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## Board of Directors

### **POLICY 2015-BD1**

As per the Constitution, the Board of Directors will meet on a regular basis at least 10 times per year.

### **Agenda**

#### **PROCEDURE 2015-BD2**

All meetings will have an agenda circulated in advance of the meeting by the President.

### **Minutes**

#### **PROCEDURE 2015-BD3**

Minutes will be kept of each meeting held and these minutes will be taken by the Secretary and circulated to the Board within 10 working days of the meeting.

The main purpose of these meetings is to discuss items that will move the club forward, therefore the agenda items and discussion will be limited to those items that will help the club to advance. The agenda will not include time to read reports of items that have happened unless they will influence future decisions.

### **Reports**

#### **PROCEDURE 2015-BD4**

Written reports from the Club Head Coach (CHC), Treasurer, VP Rep, VP House League, Club Administrator, Director of Complaint Resolution (if appropriate), and the Director of Indoor Soccer (if appropriate), will be included at each meeting.

These reports are for information and are there for reference. Only the CHC report will require a vote of acceptance duly seconded and voted upon. All other reports will not be discussed at meetings unless there is a question about the information they contain.

### **Correspondence**

#### **PROCEDURE 2015-BD5**

All correspondence addressed to the club or to members of the Board shall be circulated amongst the members of the Board and the Club Head Coach if applicable.

#### **PROCEDURE 2015-BD6**

All correspondence sent by the VP of Rep or the Club Head Coach shall be copied to each other.

### **Job Descriptions**

#### **POLICY 2015-BD7**

Each Board position will have a current job description listing the activities for which the position is responsible and the timelines associated with those responsibilities.

**PROCEDURE 2015-BD8**

All Board members are expected to complete the responsibilities of their positions within the timelines specified. If this is not possible, the President must be notified in a timely manner. These job descriptions will be reviewed on an annual basis by the incumbent and the Director of Policies and Procedures prior to the AGM.

**Committee List****PROCEDURE 2015-BD9**

The Board shall have the following standing committees. Membership on a committee may be extended to someone who is not a board member at the discretion of the Committee Chair. The President is an ex-officio member of all committees.

Committee	Chaired by:
Human Resource	Board Member
Finance	Treasurer
Discipline	Director of Complaint Resolution
Volunteer Screening	Volunteer Screening Coordinator
Opening/Closing Day	Director of Public Relations
Tournament	Tournament Director

Additional committees may be created from time to time to meet certain needs by the Board of Directors.

**Confidentiality****POLICY 2015-BD 10**

The Georgetown Soccer Club will require all Board of Directors, employees and individuals contracted by the GSC and other elected or appointed officials to sign a Non-Disclosure Agreement.

**Political Affiliation****POLICY 2015-BD 11**

The Georgetown Soccer Club will not establish any affiliation with any particular political party or candidate in any municipal, provincial or federal election.

**Finance****POLICY 2015-BD12**

The Georgetown Soccer Club Board of Directors and staff shall adhere to sound financial management principles in their operation of Club business and activities and remember that its revenue is mainly derived from participant and player registration fees.

**Investment Policy****POLICY 2015-BD13**

The Board of the GSC will assume a low to no-risk investment strategy with any excess funds the Club obtains. The Board will remember that, first and foremost, the excess funds have

been generated by the players within the Club and that maximum return with no risk is the focus. Recommendations on investments must be presented to the Board in the form of a motion from the Treasurer and must be voted upon and passed.

### **Debt Tolerance**

#### **PROCEDURE 2015-BD 14**

The Board of the GSC will not approve a deficit budget. Monthly financial reports to the Board will reveal any tendency towards debt and appropriate steps will be taken to minimize risk of a deficit within the operating budget within six months.

### **Assets**

#### **PROCEDURE 2015-BD 15**

All assets of the GSC will remain in the GSC office unless they are in use.

### **Budgeting**

#### **PROCEDURE 2015-BD 16**

All Board members are required to submit their budgets to the Treasurer by August 1 of each year. The Finance Committee chaired by the Treasurer will produce a draft budget for preliminary discussion at a GSC Board meeting with the final budget being approved at or before the Board meeting in December.

### **Invoicing**

#### **PROCEDURE 2015-BD 17**

All invoices for club activities must be mailed directly to the GSC Office and not to individual volunteers.

### **Equal Treatment**

#### **POLICY 2015-BD 18**

Board of Directors members and their families will be subject to the same policies and procedures as other members of the GSC.

#### **PROCEDURE 2015-BD19**

No spouse, child or grandchild of a Board member may be hired unless they are not supervised by that particular Board position. Conversely, no individual will be elected as a Board member if in that role they would be directly supervising any staff member that is their spouse, child or grandchild.

#### **PROCEDURE 2015-BD20**

An individual or company hired or contracted to perform work for the GSC will be required to sign a Non-Disclosure Agreement and a Letter to Abide.

## Outdoor House League

### **POLICY 2015-HL1**

The Georgetown Soccer Club will provide recreational soccer programs and activities which are in alignment with the Ontario Soccer Association and the Peel Halton Soccer Association.

### **Refunds**

### **POLICY 2015-HL2**

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.

### **Registration**

#### **PROCEDURE 2015-HL3**

Outdoor house league registration will take place annually during the late winter. Registration dates are advertised in the local media and registration is available online only on the Georgetown Soccer Club website.

Please note, use of the term >U12 will be interpreted as any division older than U12.

#### **PROCEDURE 2015-HL4**

Registrations are accepted on a first-come, first-served basis. This means that if an age group is considered full, a waiting list will be formed even if the registration deadline has not yet passed. Waiting lists are formed once age groups have filled.

#### **PROCEDURE 2015-HL5**

Should a spot become available in an age group where there is a waiting list, players will be added starting with the first player on the waiting list. A player from the waiting list must pay full applicable registration fees before they will be allowed to join a team. Any player registering after the registration deadline will be assessed a late penalty fee of \$25 (not those who have been wait listed).

The VP of House League is responsible for house league registrations with the assistance of the Club Administrator.

### **Payment**

#### **PROCEDURE 2015-HL6**

Registrations are only confirmed with payment. Payment may be made online at the time of registration, or by cheque within 7 days of online registration.

#### **PROCEDURE 2015-HL7**

If a registration is payable by cheque and the cheque has not been received in the GSC office or designated location within seven (7) days of the registration, the registration will be deleted. NSF registration cheques are charged an administration fee of \$25, and until the cheque is replaced, the registration is not confirmed. Any player with an

outstanding registration fee will not be allowed to register with the Club until all outstanding fees have been paid.

## **Jumpstart Program**

### **PROCEDURE 2015-HL8**

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 and no child will be denied participation (unless the age group is already full) due to the need for Jumpstart funding. If Jumpstart approves the subsidy for a house league fee and the player is on a Rep or All-Star team, the GSC will pay the appropriate additional fees.

## **Team Sponsorships**

### **POLICY 2015-HL9**

Sponsorship of a house league team is determined annually and each sponsor may request 1 player to be placed on the team they sponsor. This includes their own child (1 child per sponsor total). Notwithstanding the above, certain exceptions may be made upon approval of the Board on a case-by-case basis.

### **Non-acceptable Sponsorships**

#### **POLICY 2015-HL10**

Sponsorships are not accepted from the following:

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

Final decisions on sponsorships are made by the GSC Board of Directors.

#### **POLICY 2015-HL11**

Team sponsors may distribute their products to the players (if applicable) but only to the teams that they sponsor with prior permission from the VP of House League or their designate

### **PROCEDURE 2015-HL12**

Sponsorship letters are sent in late January to those sponsors from the previous year. Follow-up phone calls are made in late winter to confirm interest from those who do not respond. Team sponsorships are recognized through the placement of a logo on the front of the team jersey. Team sponsors also receive a team photo and thank you letter at the end of the season.

## **Team Lists/Divisions**

### **POLICY 2015-HL13**

Team rosters will not be re-done after the start of the season.

**PROCEDURE 2015-HL14**

Team lists (U5 to U12) are created by the VP of House League using information obtained from the previous season. The VP of House League may seek additional feedback on the rankings from house league convenors or coaches if deemed necessary. The VP of House League is responsible for approving house league team lists.

The intent is to provide teams with as level a playing ability as possible.

**PROCEDURE 2015-HL15**

The number of players per team is at the discretion of the GSC VP of House League. This number is determined to provide the best playing experience for the participants involved.

