



## Skills Programs Procedures

### **POLICY SK1**

Skills program schedules, i.e., number of sessions and timing, will be determined on an annual basis by the GSC Club Head Coach in consultation with the VP of House League.

### **PROCEDURE SK2**

Skills program instructors will be hired on an annual basis to lead the skills instruction sessions.

### **PROCEDURE SK3**

Skill instructors will be required to sign the GSC Letter to Abide and Non-Disclosure.

### **PROCEDURE SK4**

Where possible, current GSC Rep players/coaches will be preferred as GSC skills instructors.

### **PROCEDURE SK5**

Skills program instructors will be remunerated, upon submission of hours, at the following rate:

- Junior Skills Instructor who always works with a senior instructor and has not yet completed the OSA coaching programs: \$10.00 per hour
- Junior Skills Instructor who has completed the OSA coaching program but is mentoring with a senior instructor: \$15.00 per hour
- Senior Skills Instructor who has completed the appropriate OSA coaching programs and is able to deliver skills sessions independently: \$25.00 per hour

### **PROCEDURE SK6**

Training will be provided to junior skills instructors by the GSC if they are less than 16 years of age. Those who are 16 or older are expected to complete the appropriate OSA coaching programs.

### **PROCEDURE SK7**

Senior Skills instructors will all have current first aid training at the Basic Rescuer Level including CPR and external defibrillation training.

### **PROCEDURE SK8**

Skills instructors will be evaluated by the skills instructor program coordinator at least once per season and will have an in-person assessment review meeting and will receive a written copy of their review and any association agreed-upon performance plans.

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## Policy SK9

### Refunds:

Registration fees will be refunded minus an administration fee upon written request 14 days prior to indoor or outdoor house leagues, with the return of the uniform. Full refunds less an administration fee will only be granted 13 days or less for indoor or outdoor house leagues if a replacement registration is available from the wait list. After the first game, no refund will be issued unless a medical note is provided.

GSC reserves the right to cancel games/programs when weather becomes severe and children and staff are at risk or when permits are cancelled. There is no refund for such cancellations.

GSC will not provide a refund once the house league has started. Refunds will not be provided for players unable to play due to illness.

Players unable to continue participating in house league due an injury must provide a medical note to receive a full or partial refund.

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## GSC Summer Camps Policies and Procedures

### POLICY SC1

GSC offers summer camps as part of its skills development program. First and foremost the camps support the GSC mission which is to provide safe, effective and fun soccer programs for youth in Georgetown.

#### Program Details

##### PROCEDURE SC2

Camps run from 9:00 pm to 4:00 pm daily with early drop-off and late pick-up available at an additional fee. Participants must be 7 years of age or older to attend. The maximum number of registrants per week is 100 and we maintain a 10:1 instructor ratio at all times.

#### Staff Procedures

##### PROCEDURE SC3

1. Staff hours – all staff are expected to be punctual for work. Staff are expected to be present and ready to work 15 minutes before their scheduled start time, i.e., 8:45 am to begin at 9:00 am.
2. Pay – camp staff will submit a regular invoice authorized by the Camp Director to the GSC at the conclusion of the camps for payment.
3. Sickness – in case of illness, a call must be made to the Camp Director as early as possible.
4. Staff Training – any training sessions provided prior to the camps are considered mandatory for staff designated to attend; staff will be paid to attend training sessions at a rate established annually.
5. Dress – all staff will wear GSC Staff t-shirts and appropriate soccer attire at all times during the camp.
6. Smoking/drinking/illegal drugs – use of such products during or on camp property will result in immediate dismissal.
7. Friends – staff are not allowed to have friends visit during camp hours.
8. Telephone use – staff are not permitted to use cell phones during camp for any purpose other than to contact EMS or a parent.
9. Lunch – staff will provide their own lunch and eat with the participants.
10. Program evaluation – parents will be asked to evaluate the camp program and staff will be asked for their evaluation as well.
11. Vehicle use – staff are not to transport participants in their own vehicles unless they have received permission from the participant's parent.
12. Staff discipline – should actions by a staff person require discipline, the following procedure will be followed:

- a) Stage one – a verbal warning will be issued at a meeting between the Camp Director and the staff person
- b) Stage two – if further problems occur, a final written warning will be issued after a meeting with the Camp Director
- c) Stage three – dismissal

## **Program Procedures**

### **Attendance**

#### **PROCEDURE SC4**

Each participant will be checked in by their parent/guardian when they arrive. Attendance sheets will be passed to the Camp Director. Attendance will be checked again after each break and lunch. Participants will be signed out by their parents/guardians when they leave. If it unclear if a child has permission to go home with someone other than their parent, the parent must be called before releasing the child. If the parent cannot be reached or authorization has not been given, then the child must remain at the camp program until either the parent arrives or authorization is received. If a child is absent without notice, a call will be made to the parent to confirm the absence.

### **Discipline Procedure**

#### **PROCEDURE SC5**

Participants will be made aware of the rules and expected behaviour at the start of the camp. The following list outlines a list of consequences to use when dealing with a participant displaying inappropriate behaviour. The discipline measure must be fair and correspond with the severity of the behaviour.

- a) First incident – verbal warning; child has received explanation of what they did wrong and the behaviour that is expected.
- b) Second incident – 10-minute time-out; participant is removed from the activity but placed in a visible area where the leader can still see them.
- c) Third incident – longer removal from program activities; note sent home to the parent (see form letter).

### **Complaint Procedure**

#### **PROCEDURE SC6**

Should a parent have a complaint, they are to be directed to the Camp Director. Staff will not attempt to deal with any parent complaints.

### **Site Inspection**

#### **PROCEDURE SC7**

Staff will inspect the site and equipment prior to use each day. Any glass or dangerous objects found on the field are to be removed. Dangerous field conditions are to be reported to the Camp Director.

## Site Clean Up

### PROCEDURE SC8

Participants are expected to keep the camp area clean and are to be reminded to put garbage in available containers.

## Early Drop-off/Late Pick-up

### PROCEDURE SC9

Parents who have registered for and paid for early drop-off/late pick-up may drop their children off between 8:00 and 9:00 am and pick them up between 4:00 and 5:00 pm. During these time periods children will be directly supervised by the designated instructors. These children will participate in non-soccer activities led by these instructors. Playground equipment is not to be used and children are to be kept in shaded areas where possible.

These children are to be signed in and out by their parents each day.

## Medical Information

### PROCEDURE SC10

On the first day, parents will be asked to initial a form that states that their child has no known pre-existing medical conditions of which the instructors need to be aware. If there is a pre-existing condition, a full medical form must be completed and kept at the camp.

## Inclement Weather Procedures

### PROCEDURE SC11

The program will continue through rain unless the field becomes unsafe. The GSC tents will be stored in the building during camp week and will be set up on days where inclement weather is predicted. If there is lightening, all camp activities will immediately cease and all children and instructors will gather in an appropriate identified area. A whistle signal will be demonstrated to the camp participants on the first day that will tell them they need to take shelter immediately.

Should the weather becomes severe and the children and instructors are at risk, they are to be moved one group at a time into the building and wait there until the storm has passed. If parents arrive, children can only go into the vehicles with their own parents.

## Injuries/Illness

### PROCEDURE SC12

A first aid kit will be available on site each day. If a child is hurt or feeling ill they will be removed from the activity and will sit in the shade with an instructor present. The Camp Director will determine whether or not the injury/illness is severe enough to call the parents. An incident report will be filled out where treatment is given or the parent is contacted.

If there are children present who are anaphylactic and use an Epi-Pen, they are to carry their Epi-Pen with them at all times and a spare pen is to be kept in the first aid kit.

### **In the Event of the Need to Call an Ambulance**

The Camp Director and an instructor of the same gender as the participant will remain with the injured child and give appropriate first aid. The assistant Camp Director will call an ambulance and state the location of the child. An assistant instructor will go to the main entranceway to flag the ambulance. An assistant instructor will remain at the location where the ambulance can enter the field to access the child. The parents will be called once the ambulance has been called and advised to meet the ambulance at the hospital. An incident report will be completed. The GSC office must be notified once the child has been transported.

## **POLICY SC13**

### **Refunds**

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