

Rep Soccer

Rep teams are defined as those teams which are participating in a league other than the GSC house league or inter-county league. Specifically, the term Target or Development team is used to identify those defined as U8-U12 participating in a development (festival) format but for the purposes of these policies, unless identified differently, all policies apply to all rep teams U8+. Reference to Select teams remains in these policies and will be applied if select league is available.

Any member of the coaching staff or player who does not adhere to the policies and/or procedures of the GSC will be subject to discipline where applicable. Procedures are also meant to be strictly followed and are included to provide detail to the policies. It is the responsibility of the coach to ensure that this information is read and passed on to the entire team. The team consists of parents, players and coaching staff.

This section of the GSC Policies and Procedures Manual is not all-encompassing and other policies and procedures may be implemented by the GSC Board of Directors at any time if it is deemed to be in the best interest of the GSC and its members.

If any policy, procedure or part of this manual can be considered to have more than one interpretation, it is the responsibility of the coach to obtain clarification as to its correct meaning. Please obtain clarification from the CHC or Club Administrator as soon as any question arises.

All-Star Tournament Play

Where appropriate, All-Star Tournament teams will participate in tournaments throughout the outdoor season. Any one team may not attend more than three tournaments without authorized permission from the CHC and the VP of Rep. These teams will be comprised of house league players that have been selected through a tryout process. All-Star players will pay a fee in addition to their house league fee to cover the cost of a team uniform and three tournaments.

Additional house league players may be asked to participate on a call-up basis. The All-Star Tournament team does not take precedent over the house league team, with exception to weekend practices that can be missed for a tournament. All games for house league play must be attended before any All-Star Tournament team function is attended. In this case, house league will be first priority.

Select League Play

Select league teams will participate in a designated select league when available. These players will not participate in house league play. Players for a Select league team will be selected by the tryout process. A Select fee will be charged to any player selected to the selection process. The team may also participate in tournaments over the outdoor season.

Representative Team Play

Representative teams will participate in an affiliated league of the GSC's district association as appropriate to their age/level. Players for a representative team will be selected by the tryout process. Rep team players will pay a fee. This fee will cover team costs including

uniforms, games, festivals, practice fields and referee costs. Teams may need to do additional fundraising in order to cover all team costs.

Senior (over 18) Rep teams will participate in the Ontario Soccer League (OSL) or the Ontario Woman's Soccer League (OWSL). Both leagues are directly associated to the OSA.

Coach Selection

POLICY RS1

The decision of the Coaching Selection Committee is final and will be ratified by the GSC Board of Directors. Any challenge to the decisions of this committee will be dealt with by the GSC Board. After the majority of Rep Coaches have been appointed by the GSC Board, the Coaches' Interview Committee, Director of Complaints Resolution and the GSC Club President may appoint additional Rep coaches. The new appointments will be ratified at the next regular board meeting.

PROCEDURE RS2

Coaches for Representative and Select teams (if applicable) are selected by the Coaching Selection Committee, which consists of the VP of Rep, CHC, Technical Director and a minimum of 1 GSC Board Members. Committee members must declare conflict of interest and remove themselves from interviews for coaches in any age groups where they have children playing or where they may be involved as a team official or have a familial relationship with any of the applicants.

PROCEDURE RS3

Applications for Rep coaching positions are due by August 15. Information regarding application, including deadlines and application forms will be posted on the GSC website.

PROCEDURE RS4

Coaches are selected based on the following criteria (in random order):

- Knowledge of player development, i.e., skills and abilities relative to the age coached
- Coaching experience
- Stated qualification, i.e., degrees, certificates relative to coaching
- Coach's demonstrated ability to coach the age and gender of the team applied for
- Appropriate OSA mandated coaching qualifications successfully completed
- Two references
- Letter stating why they feel they are the best coach for that particular team and stating what their coaching philosophy is and what their personal playing experience has been

Should the qualifications to coach in a particular league differ from the above, the GSC may alter the above criteria.

Those who are applying for the first time will be interviewed and asked a consistent set of questions.

Applicants are independently ranked on a scale of 1 to 10 on each item (10 being the highest). Rankings are compared and the individual with the highest ranking is selected as the coach. These rankings are confidential to the Coaching Selection Committee.