**PROCEDURE 2015-HL16**

In house league where there are 12 or more teams in a >U12 division, there will be two playoff divisions, two cup winners, and two cup finalists awarded at Closing Day. There will be only one league winner awarded at season end.

**Special Requests****POLICY 2015-HL17**

The GSC will not accept or approve special requests to place players on certain teams.

**PROCEDURE 2015-HL 18**

Families with multiple same gender children in the same age group may request that those children be on the same team but they must put that request in writing to the GSC in order for the request to be considered.

**PROCEDURE 2015-HL19**

In outdoor house league there may be circumstances where players will be asked by the GSC to play in an older age group in order to facilitate the maximum number of players being able to play. This decision will be made by the VP of House League in conjunction with the Club Administrator, and input from the Club Head Coach.

**POLICY 2015-HL20**

A GSC player may be considered for a position on a team at a higher age group within Georgetown Soccer Club's U5-U7 House League Program

**PROCEDURE 2015-HL21**

In order for a GSC player to be considered for a position on a house league team at a higher age group:

1. (a) the head coach of the player's team must contact the VP of House League and/or Club Head Coach (CHC), before June 30 of that season, stating that they believe it is in the best interest of the player to try out for a house league team a year above his/her respective age group
- (b) the player must be identified by the VP of House League and/or CHC

2. The VP of House League, the CHC, and/or a member of the club's technical staff will assess the player playing at his/her own age group.
3. After the assessment, the VP of House League and the CHC will make a final decision as to whether or not it would be in the best interest of the player to invite him/her to a tryout for a house league team above his/her respective age group.

If the VP of House League and CHC conclude that it is in the best interest of the player to continue playing at his/her age group, he/she will remain playing at his/her respective age group. The head coach of the player at his/her own age group will be notified of the decision by the VP of House League and/or CHC.

If the VP of House League and CHC conclude that it would be in the best interest of the player to try out for a house league team at the higher age group, he/she will be (with the permission and approval from his/her parent or guardian) invited for a trial.

If the invite is declined, the player will remain playing at his/her respective age group. The head coach of the player at his/her own age group will be notified of the decision by the VP of House League and/or CHC.

If the invite is accepted, a trial will be scheduled with a house league team at the higher age group.

4. The VP of House League, the CHC and/or a member of the club's technical staff will assess the player during a trial with a house league team at the higher age group.
5. After the assessment, the VP of House League and the CHC will make a final decision as to whether or not it would be in the best interest of the player to register him/her for a house league team at the higher age group.

If the VP of House League and CHC conclude that it is in the best interest of the player to continue playing at his/her age group, he/she will remain playing at his/her respective age group. The head coach of the player at his/her own age group will be notified of the decision by the VP of House League and/or CHC.

If the VP of House League and CHC conclude that it would be in the best interest of the player to register for a house league team at the higher age group, they will offer the player (with the permission and approval from his/her parent or guardian) a position with a team.

If the player declines the offer, he/she will remain with the team at his/her own age group. The head coach of the player at his/her own age group will be notified of the decision by the VP of House League and/or CHC.

If the player accepts the offer, he/she will register with a house league team at the higher age group. The head coach of the player at his/her own age group

and his/her new head coach a year above the player's age group will be notified of the decision by the VP of House League and/or CHC.

6. Players that are offered and accept a position with a house league team at the higher age will be re-assessed on a yearly basis by the VP of House League, the CHC and/or a member of the club's technical staff before June 30 to ensure they are continuing to develop properly.

If the VP of House League and CHC conclude that it would be in the best interest of the player to continue playing for a house league team at the higher age group, he/she will remain playing at the higher age group.

If the VP of House League and CHC conclude that it would be in the best interest of the player to go back to playing at his/her own age group, he/she will be moved back to and play at his/her respective age group.

### **PROCEDURE 2015-HL22**

In the event that a family has a child with special needs who requires some accommodation in order to be able to participate, a request must be made in writing to the VP of House League who can then work with the parents to determine a suitable decision.

### **Draft Process**

#### **POLICY 2015-HL23**

A drafting process may be used for some age groups within the GSC (currently >U12).

#### **POLICY 2015-HL24**

The draft is considered final after the meeting is concluded and trading may only happen before the meeting is declared final

### **PROCEDURE 2015-HL25**

The draft is supervised by the VP of House League and that individual has the right to overrule any decisions made during the drafting process. Coaches (maximum two per team) assigned to those teams will attend a draft meeting where the player rankings will be made available to them. Ranking information is kept confidential amongst those coaches and all ranking information is returned to the GSC at the conclusion of the drafting meeting. The draft meeting begins with a review of the rankings and coaches may respectfully challenge any ranking. Upon consensus from all coaches, rankings may be changed before the draft begins. Consensus is defined as 100% agreement. The final decision on any changes to the rankings is the responsibility of the VP of House League. Each coach will draw a number from a hat to determine order of selection and then the draft shall begin with the highest ranked players being drafted first. In combined age groups, all players from the lower age group will be drafted first according to the procedures below and then the same procedures will be applied to the older half of the age group. If there is a sponsor pick on the team or a child of a coach, that child must be drafted first to that time and the team will lose a pick during the appropriate section of the draft determined by the ranking of the child, i.e., if the coach's child is a highest ranked player, the coach's



first pick must be his/her child. If a team does not have an assigned coach at the time of the draft, a GSC-appointed volunteer, ideally the age group convenor will draft that team as part of the regular draft meeting.

## **Schedule**

### **PROCEDURE 2015-HL26**

The VP of House League will work closely with the Scheduler to determine the playing schedule for the season. The GSC reserves the right to make changes to the schedule as the season progresses. The schedules will include all Opening Day, Closing Day and skills session information.

### **PROCEDURE 2015-HL27**

The house league schedules will be posted on the GSC website and an E-mail will be sent to all coaches to let them know when the schedule is complete.

## **Rankings**

### **PROCEDURE 2015-HL28**

At the end of each season, coaches must rank their players using the ranking form which they are given at the pre-season meeting.

### **PROCEDURE 2015-HL29**

These rankings are meant to assist the VP of House League in determining team rosters the following year. The ranking form is attached as Appendix C. Convenors are responsible for collecting all rankings sheets and they are to be submitted at Closing Day or after the last game if a team is not playing on Closing Day.

## **Coaches**

### **POLICY 2015-HL30**

Prospective coaches must submit an application to coach, along with a vulnerable sector police record check (completed within the last 3 years), or an indication that this record has been applied for and the approved record check must be submitted once received.

### **PROCEDURE 2015-HL31**

Should a police check reveal a prior offence, the VP of House League, in conjunction with the GSC President and Director of Volunteer Screening 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 confidential file attached to a copy of the police record check.

### **PROCEDURE 2015-HL32**

In the event that there are more coaches than teams, the coach with more soccer coaching experience will be chosen. In order to make that decision, each coach will be interviewed by the VP of House League and CHC, and evaluated according to set criteria. The decision will be made by the VP House League and CHC. The Board will appoint other executives to this role if necessary.

**PROCEDURE 2015-HL33**

In the event that a team does not have a coach at the start of the season, each of the parents of players on that team will be asked if they will coach and if a coach is still not available, parents will be asked to share the coaching duties.

**Student Coaches****PROCEDURE 2015-HL34**

Coaching a house league team is considered eligible for high school community service hours. In order to be given a team on their own they must be 16 years of age. Otherwise they will be paired with an adult coach.

**PROCEDURE 2015-HL35**

If a student coaches for an entire outdoor season they will be credited with 20 hours. GSC staff have the authority to sign student records of hours.

**PROCEDURE 2015-HL36**

Student coaches will be assigned to the youngest age group available (usually U5 and U6) and students will be encouraged to pair up with a parent on the team or another student. Student coaches must attend a mandatory orientation session to be held before the start of the house league season.

**Convenors****POLICY 2015-HL37**

The Director of Convenors will be responsible for all actions of the Convenors and has authority over the Convenors.

**PROCEDURE 2015-HL38**

A Director of Convenors will be appointed from the GSC Board Voting Directors at Large. The Director of Convenors will appoint one convenor for each house league division, i.e., GU8-1, BU8-1.

1. Convenors may be part of the process of balancing of the league and will take such measures as will equalize the distribution of talent prior to the start of the season.
2. Convenors will ensure that all reports and documents required by the club are promptly completed and returned to the Director of Convenors.
3. Convenors shall liaise with all coaches to ensure they adhere to GSC Policies and Procedures.
4. Convenors shall be responsible for the gathering of game reports and the transmission of the same to the Director of Convenors where appropriate.
5. Convenors are responsible for delivering written complaints and protests to the Director of Convenors. If it is a complaint about a coach or a procedure, it will then be directed to the Director of Complaint Resolution. If it is a protest about a game result, it will be first communicated to the VP House League.

