notice (league disciplinary committee investigation).

## Discipline Committee

Whenever issues regarding member conduct - on or off the field; before, during or after a game - are brought to the attention of the League Executive, the MTFL Discipline Committee investigates.

When possible, the Discipline Committee is comprised of individuals who are not connected to teams within the same division as the concerned individuals.

If concerns are expressed by game officials – player conduct: verbal, nonverbal, physical - the MOA Liaison is notified and the Liaison relays this concern to the Discipline Committee where upon it begins its investigation.

After conducting its investigation, the Committee may assign a team, its captain(s) and/or player(s) supplemental discipline in the form of a game or multiple-game suspension. Other forms of discipline or mediation may also be employed.

The Head of the MOA and the MTFL Liaison are the principal points of contact when dealing with issues involving game officials and/or their game reports.

Similarly, the Team Captain and the Head of the Discipline Committee (or designate) are the principal points of contact within the MTFL.

All decisions are final as there is no appeal process.

Incidents requiring the Discipline Committee’s involvement have pleasingly shown a steady decline in recent years. We encourage all to do their best to support this trend.

# MISSISSAUGA OFFICIALS ASSOCIATION (MOA)

George Zielinski and Peter Cover are the MOA’s executive members.

## MTFL’s Support of MOA

1. MTFL uses MOA officials.
2. MTFL values the positive relationship it has with the MOA.

## Officiating

1. If you are interested in joining the officiating group, please contact George Zielinski. (gzielinski@cogeco.ca)
2. MOA often holds a training clinic prior to the season for new and veteran officials.
3. **Officials Incentive Program** – for new player-referees - $75 over each of first 2 years - $150 total.
4. **Quality Assurance** **Program** – evaluation program for referees – to improve quality and consistency of officiating
5. **MOA Liaison** (Glenn Stevenson) - contact to communicate questions and concerns.

## Expressing Concerns

If you have questions concerning officials, the rules, or the application of the rules, please contact the MOA Liaison (Glenn Stevenson) who will relay your observations and/or concerns to MOA.

# CHECKLIST – PRE-SEASON

## Team Rep / Captain Responsibilities

### TFONT – Karelo.com

* Register team with [Karelo](file:///C:\Users\Glenn\Documents\Documents\1G.%20Football%20-%20MTFL\2017%20Files\%09http:\www.karelo.com\register.php%3fBID=632&BT=10&Ev=17017).com
* Pay $150 insurance
* Update team roster with players’ names and personal info
* Ensure all players accept TFONT waiver

### MTFL

* Pay team [registration fees](#_registration_Payment)
* Register all players on MTFL registration system (when it is implemented)
* Collect from all team members and submit [‘Player Registration and Assumption of Risk and Release of Liability Agreement’](http://www.mtfl.org/documents/MTFL2016_WaiverForm_Rev010.pdf) forms to MTFL Registrar via game officials or Executive Committee member
* Survey team members then complete and submit Team Preference sheet

## Player Responsibilities

### To TFONT – KARELO.com

* Accept TFONT waiver by email

### To MTFL & Team

* Provide Captain with required personal information for registration purposes
* Pay share of team fees
* Read, sign and submit: submit [‘Player Registration and Assumption of Risk and Release of Liability Agreement’](http://www.mtfl.org/documents/MTFL2016_WaiverForm_Rev010.pdf) to Captain
* Read [Code of Conduct](http://www.mtfl.org/code-of-conduct.php)

# DURING THE SEASON, ON GAME DAY, AT THE GAME

## Team Reps & Captains

Overall: Organize the team and act as communicator between League and team.

Perform duties before, during and after games.

During the Season:

* Update Team Roster
* Ensure players are aware of:
  + team’s schedule and any schedule changes
  + MTFL website
* Ensure team members have numbered jerseys
* Cooperate with requests for game rescheduling

Game Day:

* 3:30 pm - Check e-mail for Game Cancellation or change of field location or other notification
* Print off and bring current game sheet
* Bring goal post pads, football(s), kickoff tee, etc.
* Bring (extra) game jerseys

At the Game:

* Promote safe, fun, competitive touch football
* Show respect for game officials and the difficult job they perform
* Assist players with learning the rules
* Ensure players and fans know and abide by League rules and policies
* At half-time:
  + Submit the completed, current game sheet to the Head Official
  + Submit any newly signed ‘waivers’ (player agreements)
* At the end of the game:
  + Notify Head Official of any players who arrived after half-time
  + Verify score and sign game sheet
  + Select 3 MVPs and 3 Sportsmen from opponent’s game sheet

## Players

Overall: Have safe, competitive fun.