All applicants are notified in writing of the result of their application. The successful coach of each team is contacted in person by the CHC or VP of Rep.

The interview committee is not bound to select any coach who has applied even if they are the only applicant for an age group. All coaching appointments are contingent on sufficient interest from players in that age group.

PROCEDURE RS5

The GSC may appoint 2-year coaching terms, however, the GSC reserves the right to review any coach at any time at its discretion. Coaches appointed to 2-year terms will be interviewed after 1 year and may elect to complete his/her second year or step aside.

PROCEDURE RS6

The GSC reserves the right to conduct coaching interviews with long-standing coaches or coaches applying to continue with the current age group assignment via telephone. A long-standing coach is defined as:

1. Has coached for the GSC for at least 7 consecutive years
2. Has mentored/assisted other GSC coaches during a practice/game/tournament
3. Has had no unresolved discipline issues with their respective league of play

Screening

POLICY RS7

Volunteer screening is required for every team official in the GSC as per OSA guidelines.

PROCEDURE RS8

The GSC accepts Vulnerable Sector Police Checks as being valid for 3 years with a new check required in the third year. All Police Check information is confidential. Photocopies of the police check form made by the GSC will be kept on file. If a photocopy is done by a coach, the original must be shown to the GSC staff when the form is submitted to ensure consistency. Vulnerable Sector Police Checks completed for other organizations (employment) is valid and can be used to be in compliance with this policy.

PROCEDURE RS9

Any individual who refuses to produce a valid Vulnerable Sector Police Check or proof of application for one will not be allowed to volunteer at any level within the GSC. If proof of application is used, then the final police check must be submitted to the GSC as soon as it is received.

PROCEDURE RS10

Should a police check reveal a prior offence, the VP of Rep, in conjunction with the GSC President, may still allow that individual to coach if the prior offence is deemed to not have any effect on their role as a GSC coach. Documentation to such effect will be placed in that individual's file attached to their police record check.

GSC Player Development Program**POLICY RS11**

All GSC coaches are expected to implement and incorporate the GSC Player Development Program. This includes the use of GSC Mentor Coaches and participation in GSC Rep player development programs including summer camps. Any coach refusing to implement the GSC Player Development Program in a reasonable timely manner may be subject to removal from his/her position on a team. The GSC Player Development Program is in alignment with the Long-Term Player Development Program (LTPD) of the OSA.

Rep/Select Teams Tryouts**POLICY RS12**

Players for the Georgetown Soccer Club Rep/Select Teams will be selected through a tryout process scheduled in the fall and advertised in the local newspaper and on the GSC website.

POLICY R13

If a player is offered a position on a "Red" Rep team and the position is declined, the player is not able to play for the "Black" team (if there is one) or the Select team (if there is one). The player will play in house league for that season.

PROCEDURE RS14

All players wishing to play on any Rep team (or Select team as available) must attend fall tryouts or, if they have a valid reason for not being able to attend, they must contact the team head coach. This is to ensure that the Club gets an accurate picture of both the number of players interested and the level of skill.

Senior teams must hold at least one tryout prior to the team's application deadline for their league. The date(s) for this tryout must be posted on the club's website at least three weeks prior. Both the VP of Rep, Technical Director and the CHC must be notified of this tryout(s).

A senior player may choose to try out for any GSC senior team of its gender.

PROCEDURE RS15

A person who was not registered to any GSC team in the previous year, may try-out for a GSC team but must first sign a waiver of liability.

PROCEDURE RS16

Whether or not a team is "Red" or "Black", target or development, Rep or Select (if available) or any other level, is determined by the GSC, not the coaches. This decision will be made based on skill level of the team and competitive leagues available.

PROCEDURE RS17

Each fall, an U7 identification camp will be held in order to begin to determine what U8 teams will be fielded in the following year. This camp is conducted by the GSC CHC.

PROCEDURE RS18

All Rep/Select teams (U18 and down) shall provide a minimum of two outdoor team tryout dates for any persons interested in playing for the team. Tryout dates are scheduled by the GSC.