- If it is a complaint about a referee, it will first be communicated to the Head Referee who in turn may direct it to the Director of Complaints or resolve it themselves.
6. Convenors are responsible for informing the Director of Convenors of any games to be rescheduled. The Director of Convenors will liaise with the Scheduler and then will communicate back to the appropriate convenor who will in turn inform the coaches involved.
  7. Director of Convenors is responsible for conducting meetings of coaches, managers or team representatives as required.
  8. Convenors will assist with Opening and Closing Day activities as requested by the Director of Convenors.

## House League Coaches

### PROCEDURE 2015-HL39

1. GSC House League Coaches must attend all appropriate GSC meetings and coaches clinics.
2. Each GSC coach shall complete an Incident Report Form for the team in case of an injury or emergency.
3. Each GSC coach shall hold practice sessions to teach individual and team skills.
4. GSC House League coaches must attend all scheduled games or arrange for a parent to substitute.
5. Home team, as shown in the schedule, must provide a properly inflated game ball.
6. GSC coaches must maintain player discipline before, during and immediately after any game or practice.
7. GSC Coaches must ensure equal opportunity and equal playing time for all team members.
8. Coaches are expected to respect and accept referee decisions at all times and ensure all players and spectators do the same. Coaches are expected to support the referee in the enforcement of all FIFA rules including no jewelry of any type. Allowance for goalkeepers to wear a hat is at the referee's discretion.
9. Coaches must ensure that all players are wearing their full uniform for all games (this includes the shorts provided with the uniform at the beginning of the season). **Note: shin guards are mandatory under FIFA rules. Any player not wearing them will not be permitted to play. Goalkeepers should wear a different coloured shirt or a bib when in net.**
10. GSC coaches must return all GSC property, i.e., cones, goalie bibs, first aid kits, etc., to the GSC officials on Closing Day or to the GSC Office at the end of the season.

11. GSC coaches must adhere to the guidelines of the GSC Coach's Code of Conduct which they will be required to sign prior to the start of the season.
12. GSC coaches must adhere to all other applicable GSC policies and procedures.
13. Coaches are responsible for the conduct of team officials, their players, their players' parents and their team's supporters.
14. Coaches must attend and participate in GSC skills instructor led practices and must ensure their players are encouraged to attend. U5 coaches must assist the GSC skills instructors and follow their instruction.
15. Coaches and other team officials must coach their teams on the opposite side from parents and spectators
16. Players must remain on the coaches' side of the field at all times during the game.
17. Only U5 and U6 coaches are allowed on the field during regular play. All other coaches are limited to 3 metres from each side of the players' bench or within the extended boundary of the centre circle (5 metres each side of the halfway line where no benches are provided and 1 metre from the sideline). Verbal coaching is limited to positional plays and motivation only.
18. There is no coaching from behind or beside the net. There are no parents or spectators allowed behind the net.
19. Coaches must not switch players except upon mutual agreement before the draft is closed in age groups where a draft is performed.
20. Coaches must not keep standings. Standings are only kept for >U12 play and are maintained by the convenors.
21. Coaches must notify their convenor if they are going to be absent for an extended (more than two weeks) period of time. The convenor and parents must be given information on who will be coaching the team during this absence.

## **Snack Policy**

### **POLICY 2015-HL40**

Snack lists are not to be created by GSC coaches. In order to respect that some families may not be financially able to participate in an organized snack program, coaches are asked to not create such lists.

## **Format of Play**

### **PROCEDURE 2015-HL41**

All house league games will follow the FIFA rules of soccer. Under 10 and below will play mini soccer and Under 12 will play 9v9 and U13+ will play 11-a-side

Age Group	Format
U5	<ul style="list-style-type: none"> <li>• ½-hour practice facilitated by GSC Skills Instructor followed by ½-hour 3v3 scrimmage with four pugg nets</li> <li>• Size 3 ball</li> <li>• Mini rules of soccer apply monitored by skills instructors</li> <li>• Kick-ins, no throw-ins</li> </ul>
U6	<ul style="list-style-type: none"> <li>• ½-hour practice facilitated by GSC Skills Instructor followed by ½-hour 5v5 game (4 players plus goalkeeper)</li> <li>• 2 x 15-minute halves, refereed by coach</li> <li>• Field: 50 x 25 metres</li> <li>• Size 3 ball</li> <li>• Mini rules of soccer apply, retreat line used</li> <li>• Kick-ins, no throw-ins</li> </ul>
U7 and U8	<ul style="list-style-type: none"> <li>• 5 practices during season facilitated by GSC Skills Instructor scheduled by the GSC on a night separate from game night</li> <li>• 5v5 game every week (4 players + goalkeeper)</li> <li>• 2 x 20-minute halves, referees provided</li> <li>• Field: 50 x 25 metres</li> <li>• Size 3 ball for U7; Size 3 <u>or</u> 4 ball for U8</li> <li>• Mini rules of soccer apply, retreat line used</li> <li>• Kick-ins, no throw-ins</li> </ul>
U9 and U10	<ul style="list-style-type: none"> <li>• 5 practices during season facilitated by GSC Skills Instructor scheduled by the GSC on a night separate from game night</li> <li>• 7v7 game every week (6 players + goalkeeper)</li> <li>• 2 x 25-minute halves, referees provided</li> <li>• Field: 60 x 40 metres</li> <li>• Size 4 ball</li> <li>• Mini rules of soccer apply, retreat line used</li> <li>• Kick-ins, no throw-ins</li> </ul>
U11 and U12	<ul style="list-style-type: none"> <li>• 1-hour practice each week, coach led</li> <li>• Practices led by GSC Skills Instructor to be determined annually</li> <li>• 9v9 game every week (8 players + goalkeeper)</li> <li>• 2 x 35-minute halves, referees provided</li> <li>• Intermediate-sized field</li> <li>• Size 4 ball</li> <li>• FIFA rules with the substitution rule changed, retreat line used</li> </ul>
U13 and U14	<ul style="list-style-type: none"> <li>• 1-hour practice each week, coach led</li> <li>• Practices led by GSC Skills Instructor to be determined annually</li> <li>• 11v11 game every week (10 players + goalkeeper)</li> <li>• 2 x 40-minute halves, referees provided</li> <li>• Full or intermediate-sized field depending on availability</li> <li>• Size 5 ball</li> <li>• FIFA rules of soccer</li> </ul>
U15 to U18	<ul style="list-style-type: none"> <li>• 1-hour practice each week, coach led</li> <li>• Practices led by GSC Skills Instructor to be determined annually</li> <li>• 11v11 game every week (10 players + goalkeeper)</li> <li>• 2 x 45-minute halves, referees provided</li> <li>• Full-sized field</li> <li>• Size 5 ball</li> <li>• FIFA rules of soccer</li> </ul>

## Summer Rules

### PROCEDURE 2015-HL42

In both indoor and outdoor house league, all age groups, during regular season play, will play with an equal number of players to the maximum allowed in the age group.

During playoffs (>U12) teams may play with up to 2 players more than the opposing team to the maximum allowed in the age group.

#### **PROCEDURE 2015-HL43**

>U12 teams must have seven players present to play (a 10-minute delay of the start of the game is allowed). If one team does not have 7 players, the other team will win by default and a friendly match with the sharing of players will take place at the agreement of both coaches.

### **House League Results**

#### **PROCEDURE 2015-HL44**

The game sheets from each house league game are to be delivered to the convenor for that league (>U12). Scores and goal scorers may be sent via E-mail but the convenor must also receive the game sheets. The convenor is responsible for submitting those results to the Director of Convenors. >U12 game results will determine the league champion and will determine playoff schedules. All mini teams will compete on Closing Day. Score is not kept in U5-U12; however attendance must be recorded at each game and submitted to the GSC at season's end.

### **Opening Day**

An Opening Day Committee under the direction of the Director of Public Relations, working with the VP of House League, will be formed. Opening Day will involve all house league teams and will provide players with an opportunity to participate in a fun day of soccer. When possible, team photos will be taken on Opening Day. Rep teams will be provided with the opportunity to fundraise on Opening Day. This must be coordinated with the Opening Day Committee.

#### **PROCEDURE 2015-HL45**

The results of games (>U12) played on Opening Day are completed on game sheets but have no bearing on league standings, they are purely exhibition games.