During the Season:

* Notify Captain of games you will be unable to attend as soon as you know.

Game Day:

* Come prepared and on time with Jersey, game clothing, assigned equipment (goal post pads)

At the Game:

* Notify Captain of any unsafe conditions
* Remove self from game if physically or mentally unable to play safely
* Shake hands with opponents and game officials at the end of the game
* Act in accordance with the Code of Conduct

## Game Officials

Overall: Know and enforce the Rulebook. Develop a positive relationship with players.

At the Game:

* Perform duties of game official
* Verify attendance
* Write the score
* Sign game sheets
* Ensure MVP and Sportsmen selections are made
* Submit game sheet to League directly or through MOA officials

# KEY DATES (DEADLINES)

|  |  |
| --- | --- |
| **DATES – 2017 Season** | **ACTIVITY OR EVENT & DEADLINES** |
| Thu., March 23 – 6:45 pm  Thu., March 23 – 7:00 pm | * Team Registration & Payment   + Payment: $1000 (first installment) OR   + Payment: $1800 (full payment) * AGM |
| Fri., March 24 | [Team Registration Late Fees begin](#_Due_Dates_and) |
| Thu., April 13 – midnight | * MTFL Registration Closed – deadline * Submit ‘Team Preference Sheet’ – deadline |
| Mon., May 1 | Regular Season Schedule made public on website |
| Mon., May 1 – midnight | * Team Payment – 2nd installment: $850 * Insurance Payment: $150 through Karelo.com |
| Tue., May 2 | * 2nd Payment late fees begin * Penalties for late insurance payment applied |
| Mon., May 15 | Team Roster Updated on Karelo.com [(Instruction Sheet)](http://www.mtfl.org/karelo.php) |
| Tue., May 23 – 7 p.m. | MTFL Regular Season Begins |

# OTHER NEWS OF INTEREST

## New Players – New Team

Players interested in joining the MTFL can express their interest by filling out a form online. Email has been sent to all who expressed interest. Possibility of forming a new team with these players. Dependent on the number still interested.

## Pick-Up Game

We are considering a Pick-Up Game for interested parties – new to the league, new to touch football, retired players. Likely 5 game events (in June, July). Purpose is to promote the league and either create a ‘new’ team or create a seniors’ division.

## TFONT - Hybrid Tournament Teams

TFONT has continued with its change in eligibility requirements for persons wishing to attend a Trillium Tour event. For example, “hybrid” / “merged” teams will be allowed in tournaments under some conditions and subject to some restrictions. MTFL “E”, “D” and “C” and “B” division-based teams who have players interested in tournament action should contact league executive so they can be matched with other players of MTFL teams for tournament play this season.

## Brampton Tournament – MTFL the Host

MTFL intends on serving as host for Trillium Tour “Brampton, May-2017”. Volunteers are welcome especially those persons with “Smart Serve Card” capability. Persons interested are to contact John Schiebel by 15-Apr-2017. Adult persons with SMART SERVE credentials are preferred.

## TFONT

TFONT is interested in offering an All-Ontario League Championship.

1. Original Concept: Championship teams from Ontario leagues play for Ontario Championship. For now, any team may enter.
2. Presidents (or other executive designate) from various leagues across Ontario help organize the divisions based on competitive level.
3. Dave Nelson is one of the individuals helping to organize the levels of competition.
4. One day event on the weekend of the Nationals
   1. One day is easier on players than entire weekend
5. Details:
   1. Cost: $250 per team
   2. Number of Games: 2 or 3 based on success of team
   3. One day event
   4. Date: weekend of Nationals – Oct 7th to 9th – day to be determined
   5. Location: Hamilton
   6. If player is on two teams in this event, they may choose only one team to play for.
   7. No tournament teams or players in this event
6. Benefits:
   1. More teams play at the tournament site
   2. Brings executives of leagues together
7. Issues / Decisions
   1. Organizing teams into equivalent levels of play – divisions
   2. Which day to play on
   3. Number of divisions
   4. Number of teams entered

Do you think your team would be interested in participating in this event/tournament this year?

## Website Development

Further MTFL web-site automations for on-line player and team registration will be deployed this year. Team captains/players wishing to help develop or verify these automations and are familiar with website or application development (know MS 365, Perl scripting and HMTL, etc.) are asked to contact John Avarino or Matthew Vincent (ideally by 1-May-2017).