PROCEDURE RS19

The Club Head Coach, to the best of his or her ability, will provide support to all of the Rep and Select team head coaches with regard to the tryout process. If it is in the interest of the development of the team or a player, the Club Head Coach may assign a player to a team within the guidelines of the GSC registration policies. The Club Head Coach must verbally discuss with the team head coach any appointments of such a player. The team head coach may appeal the Club Head Coach's decision in writing to the GSC Board. This appeal must be received by the GSC Club Secretary, on behalf of the GSC Board, within 48 hours of the notification of the appointment of a player.

PROCEDURE RS20

The release of any player trying out must be done by the team head coach. It is suggested and preferred that a player release is done on a one-on-one basis.

Team head coaches must realize that the disappointment of being released or not making a team can be an overwhelming letdown for a player. Self-confidence can drop and interest in soccer endeavours can be lost forever. It is recommended that releases be done with the utmost concern of the player's feelings. It is generally a no-win situation, but the approach can make the difference of a player trying out in future years or not. If a coach chooses to use a letter to notify players of the results of the tryout, the letter must be approved by the VP of Rep before it is utilized.

PROCEDURE RS21

If a Select team needs to offer their third tryout at the Acton Indoor Facility, they will be subsidized by the Club for the field rental costs (maximum of 1½ hours).

Any GSC Senior team will have its first tryout subsidized by the club for the field rental cost (maximum of 1½ hours).

Player Movement with GSC Rep/Development teams**PROCEDURE RS22**

U8 -no player may be allowed to play up as per Peel Halton Soccer Association – DPHDL rules.

U9-U12

If a player would like to play up for the age group one above them, a request must be sent by the parents, in writing to the CHC at least two days prior to the fall tryouts.

The player will then be assessed by the GSC's CHC and TD. If it is determined that it

will be in the best interest of the player/both teams involved/club that the player develop further on the team one age up, written confirmation to this effect will be sent by the GSC TD to the coaches of both affected teams, the parent of the player and the GSC VP of Rep. If the decision is that playing up is not in the best interest of the player/both teams involved/ then this will be communicated in writing to the parent and copied to the club, the coaches of both teams involved and the VP of Rep.

U13 +

If a player would like to play up for the age group one above them, a request must be sent by the parents or the player, in writing to the CHC prior at least two days prior to the fall tryouts.

The player will then be assessed by the GSC's CHC & TD. If it is determined that it will be in the best interest of the player/both teams involved/club that the player develop further on the team one age up, a discussion will be had with the coaches of each age to finalize the decision. At that point, written confirmation to this effect will be sent by the GSC TD to the coaches of both affected teams, the parent of the player and the GSC VP of Rep. If the decision is that playing up is not in the best interest of the player/both teams involved/ then this will be communicated in writing to the parent and copied to the club, the coaches of both teams involved and the VP of Rep.

There is no appeal process to any decision made regarding playing up. Playing up for a team more than one year older will only be considered for those players aged 16 and above.

If two age groups are combined to form one team then the coach of that team will determine which players are on the roster. There is no need for a technical assessment by the CHC/TD.

It is recommended that doctor's approval be obtained to ensure that the player's health is not adversely affected by the fact he/she is playing in a higher age division.

Team Rosters

PROCEDURE RS23

For U13-U18 teams, "Red" teams will carry a minimum roster of 16 players and "Black" teams a minimum of 18 players with any exceptions approved by the VP of Rep and Club Head Coach.

PROCEDURE RS24

October 31st is the deadline to submit the names of the core Rep team for the following year. Core is defined as 10 (ten) paid players (U13+). Paid is defined as having paid the designated Rep fee to that team for the upcoming year as per payment schedule set by the GSC each year. Final team Red team roster is due by January 15 of each year (U13+) and final Black team roster is due by January 31 of each year. After that date players may be added as per league rules.

PROCEDURE RS25

Senior teams will have different deadlines in keeping with their tryout date(s) and GSC registration requirements and will be determined each year by the Board of Directors.

PROCEDURE RS26

If a coach is unable to confirm enough players to form a core team by October 31, there will not be a Rep team at that age group the following year (does not apply to Senior Teams (U18+)). It will be up at the discretion of the GSC whether or not a lower level team will be formed, i.e., a Select team instead of Rep (if available) or an All-Star instead of Select (if available).