#### **PROCEDURE 2015-HL46**

Opening Day will take place rain or shine unless the fields have been closed by the Town of Halton Hills. Any cancellation of games will be at the discretion of the referee at the game location.

#### **PROCEDURE 2015-HL47**

Opening Day schedules are created using a random draw system and there is no ability to affect that schedule manually.

#### **PROCEDURE 2015-HL48**

Any vendor wishing to sell goods on Opening Day must apply in writing and be approved by the Opening Day Committee.

#### **PROCEDURE 2015-HL49**

All Opening Day vendors (Rep teams included) must abide by all relevant policies (i.e., Public Health Department requirements) in effect at the time of the event. Any

costs involved with the procurement of appropriate permits, etc., will be the responsibility of the individual vendor. The decision as to whether to allow any vendor at Opening Day is the responsibility of the Opening Day committee but they may defer to the Board if unsure.

## **Field Availability**

### **POLICY 2015-HL50**

Each year the Georgetown Soccer Club will rent playing fields from the Town of Halton Hills. The Club attempts to have enough fields available to accommodate house league play, rep league play, festivals and practices. However, fields are in short supply and practice time is at a premium.

### **PROCEDURE 2015-HL51**

No team will be allowed to use any outdoor field prior to notice being given by the GSC. This includes use of fields in early May until the club has been given access by the Town.

### **PROCEDURE 2015-HL52**

If fields are closed by either the Town or the Club, no team is to use any field until advised it is safe to do so.

Teams are only to use fields that are permitted for use by the Town.

### **PROCEDURE 2015-HL53**

Use of a field not permitted to the GSC is not included under the GSC insurance policy and therefore the coach assumes all responsibility for accident or injury.

### **PROCEDURE 2015-HL54**

If a coach finds a field in need of relining or any other type of maintenance, they are to E-mail their convenor who will, in turn, pass it onto the Director of Convenors for his/her attention.

## **Inclement Weather Policy**

### **POLICY 2015-HL55**

House League games will not be cancelled other than as described below in Procedure 2015-HL56

**PROCEDURE 2015-HL56**

House league games will be cancelled if lightning is present at the time that the game is scheduled to begin. This will be at the discretion of the referee, acting referee or GSC Skills Instructor at the field according to OSA guidelines. The referee may choose to suspend or cancel the game after play has begun if the weather poses a dangerous situation for the players, i.e., lightning. Games will be played during rain unless the field conditions are deemed by the referee or designate to be hazardous. FIFA rules will be applied as part of this policy.

**PROCEDURE 2015-HL57**

Referees will, at their discretion, allow for extra water breaks in hot and/or humid conditions. If a parent or player feels it is too hot/humid to play, they may choose not to play in that particular game. They will not be penalized by the coach for making this choice, however, they must inform the coach prior to the game that they will not be playing.

**Game Sheets****PROCEDURE 2015-HL58****U5 to U12 Inclusive**

Attendance sheets are provided to coaches for each game in the season. These sheets are designed to remind coaches to monitor fair playing time in order to ensure equal time for all players on a regular basis. They are not to record game scores, merely attendance. An attendance sheet must be completed for each game played and submitted to the appropriate Convenor at Closing Day.

**>U12**

It is the responsibility of the home team's coach to ensure that one game sheet is correctly filled out with information on both teams. Signatures of both coaches and the referee are required.

**PROCEDURE 2015-HL59**

In the event there is no referee, both coaches must sign the referee's section of the game sheet as well as assume responsibility for refereeing (or mutually agreeing on someone else to do so).

The game sheet is to be distributed as soon as possible as indicated on the bottom of the form. The referee requires his/her copy to get paid and the top copy is to be delivered to the convenor's address as soon as possible after the game.

**Referees****POLICY 2015-HL60**

There is a zero tolerance policy for referee abuse which means that a referee may stop a game if s/he is being harassed by any player, coach or spectator.



**PROCEDURE 2015-HL61**

If this situation occurs, a written report will be submitted to the Head Referee who will take appropriate action. Any coach determined to be guilty of referee abuse will be subject to a minimum of a warning and a maximum of removal from the team and permanent ban from coaching for the GSC.

**PROCEDURE 2015-HL62**

The assignment of referees is the responsibility of the GSC Head Referee.

**PROCEDURE 2015-HL63**

If a referee does not show up on time for a game, at least 10 minutes shall be allowed before starting the game. If the referee does not show after 10 minutes, the GSC office is to be called and a message left. Coaches cannot cancel a game but can agree as coaches to each referee half a game or agree on an alternate referee, i.e., parent. The game does still count and "no referee" is to be written on the game sheet. Anyone who substitutes for a missing referee is entitled to be paid as the referee would have been for that game. If both coaches agree to proceed with an alternate referee, they then also agree to treat that individual with the same respect and considerations afforded a regular referee and also agree that that individual's calls and decisions are final.

**Cancelled Games****POLICY 2015-HL64**

The only person who has the power to cancel an individual game at the field is the referee, unless all fields are closed by the Town or the GSC.

The referee must show up regardless of weather conditions unless the entire schedule has been cancelled for that evening. If the referee feels that the field is not safe in any way, they have the right to call the game.

**PROCEDURE 2015-HL65**

Any game cancelled by a referee shall be reported to the Head Referee by the referee making the call. The Head Referee will inform the GSC office. Coaches should inform their Convenor who will in turn inform the Director of Convenors.

**PROCEDURE 2015-HL66**

Cancelled U5/U6 skills sessions/games and U7 to U12 soccer games are not rescheduled.

>U12 games are rescheduled, if possible. Should it become impossible to reschedule a game, the game result will be recorded as a tie for the purposes of the league standings.

**Rules of Play****PROCEDURE 2015-HL67****Tie Breaker >U12**

In regular season play, a game may end in a tie and each team will receive one point.

**PROCEDURE 2015-HL68****Play-Off and Cup Games (>U12)**

If a play-off or cup game is tied at the end of regulation time, the winner shall be determined as follows:

- a) Each team, alternating, will take five (5) kicks from the penalty spot, using a different player each time. Only players on the field of play at the end of extra time are eligible to take the kicks from the penalty spot. The team scoring the most goals is the winner.
- b) If still tied, the teams, alternating, will continue to take kicks from the penalty spot, until one team scores and the other misses. Kicks from the penalty spot will be taken by different players; if all players are used, the same eleven (11) players, but not necessarily in the same sequence, will be used again. This procedure will continue until a winner is decided.
- c) This procedure may be amended by the GSC Board of Directors.

**PROCEDURE 2015-HL69****Abandoned Games**

Due to the Action of a Player or Team Official:

- a) If a game is abandoned due to the action of any player or team official, the referee shall note on the game sheet the reason for the abandonment and shall notify the circumstances to the Head Referee in writing.
- b) If the referee does not submit a report on the abandonment, the Director of Complaints may request a written report from each coach.
- c) The Discipline Committee may hold a hearing regarding the incident, may forward the report to PHSA, may adjust the allocation of game points and may take disciplinary action. The offended team should receive points equivalent to a win.

**PROCEDURE 2015-HL70****For Any Other Reason** (not applicable to U5-U12)

- a) If fewer than ten (10) minutes of the second half have been played, the game shall be replayed.
- b) If ten (10) or more minutes of the second half have been played, the score will stand.

**PROCEDURE 2015-HL71****Forfeited Games** (not applicable to U5-U12)**Reasons for Forfeiture:**

- a) Failure of a team to appear for a game
- b) If a team delays the start of a game by more than ten (10) minutes

- c) If a team has fewer than seven (7) players
- d) If a team plays ineligible players

**Allocation of Points:**

- a) Forfeited games will be recorded as a 1-0 (one-zero) score for the non-defaulting team
- b) If both teams are equally at fault, no points or goals will be awarded and the game shall not be replayed

**Game Points** (does not apply to U5-U12)

Points will be awarded as follows:

WIN -three (3) points  
TIE -one (1) point  
LOSS -zero (0) points

**PROCEDURE 2015-HL72****Final League Standings** (does not apply to U5-U12)

In the event of a tie in standings for league champion, the following shall be applied in the following order until a winner is determined:

1. Winner of the game between the two teams (applies to two-way ties only)
2. Team with the most wins
3. Goal difference (total goals scored minus total goals against – 5 goal differential applies)
4. Fewest goals allowed
5. Most shutouts
6. Most goals scored
7. Most games scoring a goal
8. Kicks from the penalty spot (time and location to be determined by VP of House League)

**PROCEDURE 2105 HL73**

In the event of a tie in playoffs, the following procedure will be used:

Kicks (5) from the penalty spot. If the score is still tied after 5 kicks, the remaining players on the field at the end of the game shall take kicks until a winner is determined as per Policy HL50.

