

Proposed policy changes

Summary of changes:

The changes made to section 4.2 (4.2.1-4.2.4) were designed to clarify and simplify the submission timeline and requirements for Alberta tournaments. The fundamental submission timeline has not been altered. Section 4.2.3 was rolled into section 4.2.2 to provide a centralized section describing the scheduling process & considerations. Other small changes were made (see Level 1 & 0 timeline, information sheet requirements, etc.) to simplify processes and provide detailed requirements to clubs.

- Clarified deadlines for submission of documents for Level 2 & 3 (removal of May 15th).
- Added discussion process with ED for tournament schedule to allow flexibility and optimal scheduling (see April 15th bullet).
- Simplified submission timeline for Level 1 & 0 tournaments to three months notice (see final 4.2.2 bullet)
- Clarified tournament scheduling to remove rigid calendar and create opportunities for clubs with tournaments at various dates to be named provincial cups/ provincials (4.2.2 bullet 3)
- Added consideration of tournaments in other provinces due to the current delay in posting for CFF event schedules (4.2.1)
- Clarified that the submission timeline can be adjusted to allow for scheduling around CFF dates (4.2.2 bullet 1)
- Absorbed 4.4.3 into 4.2.2 to simplify
- Added requirement for information sheet and registration to be posted 2 months before the tournament date for Level 2 & 3 tournaments and 1 month before for Level 1 tournaments (4.2.4)
- Specified required content for an information sheet (4.2.4)
- Unified language to consistently use Level 0-3 terminology.

4.2 Tournament Bid Submission and Tournament Calendar Deadlines

The deadline for submitting applications for AFA Provincial Cup Series and Provincial Championships (Level 2 & 3 events) in the September to August season is **April 1st** of the previous season. The Board may approve changes and adjustments to these deadlines as warranted.

4.2.1 Tournament Scheduling Priorities

Highest priority will go to scheduling Level 3 events first and then lower level events in a descending order. Consideration for tournament timing will take into account the CFF national events and high level provincial tournaments in other provinces.

Tournament schedule conflicts guidelines: Precedence is given to historical dates.

4.2.2 Timeline

- This timeline may need to be adjusted based on publication of the National Schedule. If adjustments need to be made it will be posted in advance of the deadline.

- The Executive Director will send reminders to clubs for Provincial Cup submissions **30 days and 15 days prior to the submission deadline**. If tournament information is not submitted by the deadline, the tournament will not be sanctioned/ranked by the AFA. Please note that the AFA realizes that venues may not be finalized as of the deadline and as such information may be tentative.
 - Provincial Cups should be spread out evenly throughout the season, with Provincials being the last tournament of the series. Historically there have been 2 in the fall session and 2 in the winter session. Any changes made to the event schedule for tournaments posted on the AFA website must be reported to the ED as they are made. (Times, combining events, event cancellation).
- **April 1st:** Submission deadline for intention to host Level 2 & 3 events. The Executive Director posts the tentative schedule to the website by no later than one week after this deadline. The Executive Director to consult with potential hosts.
 - **April 15th:** Deadline for formal bid packages for Level 2 and 3 events. Executive Director to submit bids and recommendations to the Board, evaluate the timeline for events and work with clubs to optimize the provincial cup series dates.
 - **April 30th:** Board approval of the AFA Provincial Cup Series tournaments and Provincial Championships. Tournament dates are posted to the website; Executive Director to schedule meetings with tournament organizers.
 - **End of May:** Meetings with Executive Director for clubs hosting Level 2 and higher tournaments to finalize tournament dates.
 - For all Level 1 and below events, a minimum of three months advance notice is required, and the host organization must provide all necessary sanctioning documents. Any equipment requests must follow the submission guidelines for requesting equipment (sec 4.5 AFA Policy Document).
Level 0 tournaments (in-house, club competitions, smaller inter-club or any tournaments not ranked) need to notify the AFA at least one month in advance if an insurance certificate is requested.

4.2.4 Calendar Submission and Posting

The AFA is to submit the AFA Provincial Cup Series tournaments to the CFF by June 1st. The AFA is to post the tournament calendar on the AFA website by June 1st, midnight. The information sheet for Level 2 and 3 events should be posted to the AFA site 2 months in advance of the start of the tournament and 1 month in advance for Level 1 events. Registration should be open for participants to register at the same time as the information sheet is posted.

The Information Sheet should contain

- Date of the tournament
- Venue

- Registration Fees
- Event Schedule
- Accommodation
- Reposting of equipment standards from Armoury Committee (Sec 4.5 (TBD))