PROCEDURE RS27

For Rep Teams:

- for the U8/U9 age groups, zero (0) non-resident players are allowed
- for U10 to U15 age groups, two (2) non-resident players are allowed
- for U16 to U18 age groups, four (4) non-residents players are allowed

A child of the coach of any rep team, who is a non-resident, is not included in the maximum number above. Exceptions to this policy will be made on a case-by-case basis, Requests for exceptions must be made to the Club Head Coach in writing and will be reviewed by a panel consisting of the Club Head Coach, VP of Rep and club President. For the purposes of this policy, this motion is applicable to all residents of Halton Hills unless an equivalent competitive team is available in their community.

PROCEDURE RS28

Any Rep or Select team that does not comply with the core roster or associated fee submission dates will be fined \$75 and there will be a \$150 penalty assessed to the team if they do not comply with player book submission deadlines set by the GSC.

PROCEDURE RS29 (applicable if a Select Soccer League is available only)

Once the Rep team has selected its full roster, the Select league team of the same age group may then be formed.

If a Rep team takes a full roster in the fall then the Select team of the same age group may select their roster at that time. Deadline dates may change from year to year and it is the responsibility of the team head coach to contact the Club Administrator to ensure they have the correct dates.

Player Fees**POLICY RS30**

All outstanding fees from previous seasons must be paid before a player can register with the Club for a subsequent season. Exceptions to this policy will be made on a case-by-case basis. Requests for exceptions must be made to the Treasurer in writing and will be reviewed by a panel consisting of the Treasurer, VP of Rep and club President.

PROCEDURE RS31

The \$25.00 late registration fee applies to any player who registers after the registration deadline.

PROCEDURE RS32

Before February 28th, refunds will be granted minus \$300. After February 28th, there will

be no refunds unless supported by medical documentation and approval is given by the by a panel consisting of the Treasurer, VP of Rep and club President on a case-by-case basis.

PROCEDURE RS33

Any player joining a Rep team after February 28th will pay the applicable rep fee as outlined in the annual Scaling Fee Structure established by the Finance Committee.

PROCEDURE RS34**Jumpstart Program / Financial Assistance**

GSC is a member of the Canadian Tire Jumpstart program. Jumpstart provides financial assistance for registration fees for families who are experiencing financial difficulties. Any family who has need of a registration fee subsidy must contact the GSC office and their information will be forwarded to the Jumpstart program for approval. All information exchanged remains confidential. If a Rep or Select or All-Star team player is approved by Jumpstart for a house league fee subsidy, the GSC will pay for the associated additional fees if the player's application under the GSC Financial Assistance Policy is approved by the Financial Assistance Committee. If the player is not approved by Jumpstart, GSC will pay for the associated fees if the player's application under the GSC Financial Assistance Policy is approved by the Financial Assistance Committee.

Player Carding**PROCEDURE RS35**

All Rep (U13+) and Select players are required to have an Ontario Soccer Association (OSA) electronic player card prior to any sanctioned game and or tournament. Player electronic cards are required of U8 to U12 players if they are participating in tournament play.

Player Call-up Procedure**PROCEDURE RS36**

There is no formal call-up procedure for U8 to U12 teams because coaches should have a pool of players at each age group that are part of the development program from which they can choose. However, in the event that a team is short players, coaches should be looking to bring up players from the GSC house league program that are playing in the same age group.

If, for whatever reason, coaches are unable to call up players from the house league program, they are to contact the Club Head Coach and/or VP of Rep in order to find a viable solution to the problem.

PROCEDURE RS37

(U13 to U18)

1. If needed, competitive 'Red' teams will call up players from the competitive 'Black' team within their respective age group. In the event that players from the competitive 'Black' team are not available, competitive 'Red' teams will look to call up players from the competitive 'Red' team a year below their age group. Competitive 'Black' teams will call up players from the house league program within their respective age group. In the event that players from the house league program are not available, competitive 'Black' teams will look to call up players

from the competitive 'Black' team a year below their age group. Competitive teams that are playing in an age group in which they are the only competitive team (i.e., no competitive 'Black' team) will call up players from the competitive 'Red' team a year below their age group. In the event that players from the competitive 'Red' team a year below are not available, competitive teams in this position will look to call up players from the house league program within their age group. In age groups where there is a competitive 'Red' and 'Black' team, but only one competitive team in the age group a year below, the competitive 'Red' team will call up players from the younger competitive team. The competitive 'Black' team will call up players from the house league