**PROCEDURE 2015-HL74****Protests** (does not apply to U5-U12)

A written letter of protest must be sent to the Director of Complaint Resolution within three (3) days following the game in protest. The letter must state the reason for the protest. The Discipline Committee will then decide whether or not to hear the protest at

its next meeting and/or whether or not to forward the complaint onto another governing body and communicate that decision back to the individual lodging the protest.

**POLICY 2015-HL75**

**Playoffs** (does not apply to U5-U12)

Subject to field availability, all teams shall take part in a play-off competition at the conclusion of the regular league competition. This will be on a knockout basis.

**PROCEDURE 2015-HL76**

The home team is the team that is named first in the schedule.

**PROCEDURE 2015-HL77**

During house league playoff games, the length of the halves may be 10 minutes less than in regular league play due to lack of daylight.

## Skills Programs Procedures

### **POLICY 2015-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 2015-SK2**

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

### **PROCEDURE 2015-SK3**

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

### **PROCEDURE 2015-SK4**

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

### **PROCEDURE 2015-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 2015-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 2015-SK7**

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

### **PROCEDURE 2015-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.

## Indoor Soccer

### **POLICY 2015-IS1**

Indoor soccer follows the same policies and procedures as outdoor soccer with the exception of the following:

Indoor house league teams will be created based on player registration. Decisions on age and gender groupings are based on player registration numbers.

### **PROCEDURE 2015-IS2**

An assessment process will be used to assist with the creation of teams. Registered players will be invited to an assessment session to be run as the first session of the season. Teams will be formed based on assessment of skill level at those sessions with the aim to balance the skill level of the teams as much as possible.

### **PROCEDURE 2015-IS3**

As with outdoor teams, no standings will be kept for ages U12 and below and therefore there will be no playoffs for these age groups. For ages over U12 scores and standings will be kept and there will be final playoffs with a champion being determined

### **PROCEDURE 2015-IS4**

For ages U12 and below the scoreboard will be used to keep time only. For ages over U12 the scoreboard may be used to show scores but no goal differential over 5 will be posted.

## 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 but although there is currently no select league 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 Women's Soccer League (OWSL). Both leagues are directly associated to the OSA.

## **Coach Selection**

### **POLICY 2015-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 2015-RS2**

Coaches for Representative and Select teams are selected by the Coaching Selection Committee, which consists of the VP of Rep, CHC and two or three other 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 2015-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 2015-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.

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 2015-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 2015-RS6**

The GSC reserves the right to conduct coaching interviews with long-standing coaches 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 2015-RS7**

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

#### **PROCEDURE 2015-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.

#### **PROCEDURE 2015-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 2015-RS10**

Should a police check reveal a prior offence, the VP of Rep, in conjunction with the GSC President and Director of Volunteer Screening, 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 2015-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 2015-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 2015-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 2015-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 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 2105-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 2015-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 2015-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 2015-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 (as of Fall 2010). Tryout dates are scheduled by the GSC.

**PROCEDURE 2015-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 2015-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 2015-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 2015-RS22**

U8 -no player may be allowed to play up as per Peel Halton Soccer Association – PHDL 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/or 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 CHC 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 & or 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 CHC 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 2015-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/Select and Club Head Coach.

#### **PROCEDURE 2015-RS24**

October 31<sup>st</sup> 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 2015-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 2015-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.

**PROCEDURE 2015-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. 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 2015-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 2015-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 2015-RS30**

All outstanding fees from previous seasons must be paid before a player can register with the Club for a subsequent season.

**PROCEDURE 2015-RS31**

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

**PROCEDURE 2105-RS32**

Before February 28<sup>th</sup>, refunds will be granted minus \$300. After February 28<sup>th</sup>, there will be no refunds unless supported by medical documentation and approval is given by the Rep Technical Committee on a case by case basis

**PROCEDURE 2015-RS33**

Any player joining a Rep team after July 1 will pay 50% of the applicable rep fee with 25% of the 50% paid going to the Rep team.

**PROCEDURE 2015-RS34**

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.

**Player Carding****PROCEDURE 2015-RS35**

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

**Player Call-up Procedure****PROCEDURE 2015-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 2015-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 2015-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 2015-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 2015-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 2015-RS41**

There will be only one head coach on each team.

### **POLICY 2015-RS42**

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

#### **PROCEDURE 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015—RS55

Rep team practice jerseys may only be red, white, black or grey.

## Parent/Player Meetings

### POLICY 2015-RS56

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

### PROCEDURE 2015-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 hand out, 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 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. A copy of this should be forwarded to the VP of Rep and the Club Head Coach.
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 refer to your OSA Level I, Coaching Theory Manual

## Team Finances

### **POLICY 2015-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 1<sup>st</sup>. A year-end financial statement must be submitted to the GSC by each Rep/Select team treasurer by October 1 of each year.

### **PROCEDURE 2015-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.

Senior teams may refund directly to the players.

### **PROCEDURE 2015-RS60**

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

### **PROCEDURE 2015-RS61**

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

### **PROCEDURE 2015-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 2015-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 2015-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 2015-RS65**

The following minimum sponsorship levels are suggested as a guide to Rep/Select teams:

\$500 -front of the home jersey

\$500 -front of the away jersey

\$500 -team bags

\$500 -warm-up suit

## **Tournaments**

### **POLICY 2015-RS66**

All eligible teams must participate in the Georgetown tournament.

### **PROCEDURE 2015-RS 67**

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 2015-RS68**

Any team interested in entering an out-of-country tournament must request permission from the Club Head Coach or GSC Board of Directors. All requests must be in writing addressed to the Club Head Coach.

### **PROCEDURE 2015-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 2015-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 2015-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
	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 2015-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 2015-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 2015-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 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 proof of this must be submitted to the VP Rep by October 1<sup>st</sup> 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.
8. If possible, provide player (U18 and down) development evaluations to all players (see CHC for more detail).
9. <<Team equipment if the team is not continuing>>

**PROCEDURE 2015-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 2015-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.



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## Referees

### Appearance

#### PROCEDURE 2015-REF1

To set a good example to players, all referees must wear the proper attire which includes a black shirt (tucked in), black shorts, black socks (pulled up), whistle, watch, cards/score sheet and pencil. Referees should have a bag containing items such as a pump and needle, tape (for the nets, if necessary), some first aid material and the Laws of the Game handbook.

### Yellow and Red Cards

#### PROCEDURE 2015-REF2

Should the occasion arise where it is necessary to show a red (dismissal) or yellow (caution) card to a player, remember that these are only for players, not coaches and spectators. Please fill out the appropriate forms and contact the Head Referee for any assistance. When filling out the appropriate forms, state facts only and keep the report simple – no opinion, just facts. Referees have 48 hours to hand the form into the GSC office. The form will then be forwarded to the GSC Discipline Committee for their review. Please note: when a player is given a red card or two yellow cards (which add up to a red card), the player must leave the field of play which includes the bench area. The team must play short a player and no substitution player is allowed to replace the ejected player for any red card.

### Field Conditions

#### PROCEDURE 2015-REF3

Referees should report any unsafe field conditions to the Field and Facilities Manager via the GSC Office.

The first responsibility of a referee when he/she gets to a game is to inspect the field. If the field is not safe (broken goal posts, large holes, excessive grass, excessive water, large rocks that cannot be moved or no lines for the 18-yard box), the game is to be cancelled and noted on the game sheet. One of the duties of a referee is to ensure the safety of all players.

### Referee's Pay

#### PROCEDURE 2015-REF4

All referees are responsible for properly filling out the payment form and attaching the game sheets to this form. All 11-a-side referees must keep the yellow copy of the game sheet which is to be handed in with the payment form. In a two-referee system, both referees must sign the game sheet. Payment claims are submitted to the Head Referee for authorization. All referee game payment claims must be submitted by November 1. Any claims submitted for outdoor games after November 1 will not be paid.

## Vacations/Injury

### **PROCEDURE 2015-REF5**

All referees are responsible for arranging for a substitute referee for games they are going to miss due to vacation or injury. Referees that miss two game assignments without arranging a substitute will be removed from the referee list for the remainder of the season.

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## Complaints/Discipline General Rules

### General Rules

Rules in this section apply to all players/members and parents, recreational and competitive.