# QUESTION AND ANSWER PERIOD

At this point, the floor is opened to questions or feedback from any person in attendance.

5 MINUTE BREAK

# POST AGM SUPPLEMENTARY MEETING

## GAMES and RULES

Touch Football Ontario Rulebook is used; however, there are some additional rules specific to MTFL:

a. 4 by 18 minute quarters

b. incidental head touch – 5 yard (versus 15 yard for non-incidental)

c. 5 minute half-time

## EQUIPMENT

i. [Goal Post Pads](http://www.mtfl.org/policies.php#equip) – mandatory

ii. [Team Uniforms](http://www.mtfl.org/policies.php" \l "uniform) – see [Uniform/Jersey Policy](http://www.mtfl.org/policies.php) [AGM Exhibit: Uniform Policy]

iii. [Hard Substance Braces](http://www.mtfl.org/policies.php#equip) – must be fully covered (by soft material/wrap)

iv. [Jewelry](http://www.mtfl.org/policies.php#equip) – take it off or cover it fully with tape (as to reduce chances of injury to self or others)

## OTHER EXHIBITS, FORMS OR PRESENTATIONS OF INTEREST

**Calendar of Executive Team’s Tasks Each Season**

Typical executive team tasks with typical max. hr spent are listed in the block diagram below.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| T1: Website Maintenance: updates for info posted on site; re-organizing info such as team photos/online yearbook) [2 hours per week] | | | | | | | | | | | |
| T2: General Email Correspondence: recruitment of new teams / new players; league purchasing needs and agreements and bank transaction tracking / reporting, replies to general enquires. [1.5 hours per week] | | | | | | | | | | | |
| T3: League Promotion: interface with high schools, colleges, universities as well as other organizations and the media. [0.5 hours per week] | | | | | | | | | | | |
| T4: Online Field Reservation  [ 6 hours] |  | T5: Payment of Field Permits  [4 hours] | T6: Divisional Allocation  [16 hours] | T7: At game site: Team/Player/Game Monitoring; MOA quality monitoring; Photography; Prize distribution  [1.5 hours per week] | | | | | T8: MTFL and MOA Liaison Year-End Reports  [30 hours] | |  |
|  | T9: AGM and preparations  [48 hours] | | T10: Game Schedule  [24 hours] |  |  |  | T11: Year-End Party  [6 hours] | |  |  |  |
|  | T12: Payment of Affiliation and Insurance Fees  [2 hours] | |  |  | T13: Special Events  (Year-End Party)  [as required hours] | | |  |  |  |  |
|  |  | T14: Team Fee Deposit [5 hours] |  | T15: Player Discipline: investigation and enforcement.  [1.5 hours per week] | | | | |  |  |  |
| T16: Team Finance & Record of Play Update  [8 hours] | |  |  | T17: Schedule Modifications: game cancelations or otherwise re-schedule requests.  [1.5 hours per week] | | | | |  |  |  |
|  |  |  |  | T18: Game Sheet Attendance: database updates and team roster change tracking.  [1.5 hours per week] | | | | |  |  |  |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| LEGEND | | Participants | | Activity | | | | | | | |
| Exec. Committee, League Teams | | | | Prepare for team rep events. | | | | | | | |
| Exec. Committee | | | | A home activity or a meeting with 3rd party. | | | | | | | |
| Volunteer, Div. Rep, 3rd Party Supplier | | | | Weekly duration; may require visits to actual game sites. | | | | | | | |
| Exec. Committee | | | | Assisted by online collaboration tools (telecoms, WebEx). | | | | | | | |
| Exec. Committee | | | | Home computer and home phone activities. | | | | | | | |

AGM Exhibit: [New Team Roster Application Form](http://www.mtfl.org/forms.php)

AGM Exhibit: [Exemplary Discipline Process](http://www.mtfl.org/policies.php#discipline)

23. URL/WEBSITE OF INTEREST

MTFL ... [www.mtfl.org](file:///C:\Users\mvinc\Downloads\www.mtfl.org)

Touch Football Ontario ... [www.tfont.com](file:///C:\Users\mvinc\Downloads\www.tfont.com)

My Tournament (e.g., Trillium Tour scores and team attendance) ... [www.mytournament.ca](file:///C:\Users\mvinc\Downloads\www.mytournament.ca)

Links to other (touch) football leagues ... <http://www.mtfl.org/links-leagues.php>