- program within their respective age group. If a competitive team follows the above procedure and call-up players cannot be found, the Club Head Coach or VP of Rep is to be notified of the situation by a team representative. Alternate arrangements will be made by the Club Head Coach or VP of Rep to provide sufficient cover for that team. For games in which call-up players are being used, a maximum of 15 players are to be present on the official game roster (11 outfield players and 4 substitutes).
2. No players are to be called up to play a match for another team within 48 hours of a competitive game that has been or will be played with their original team (the team to which they are officially registered).
 3. Coaches in need of call-up players for a game must contact the coach of the team they wish to borrow players from as soon as possible.
 4. Coaches may contact players from another team only when those players have been contacted by their coach and have agreed to a call-up request.
 5. No coach shall refuse the call-up of players from their team to help another team unless there are injury concerns.
 6. Players will ultimately make the decision as to whether or not they will accept or refuse a call-up.

Select League Teams

PROCEDURE RS38

Select league teams may only call up GSC house league players or players from a Select team of a younger age group. The Select league teams are limited to borrowing players for injury reasons or holiday coverage. In all circumstances it is requested that coaches only use additional players for the reasons stated above. The Select league teams are not to borrow any player to strengthen the team at convenience.

All-Star Tournament Teams

PROCEDURE RS39

All-Star tournament teams may utilize any GSC house league player, on a call-up basis for an unlimited number of times. House league games and, where possible, practices for all players have first priority.

Player Movement to another Club

POLICY RS40

All Rep/Select teams are the sole possession of the GSC. The assigned coach is a representative person acting as team head coach on behalf of the GSC. In no way, at any time, may the team head coach solicit or try to move part of or all of the team to another soccer club. If the team head coach is found guilty of such he/she may be banned Coaching Evaluation.

Team Staff Duties and Responsibilities

POLICY RS41

There will be only one head coach on each team.

POLICY RS42

Each team must have at least one same-gender team official on the bench at all times (U18 and lower only).

PROCEDURE RS43

A team head coach may appoint a maximum of four persons to represent the team on the players' bench including him/herself. One of these shall be a Manager.

The Club Head Coach may assign an assistant coach to a particular team for mentorship purposes. The co-operation of the team head coach is expected.

Team Involvement in GSC Development Program

PROCEDURE RS44

~~All Representative (and Select if available) head coaches are required to submit their team goals to the VP of Rep by March 1.~~

PROCEDURE RS45

Any Rep or Select team wishing to attend any team development that is not administered by the GSC (camps, practices, etc.) must first attain approval from the VP of Rep and the CHC.

Head Coach Duties & Responsibilities

PROCEDURE RS46

The team head coach is responsible for the overall development of the team. This development should be executed through the GSC Player Development Program set out by the Club Head Coach with the addition of his or her own knowledge of the game.

The team head coach must teach and practice cooperation, self-discipline and respect for officials, opponents and proper attitudes in language, dress and development. The coach must provide each and every player equal opportunity for development and success and create an enjoyable environment that enables learning, challenges and fun.

The delegation of team training is an option that may be utilized by any team head coach. This may be extremely useful if the team head coach has minimal experience in

playing the game or his or her demonstration skills are limited. It is ultimately the coach's responsibility to ensure the players (team) receive regular weekly training. Leaving game coaching to others is not an option for delegation, with the exception of an assistant coach mentorship program, holidays or a leave of absence.

PROCEDURE RS47

Coaches must notify the Club Head Coach for any leave of absence at least 10 days in advance of when the absence will begin. In case of a leave of absence, the CHC must authorize the replacement coach for said leave. Any holidays to a maximum of 2 weeks will be accepted as normal. Holidays that would require more time are considered to be a leave of absence and must be approved by the CHC.

PROCEDURE RS48

Each Head Coach will be required to sign a Coaches' Code of Ethics. A copy of the current Code can be obtained from the GSC Office and is posted on the GSC website.