#### **POLICY 2015-D1**

The GSC has a zero tolerance policy toward any team officials and/or players not adhering to the stated rules and all written complaints will be thoroughly investigated.

Zero Tolerance is defined as follows: the policy of applying laws or penalties to even minor infringements of a code in order to reinforce its overall importance.

### Zero Tolerance Policy

#### Rationale

The Georgetown Soccer Club (GSC) is a strong supporter of making sport safe and fun for all our members, irrespective of age or type of membership. Over the last few years, abuse of game officials and team officials has been on the increase in several sports, including soccer. Accordingly, the GSC has approved the following policy and procedures to help ensure the safety and enjoyment of all.

#### Policy

Any team official, game official, parent, grandparent, guardian or independent spectator determined by the GSC Discipline Committee to be guilty of harassment or abusive conduct towards others in soccer related activities taking place under the jurisdiction of the GSC will be reprimanded in writing. For the sake of this policy, with the exception of team and game officials, all non-playing attendees at the game are regarded as spectators.

A second conviction during the same season will result in all playing members of the immediate family in question being de-registered from the GSC. In the case of physical abuse or other extreme cases, as determined by the Discipline Committee, the de-registration process may be applied after the first offence. This policy applies to all attendees at the activity. The Discipline Committee will determine the return of registration fees, if any, less an administration fee.

If the offended party is a game official and he/she feels that they are being harassed or abused, as per the scope of this policy, by either coach or spectator, the official is advised to suspend the playing of the game. The official will then verbally notify both coaches that the game has been suspended due to the harassment/abuse and inform both coaches as to the source of it.

If the source is one of the coaches, the official will advise the offending coach that the next occurrence of a similar nature will result in abandonment of the game and that a report to the GSC Director of Complaints will be sent for review.

If the source is a spectator, the appropriate coach will provide the official with the name of that individual and the coach must advise this person that the next occurrence of a similar nature will result in the abandonment of the game. Further, that a report will be sent to the GSC Director of Complaints for review.

If the fan is not associated with either team, both coaches are to approach the individual and ask them to leave.

The game will restart with a dropped ball between the two teams at the location where the play was stopped as per the Laws of the Game.

If the game is abandoned, the official must clearly indicate on the game sheet that the game was abandoned due to harassment or abuse and follow the steps outlined below.

**NB:** If the abuse is physical, the game official is required to inform the coaches that the game has been abandoned and then contact the referee coordinator within 24 hours for further action. Any incidents of physical contact with a game official must be reported on a Referee Assault Form and sent to the Peel Halton Soccer Association (PHSA) with copies to the GSC Director of Complaints.

1. The game official must contact the referee coordinator the same or next day who, in turn, will report the incident to the GSC Director of Complaints within 24 hours.
2. A special incident report must be written, with the assistance of the referee coordinator or a member of the Executive, if required, and then forwarded to the GSC Director of Complaints within 72 hours.
3. The GSC Discipline Board in conjunction with the Director of Complaints will then review and deal with the report as per their guidelines.
4. If the game was abandoned due to the conduct of a spectator not associated with either team, the Executive will determine the status of the game.
5. The offended official will be advised via the referee coordinator as to the outcome of the review in Item 3 above.

If the game continues without any further incident, the game official is required to inform the referee coordinator that the game was temporarily suspended due to harassment or abuse toward them. Further, a note must be made on the game sheet to that effect.

If the offended party is not a game official and feels that they have been abused, they are advised to submit a written report to the Director of Complaints detailing the incident within 72 hours. The GSC Director of Complaints will review the incident and take appropriate action according to the appropriate guidelines. The offended party will be advised of the outcome of the review but will not be informed of specific detailed information, e.g., that the offender has been reprimanded but not the specific details of the reprimand.

**POLICY 2015-D2**

The Georgetown Soccer Club shall conduct its discipline process according to the discipline procedures of the PHSA and the Chair of the Complaints Resolution Committee shall be certified as a Discipline Chair by PHSA. . The committee will respond to each written complaint received and will inform all parties involved in the complaint of their decisions.

**Application of the Rules****PROCEDURE 2015-D3**

Rep/Select/All-Star teams participating in inter-club competition will be governed by the rules of each competition.

House league teams participating in the GSC house league competition will be governed by the House League Policies and Procedures and OSA Rules of Soccer.

Mini soccer teams participating in the GSC mini soccer program will be governed by the House League Policies and Procedures and OSA Rules of Soccer.

Rep/Select teams playing in district or inter-district/inter-club leagues will be governed by the Constitution and Rules of the League in which they play.

**House League Player Discipline****PROCEDURE 2015-D4**

Any player receiving a red (dismissal) card from a referee, in any game, is automatically suspended from playing the next game.

A coach may appeal, on behalf of the player, within 24 hours of such dismissal. Appeals are to be registered in writing with the GSC Director of Complaint Resolution.

Any coach playing a RED carded player in the next scheduled game will be suspended from coaching for the remainder of the season or until the hearing has occurred.

Any player receiving three yellow (caution) cards in the course of a season will automatically be suspended from playing the next scheduled game and must appear before the Director of Complaints before playing any further games.

Any coach playing a player who has received three yellow cards in the course of a season in the next scheduled game will be suspended from coaching for the remainder of the season or until the hearing has occurred.

Note that disciplinary hearings will be conducted in the presence of the referee(s) involved, where applicable.

**Rep/Select Player and Team Official Discipline****PROCEDURE 2015-D5**

Any discipline issues regarding Rep or Select players or team officials will be referred to the appropriate district association or league for consideration. All-Star players and team official behaviour will be governed according to the procedures of the event they are participating in and the GSC will abide by whatever decisions are

made by that event.

## Other Discipline

### PROCEDURE 2015-D6

The GSC will not tolerate any violence or harassment on or off the field of play nor will it accept abusive remarks or violent actions from its coaches, players, members or parents in any circumstance. The following is a general outline as to how the Discipline Committee functions:

1. Any complaint must be made in writing to the Director of Complaint Resolution. The Director of Complaint Resolution will determine whether the matter will be dealt with by the GSC process or by an outside agency or league. Discipline hearings shall be conducted in accordance with Ontario Soccer Association (OSA) guidelines. These can be found on the OSA's website, [www.soccer.on.ca](http://www.soccer.on.ca).
2. Dates, times and locations of discipline hearings shall be determined by the Discipline Committee as required. The Discipline Committee may elect to meet on a regular basis and, if so, will post such information on the GSC website including date, time and place of the meeting.
3. The Director of Complaint Resolution will investigate all written complaints within the jurisdiction of the GSC to the best of his/her ability. This may include talking to the person submitting the complaint, other individuals who were present, including referees, talking to any individuals named in the complaint and reviewing all appropriate policies and procedures and codes of conduct. The Director of Complaint Resolution is under no obligation to divulge the names of the individuals interviewed to either the person issuing the complaint or the individuals named in the complaint. This information shall be attached to the complaint documentation that is filed at the GSC office in a sealed envelope labeled Confidential. This information will only be revealed to a higher committee during an appeal process.
4. If deemed necessary by the Director of Complaint Resolution, the individuals named in the written complaint will be brought to the GSC office for a meeting with the Director of Complaint Resolution and the Discipline Committee. Any evidence that has been gathered will be presented to them at that time (protecting the anonymity of the sources) and they will be asked to respond to this information.
5. Within 24 hours of that meeting the Discipline Committee will communicate the results of the hearing to the individuals named in the complaint. If this decision cannot be communicated within 24 hours, the individuals named in the complaint must be informed of this and given a new deadline by which the result will be communicated.
6. Results of the hearing are communicated in writing and a copy of the letter is to be kept on file at the GSC office. All information regarding discipline proceedings is confidential and shall be treated as such.

7. If the behaviour is determined by the Discipline Committee to be severe, they may elect to inform the Town of Halton Hills of their decision to be considered under the Town's Zero Tolerance Policy and applicable ramifications.

### **Failure to Appear**

#### **PROCEDURE 2015-D7**

Any person failing to attend a discipline hearing following notification shall be suspended until he/she requests, in writing, another hearing and appears at that subsequent hearing. Failure to appear will be interpreted as admission of guilt and the Discipline Committee shall proceed under such assumption.

### **Postponement of a Hearing**

#### **PROCEDURE 2015-D8**

All requests for postponement of a hearing must be submitted in writing by registered mail or receipted hand delivery, to the GSC office, no later than four (4) days prior to the date of that hearing. The request must state the reason for the postponement.

### **Suspensions**

#### **PROCEDURE 2015-D9**

All suspensions shall be immediate or shall take effect from the date determined by the Discipline Committee. Suspensions cannot be backdated. Persons suspended shall not participate in any indoor or outdoor soccer activity until their sentences have been completed. This includes, but is not limited to, league, cup, exhibition, tournament and All-Star play. Failure to abide by this shall result in additional suspension.

Any member who, with prior knowledge, allows a suspended member or player to participate in any soccer activity will be subject to the disciplinary process.

Decisions regarding suspension will be communicated to all parties involved, including the Board of Directors, in writing, immediately following the decision of the Discipline Committee.

### **Appeals**

#### **PROCEDURE 2015-D10**

On any discipline matter handled by the GSC Discipline Committee, any appeals are to be made to the Peel Halton Soccer Association.

## MISCELLANEOUS

### Accessibility

#### **POLICY2015-M1**

The GSC strives to include all children in the game of soccer and provide a positive experience for each player. The Club will attempt to integrate all children into their programs where appropriate. Playing opportunities for children with disabilities will be created when possible. Opportunities to be involved in other ways where appropriate will be provided, i.e., assist with team management.

### Conflict of Interest

#### **POLICY 2015-M2**

Any member of the GSC Board of Directors who may have a conflict of interest with any item being discussed at a GSC meeting must declare that conflict before the discussion begins and must have their declaration recorded in the minutes of that meeting. They may choose whether or not they physically remove themselves from the discussion but they must not participate.

### Harassment Policy

#### **POLICY 2015-M3**

The GSC is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. This environment should be free of harassment on the basis of race, national or ethnic origin, colour, religion, sex, sexual orientation, marital status, family status or disability.

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, officials, athletes and members of the Club. The Club encourages the reporting of all incidents of harassment, regardless of who the offender may be.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

### Definitions

#### **PROCEDURE 2015-M4**

**Harassment** -such behaviour may be verbal, physical, deliberate, unsolicited or unwelcome. It may be one incident or a series of incidents which may include:

- behaviour which is intimidating, hostile, abusive and/or an abuse of power or authority
- verbal abuse or threats
- unwelcome remarks, jokes, innuendoes or taunting about a person's attire, age, marital status, ethnic or national origin, religion, etc.
- the display of pornographic, racist or other offensive or derogatory pictures



- practical jokes which cause awkwardness or embarrassment
- unwelcome invitations or requests, whether indirect or explicit or intimidating
- leering or other gestures
- condescension or patronization which undermines self-respect
- unnecessary physical contact such as touching, patting, pinching, punching, etc
- physical assault

**Sexual harassment** -the definition includes:

- unwanted sexual attention of a persistent or abrasive nature made by a person who knows or ought to reasonably know that such attention is unwanted and/or inappropriate
- a sexual solicitation or advance made by a person who is in a position to confer any benefit on or deny any benefit to the recipient of the sexual advance
- a reprisal or a threat or implied threat of reprisal for rejecting a sexual solicitation or advance
- a course of abusive and unwelcome conduct or comment made on the basis of sex or sexual orientation when it has the purpose or effect of creating an intimidating, hostile or offensive environment in which the person works

**Child abuse (under 18)** -includes:

- neglect which endangers a child's welfare by failing to provide for physical, emotional or medical needs
- physical abuse which causes an intentional non-accidental injury of a child
- emotional abuse which is damaging by whatever means of a child's self-image by an adult responsible for the child's nurturing or learning; it results in a decrease in the child's feeling of personal worth and thus his/her ability to love, trust and feel at one with the human race
- sexual abuse, which includes any manual, oral or genital sexual contact or the use of an object for sexually touching or penetration or any other explicitly sexual behaviour that an adult imposes on a child by exploiting the child's vulnerability and powerlessness

Note: Any allegation or suspicion of sexual abuse must be reported to the appropriate Child and Family Services and/or agencies and the police.

The GSC Board of Directors is responsible for ensuring the implementation of this policy. This policy of the Club includes:

- discouraging and preventing harassment within the Club
- ensuring formal complaints of harassment are investigated in a sensitive, responsible and timely manner

- imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender
- providing advice to persons who experience harassment
- doing all in the Club's power to support and assist any employee or member of the Club who experiences harassment by someone who is not an employee or member of the Club
- making all members, volunteers and employees aware of the problem of harassment and of the procedures contained in this policy
- informing both complainants and respondents of the procedures contained in this policy and their rights under the law
- regularly reviewing the terms of this policy to ensure that they adequately meet the Club's legal obligations and public policy objectives
- appointing harassment officers and providing the training and resources they need to fulfill their responsibilities under this policy
- appointing unbiased review panels and appeal bodies and providing the resources and support that they need to fulfill their responsibilities under this policy

Every member of the GSC has a responsibility to play a part in ensuring that the sport of soccer environment is free from harassment. This means not engaging in, allowing or condoning or ignoring behaviour contrary to this policy. In addition, any member of the Club who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

## **Coach/Athlete Sexual Relations**

### **POLICY 2015-M5**

The Club takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on the Club's public image. The Club takes the position that such relationships are unacceptable for coaches. Should a sexual relationship develop between an athlete and coach, the Club will investigate and if harmful effects are determined, may take action which could include reassignment, dismissal from employment, suspension of privileges and/or reprimand.

## **Disciplinary Action**

### **PROCEDURE 2015-M6**

Employees or members of the Club against whom a complaint of harassment is substantiated may be severely disciplined up to and including employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault or a related sexual offence.

## **Confidentiality**

### **POLICY 2015-M7**

The GSC understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. The Club recognizes the interests of both the complainant and the respondent in deeming the matter confidential. The Club shall not disclose to outside parties the name of the complainant, the circumstances giving rise to the complaint or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

## **Harassment Officer**

### **POLICY 2015-M8**

The Club shall appoint the Discipline Committee to play the role of harassment officer provided there is both a male and female member on that committee. If not, an additional committee member of the missing gender may be added. The role of this Discipline Committee, in this instance, is to serve in a neutral, unbiased capacity and to receive complaints, assist in the informal resolution of complaints and investigate formal written complaints. In carrying out these duties, this Committee is directly responsible to the President of the Club.

## **Complaint Procedure**

### **PROCEDURE 2015-M9**

A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy. If confronting the harasser is not possible or, if after confronting the harasser, the harassment continues, the complainant should seek the advice of the harassment officer.

The harassment officer shall inform the complainant of:

- the options for pursuing an informal resolution of his/her complaint, including voluntary mediation;
- the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- the confidentiality provisions of this policy;
- the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- the right to withdraw from any further action in connection with the complaint at any stage (even though the Club might continue to investigate the complaint); and,
- other avenues of recourse including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code

**Letter to Abide****POLICY 2015-M10**

Any individual or organization hired to provide direct service (not product) to the Georgetown Soccer Club will be asked to sign a Letter to Abide. This would apply to skills instructors and mentor coaches as an example.

**Mentor Coach Pay Scale****PROCEDURE 2015-M11**

- Positions are held for a maximum of 12 months from the day of signing an agreement with the Georgetown Soccer Club
- Successful applicants are chosen through a yearly application process organized by the Club Head Coach and the Vice President of Rep
- Pay is based on qualifications and experience with GSC (see grid below):

	<b>Community Certification (\$/h)</b>	<b>Pre-Provincial B Licence (\$/h)</b>	<b>Provincial B Licence (\$/h)</b>	<b>National B+ Licence (\$/h)</b>
<b>Year 0</b>	20.00	30.00	40.00	50.00
<b>Year 1</b>	21.00	31.00	41.00	50.00
<b>Year 2</b>	22.00	32.00	42.00	50.00
<b>Year 3</b>	23.00	33.00	43.00	50.00
<b>Year 4</b>	24.00	34.00	44.00	50.00
<b>Year 5</b>	25.00	35.00	45.00	50.00

**Privacy of Information Policy****POLICY 2015-M12****PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PRIVACY CODE)**

Privacy laws affecting individuals in the Province of Ontario became effective January 1, 2004. This legislation sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities.

The Georgetown Soccer Club (GSC) is a non-profit corporation that was incorporated to serve as a sport organization. It performs administrative services, provides soccer activities, conducts discipline hearings and enforces its Constitution and Policies and Procedures and the Published Rules and Policies & Procedures of the Ontario Soccer Association (OSA) and the Canadian Soccer Association (CSA) within the Georgetown area.