By accepting a position as team head coach with the GSC, the coach must agree to conform to the Code of Ethics and understand that failure to do so could result in disciplinary action or termination of coaching duties.

Assistant Coach – Responsibilities & Duties

PROCEDURE RS49

While the overall responsibility for all team affairs lies with the team head coach, the assistant coach assumes the same obligations to the players, team and club, especially in the absence of the team head coach.

The assistant coach is expected to reinforce the programs and teachings of the team head coach and the GSC. The assistant coach should be utilized by the team head coach as a second set of eyes and possibly a second perspective of any given situation.

As stated above, the assistant coach must assume all the responsibilities of the head coach and follow all rules and regulations set out by the GSC with respect to the Head Coaches' Code of Ethics.

Manager/Treasurer – Responsibilities & Duties

PROCEDURE RS50

The manager's duties are to act as the communication vehicle between the coaches and the parents. The manager is responsible for all paperwork on behalf of the team including player books, travel request forms, tournament registrations, hotel bookings for out-of-town tournaments, etc., as appropriate. The manager should encourage an open communication system between the coaching staff and the parents and players.

Team personnel of senior teams may communicate directly with/to the players bypassing parents, unless the player has not reached the age of 18 yet.

PROCEDURE RS51

The treasurer cannot be a spouse/partner of the team head coach. The treasurer must keep an accurate record of all monies raised by the team including fundraising.

Other Team Personnel

PROCEDURE RS52

Rep/Select teams may appoint other volunteers to play particular roles for that team, i.e., parent liaison, fundraising, social, etc., but these positions are not required by the Club.

Team Standards

POLICY RS53

Teams are asked to represent the Georgetown community and the Georgetown Soccer Club to the best of their ability at all times. Regardless of being in-town or out-of-town, at a practice or at a game or tournament, the players and the coaching staff are required to show the highest standards of sporting behaviour.

PROCEDURE RS54

It is the responsibility of the team head coach to ensure the following:

- **At no time shall any player use foul language.** If an under-the-breath, heat-of-the-moment word is used, coaches are asked to remind the players to refrain from such vocabulary. If any player loudly swears or uses a racial or derogatory term to any person or just in general, the coaching staff is to act immediately. A warning, depending on the situation must be given. If the problem reoccurs at any point in the season or is severe enough the first time, action must be taken by the coaching staff. A “no tolerance” approach must be taken.
- **Coaches shall incorporate a —no tolerance approach to fighting and referee confrontation.** At no time are players permitted to **talk back or criticize** the referee. A “walk away” program shall be in place at all times.
- **Neatness and organization of all team equipment is expected.** All players are to wear their team’s uniforms with respect. Team jerseys should be tucked into the shorts prior to being in public as the player is a representative of the club. All bags and team equipment should be neatly organized at the side of the player bench. At practice, a general “do not dump everything everywhere” should be maintained.
- **A win and lose with dignity approach to games should be standardized for all of our teams.** All players are expected to win with pride, but not to verbally gloat. Also, players are expected to lose with heads up and must not blame the officials or the opposing team for unfair play. Losses must be accepted, and players are expected to move on quietly.

PROCEDURE RS55

Rep team practice jerseys may only be red, white, black or grey. Additional colours may be approved by the Rep Technical Committee.

Parent/Player Meetings

POLICY RS56

After the team has been selected, a team parent meeting must be held (U18 and under).

PROCEDURE RS57

The team head coach must invite the Club Head Coach and/or VP Rep Select (or a designated GSC representative) to the initial parent meeting. The meeting should be an open forum for discussion. At this time, the opportunity to include the following information should be taken:

1. **Coaching Philosophy** -The team head coach should make a presentation or prepare a handout, outlining his or her basic methods of operation, number of practices, type of physical training, expectations, objectives, goals, etc. An opportunity for discussion of concerns or questions should be given to the parents and players.
2. **Team Rules** -Any personal rules the team head coach would like to implement, i.e., expected attendance, punctuality, team standards set out by the GSC should be discussed.
3. **Coaching Staff Selection** -The members of the team's coaching staff should be determined at this time. A manager, assistant coach, team treasurer, phone committee, equipment committee, fundraising committee, etc., should be appointed.
4. **Tournament Expectations (if appropriate)** -The team head coach should discuss his recommendations as to the number of tournaments to be attended. The cost of these and the dates and venues should also be discussed.
5. **Budget** -A team budget must be presented showing all fundraising and team expenses. One copy of the budget is to be signed by a parent of each player on the team or a parent representative and submitted to the GSC by March 1 of each year.
6. **Fundraising** -Any fundraising ideas should be discussed and the **limitations of soliciting for sponsorship should be outlined.**
7. **Team Roster and Parent Name List** -All teams should prepare a roster with all player information, including parent names and E-mail addresses, where applicable. Team communication and carpooling can be made much easier with proper organization.
8. **Emergency Action Plan (EAP)** -The team head coach must prepare an EAP. The standardized EAP form in the coaches' package must be completed. The selection of a call person and a charge person should be done at this time. If more information is required, please contact the Club Head Coach or VP of Rep.

Team Finances

POLICY RS58

All Rep/Select teams must submit a team budget signed by at least one parent of all players rostered to the team to the VP of Rep by March 1st. A year-end financial statement must be submitted to the GSC by each Rep/Select team treasurer by October 1 of each year.

PROCEDURE RS59

Teams are expected to reduce their bank accounts to a balance no higher than what is required to cover services fees to keep the account open throughout the winter. Teams carrying a surplus in their bank accounts must receive approval from the VP of Rep.

Senior teams may refund directly to the players.

PROCEDURE RS60

Coaches and Assistant Coaches or spouses must not be signing authorities for team bank accounts.

PROCEDURE RS61

Each team must open a chequing account at the BMO branch at the Georgetown Market Place. All cheques must have two signatures.

PROCEDURE RS62

The GSC will not finance any team fundraising costs nor will it accept responsibility for any fundraising event that causes the team to lose money. All fundraising should be kept within reasonable limits of expenses for a competitive team. If team money is unaccountable, disappears or is stolen due to improper management of the funds, the team's treasurer, fundraising person and the team manager will be held jointly responsible.

Sponsorships

PROCEDURE RS63

Rep/Select teams may solicit sponsorships for their teams. Team sponsorships are not accepted from the following:

- alcohol or tobacco companies
- companies focused on adult-only entertainment or activities
- political candidates/parties

PROCEDURE RS64

Teams are allowed to solicit sponsorship with the understanding that existing house league sponsors are asked to continue their house league sponsorship and possibly provide an additional amount to the requesting team.

If the sponsor is not willing to continue its house league sponsorship, but is willing to sponsor the requesting team, it is mandatory for the requesting team to provide a replacement sponsor for the loss to the house league. If a replacement of the same

dollar value of the set sponsorship cannot be found, the equivalent dollar amount (set as the house league sponsorship) must be paid by the team to the GSC.

Team managers may receive a GSC sponsors list from the Club Administrator. Please note that any team not providing a replacement sponsorship will be charged accordingly by the GSC.

Sponsorship Levels

PROCEDURE RS65

The following minimum sponsorship levels are to be used for Rep/Select teams. Team officials must consult with the President, Treasurer and V.P. of Rep if the sponsorship levels is lower than what is posted below.

\$1500 -front of the home jersey

\$1500 -front of the away jersey

\$500 -team bags

\$1500 -warm-up suit

Tournaments

POLICY RS66

All eligible teams must participate in the Georgetown Eustace Collins Memorial Tournament. Teams may apply for an exception to this policy in writing to the Club Head Coach if the team qualified for a tournament that conflicts with the Georgetown Georgetown Eustace Collins Memorial Tournament.

PROCEDURE RS67

No Rep, Select or All-Star team may attend more than three tournaments during the outdoor season. Teams may apply for an exception to this policy in writing to the Club Head Coach.

PROCEDURE RS68

Any team interested in entering an out-of-country tournament must request permission from the Club Head Coach or VP of Rep. All requests must be in writing addressed to the Club Head Coach. Requests will be reviewed by a panel consisting of the Club Head Coach, VP of Rep and club President.

PROCEDURE RS69

As per PHSA policy, all teams wishing to compete in a tournament outside the province of Ontario must submit proof of team liability insurance specifically for this tournament and proof that each player has appropriate out-of-province health insurance coverage. The appropriateness of such documents will be determined by the Peel Halton Soccer Association.

Coaching Professional Development

PROCEDURE RS70

The GSC encourages all coaches to attend and upgrade their coaching qualifications on a regular basis. All Rep/Select team head coaches are expected to attend all GSC coaching clinics offered each year.

Reimbursement for Coaching Courses

PROCEDURE RS71

Rep/Select coaches who wish to further their coaching education by attending courses and seek financial support from the Club will have 100% of their course(s) covered through the process of reimbursement, provided the courses are part of the Canadian Soccer Association Coaching Program. In return, coaches will provide the club with their coaching services.

Located below is a chart that outlines the number of years a coach must serve the club after receiving financial support to attend a course. The number of years varies depending on the course being taken:

Coaching Stream	Course	Years of Coaching Service
Community	Active Start	1
	Fundamentals	1
	Learn to Train	1
	Soccer for Life	1
Provincial	OSA Goalkeeping Diploma	2
	C License	2
	Provincial Pre-B License	2
	Provincial B-License	2
National	National B License	3
	National A License	3

Coaching service to the club begins the day after the completion of the course.

One year of coaching service is equal to one season ending September 30 of each year. The coach will receive the course fee on a reimbursement basis at the end of their required term of service. If the required length of service is more than 1 year, the coach will receive a prorated portion of the course fee at the end of each season, i.e., if the required length of service is 2 years, the coach will receive 50% of the course fee back after one season and the remainder at the end of the second season.

If a coach decides to take more than one course in a year, the years of coaching service owed to the club will be added together to form a total amount (egg, Fundamentals + Learn to Train = 2 years of service). Years of coaching service cannot be combined.

If a coach does not successfully complete a pass/fail course, they must still honour the agreement and provide coaching services to the club for the amount of time agreed upon. Reimbursement of course fee(s) to be determined by the VP of Rep in consultation with the CHC.

COACHING EVALUATION

PROCEDURE RS72

Concerns regarding Rep head coaches should be submitted in writing to the CHC with a copy to the VP of Rep. Anonymous complaints will not be investigated.

Follow-up to the concern will be done by the CHC in conjunction with the VP of Rep.

PROCEDURE RS73

Assistant coaches and managers are selected by the head coach and are therefore accountable to him/her first.

If the head coach is unable to resolve any issues with the assistant coach or manager, then the assistance of the CHC may be requested. The CHC, in conjunction with the assigned mentor coach, will routinely evaluate the Rep (Select) coaches and discuss the results of his/her evaluation with each coach individually. These evaluations will be kept on file in the GSC Office.

Season Conclusion**PROCEDURE RS74**

At the end of the season, it is the team head coach's responsibility to ensure that the following tasks are completed:

1. Submit to the VP of Rep a final year-end team financial report by October 1st. All reports must be completed on a GSC Team Financial Report Statement (standard form received in the coaches' package).
2. Remit any funds owing to the GSC.
3. All OSA player cards (if applicable) to be returned to the individual player (if not returning to the team and/or club) or the Club Administrator
4. If the team is not competing in the next season, the team bank account is to be closed and all remaining monies to be dispersed to the parents of the team as agreed upon at the beginning of the season. Accountability of any refunds payable to the parent group is to be provided in the year-end financial statement.
5. All team bank accounts must be reduced to only the balance required to cover the bank fees over the winter and expenses incurred during the season. A copy of the September statement must be submitted to the VP Rep by October 1st as part of the yearend financial statement.
6. Return any GSC equipment to the GSC office.
7. Thank your sponsors for their contribution to your team's season.

PROCEDURE RS75

Any fines incurred by a team for any reason shall be the responsibility of that team and shall be paid by that team by the due date indicated. The GSC will not pay any team fines.

PROCEDURE RS76

Any Rep, Select or All-Star team that wishes to enter an indoor competitive league or tournament must apply in writing to the Club Head Coach for approval to participate.

Teams that require any sort of administrative support for any indoor activity, i.e., player cards validated, will be charged \$15 per player by the GSC.