The GSC respects an individual's right to personal privacy. When it collects personal information, individuals can be confident that the information is handled and stored in a safe secure manner to protect information from unauthorized access or disclosure.

This notice describes the GSC's PRIVACY CODE practices.

By registering as a player or volunteer and by providing us with personal information concerning name, address, phone number, age, gender as the case may be, an individual is accepting the practices described in this Privacy Code. These terms and conditions are subject to change so an updated version should be requested from time to time.

Personal information is required for players, coaches, volunteers and referees (as the case may be) and is obtained on the appropriate OSA registration forms or forms that are required for members to complete from time to time for various administrative purposes. This information is used by the GSC to register players, coaches, managers and administrators, to complete player and coach registration books, release or de-register players or grant permission to play in leagues governed by the PHSA or the OSA. Information is also provided to the OSA for registration purposes and insurance coverage.

The GSC does not share, give, rent or sell client information to any organization or individual except to comply with laws or regulations of a governmental or regulatory body, or to respond to a valid subpoena, warrant, or order, or to protect the rights of the GSC or others. All personal information collected by the GSC will be maintained in a private, confidential and secure manner and will only be used for the purposes described herein.

### **Accountability**

The GSC's secretary shall serve as privacy officer as required by the privacy legislation with policies and procedures in place for the management of personal information. Each director and staff member annually signs a Non-Disclosure Agreement whereby they personally agree to maintain strict confidentiality of all GSC business and information.

### **Why Personal Information is collected**

Personal information is required for the following purposes:

1. For OSA, PHSA and GSC insurance purposes
2. For registering players with the OSA as recreational or competitive players
3. For registering administrators, coaches and managers with the OSA
4. For registering teams with the OSA and OSA-approved and sanctioned leagues
5. For monitoring player registration to team rosters
6. For conducting disciplinary hearings and issuing fines
7. For ensuring compliance by administrators, staff, coaches, managers, players and supporters of the Published Rules of the PHSA, the OSA, the CSA and FIFA in ascending priority
8. For validating participation in committee meetings, special meetings and annual general meetings

### **Who has access to this Personal Information**

For these purposes, personal information may be made available to the following people:

1. GSC administrators, staff and directors

2. The OSA's insurer and insurance broker and their staff and representatives
3. League administrators and facility managers, both internal and external
4. Administrators, staff and representatives of PHSA and OSA-sanctioned leagues

Personal Information is only disclosed to these individuals to deliver services or programs and perform discipline, appeals or conduct governance duties as required by the published rules of the PHSA, the OSA, CSA, CONCACAF or FIFA in ascending order of priority.

GSC requires disclosure of player names, addresses, proof of birth, and soccer history. Parent/legal guardian information is requested if a player is under 18 years of age or player information if over 18 years of age including address, home phone, work phone, emergency phone number and E-mail.

GSC requires disclosure of names, addresses and contact information of all registered administrators, coaches, managers, membership staff and referees, as the case may be.

### **Record Keeping**

Files are maintained on any information provided, i.e., on employment applications, enquiries, complaints, compliments, insurance or other correspondence. Discipline files are maintained separately from other records and are treated as private and confidential information that is maintained securely.

The OSA requires all membership, administrator, player, coach, manager, team staff and volunteer registration files be maintained for seven years. Individuals wishing more information about the GSC's Privacy Policy, access to their personal information or wishing to raise a concern about the use of their personal information, should contact the secretary at the GSC address or telephone number.

For more information about personal privacy rights, contact the Privacy Commissioner of Canada at [www.privcom.gc.ca](http://www.privcom.gc.ca) or 1-800-282-1376.

### **Tobacco-Free Policy**

#### **POLICY 2015-M13**

All games, activities, tournaments, competitions, sponsored events and other performances sanctioned by the GSC will be tobacco free. Tobacco free means no smoking, snuffing, dipping or chewing tobacco by players/participants, coaches, parents, spectators and officials.

The GSC will promote the tobacco-free policy at all our activities by:

1. having coaches explain the policy to players/members and ask them to explain the policy to their parents and others who may come to their games/practices
2. including the policy in all schedules/ notices about the activities of the GSC so all new and returning participants, their parents/guardians, coaches and officials/ managers know about the policy
3. making the policy visible throughout the year using various messages including banners at events, messages in all club communications including the website

The GSC will reinforce the tobacco-free policy at all our activities by:

1. encouraging all coaches, players and parents to respectfully remind someone using tobacco about the tobacco-free policy
2. consistently applying consequences with people who repeatedly break the policy which includes an initial documented verbal warning, subsequent offence to result in a written warning from the GSC; following a written warning, any further violation of the policy may result in the individual being asked to leave the game or activity

## **LOGO**

### **POLICY 2015-M14**

That the logo below be accepted as the GSC logo:



## **Accessibilities for Ontarian's with Disabilities Act, 2005 (AODA)**

### **POLICY 2015-M15**

As enacted by the Ontario government, AODA has been put in place to ensure accessibility for Ontarians with disabilities in an attempt to make Ontario more accessible by 2025.

Providing Goods and Services to People with Disabilities: The Georgetown Soccer Club is committed to serving all customers including persons with disabilities/ challenges.

### **Assistive Devices**

#### **PROCEDURE 2015-M16**

The Georgetown Soccer Club will ensure that staff are trained and familiar with various assistive devices that may be used by customers with disabilities/challenges while accessing the goods and services of our organization.

### **Communication**

#### **PROCEDURE 2015-M17**

The Georgetown Soccer Club will communicate with persons with disabilities/challenges in ways that take into consideration their disability/challenge and that preserves their independence and dignity.

### **Service Animals**

#### **PROCEDURE 2015-M18**

The Georgetown Soccer Club and District Association welcomes persons with disabilities/challenges and their service animals. Service animals are allowed on

the parts of the GSC's premises that are open to the public.

## Support Persons

### PROCEDURE 2015-M18

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on the GSC's premises. Fees for support persons will be at the discretion of The Georgetown Soccer Club according to the event/activity or service. More information in this regard can be made available by The Georgetown Soccer Club/District Association and each situation will be handled on a case-by-case basis.

## Training

### PROCEDURE 2015-M15

There will be mandatory Accessible Customer Service Training for all staff and volunteers of the Georgetown Soccer Club in line with government recommendations for AODA. The Georgetown Soccer Club will provide training to employees, volunteers and any other person within the organization directly dealing with the public or other third parties on behalf of the organization.

Training will include:

- an overview of the Accessibility for Ontarians with Disabilities Act, 2005, and the requirements of the Customer Service Standard
- all elements of The Georgetown Soccer Club AODA plan (policy, procedures, feedback/inquiry process and training material)
- information concerning how to interact and communicate with people with various types of disabilities
- information concerning how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- any other material felt appropriate in education concerning accessibilities

Staff will also be trained when changes are made to any part of the Georgetown Soccer Club's AODA plan.

All training of employees, staff, volunteers and others will be logged to record completed training of AODA plan and accompanying material.

## Notice of Temporary Disruptions

### PROCEDURE 2015-M16

In the event of a planned or unexpected disruption to the Georgetown Soccer Club's services or facilities for customers with disabilities, the Georgetown Soccer Club will notify customers promptly. A clearly posted notice will include:

- disruption type
- reason for the disruption



- anticipated length of time for resolution
- description of alternative facilities or services, if available

The notice of temporary disruptions will be posted to:

- Club/District website: [www.georgetownsoccerclub.com](http://www.georgetownsoccerclub.com)
- phone line: 905-877-3295
- E-mail notification to all affected participants for whom there is an E-mail address on file
- Post on Facebook page
- Post on Twitter (@GtownSoccerClub)

## **Modifications to Policies**

### **POLICY 2015-M17**

Any policy of the Georgetown Soccer Club that does not respect and promote the dignity and independence of persons with disabilities/challenges will be modified or removed accordingly.

## **Availability of Documents**

### **PROCEDURE 2015-M18**

Documents pertaining to the Georgetown Soccer Club AODA plan will be made available upon request in appropriate formats.

## **Return to Play**

### **PROCEDURE 2015-M19 – applies to both House League and Rep**

Return to Play Procedure 1. If a player (house league, development or competitive) or participant in a GSC program suffers an injury in a game or practice, s/he must stop the activity immediately and be attended to by a team official/GSC instructor. If there is any doubt as to whether the injury is serious, it is best to err on the side of caution and have the player sit out for the rest of the game/practice/program. Team officials/GSC instructors are not expected to provide medical advice. First Aid should only be administered to the level for which an individual is trained. 2. If the player/participant receives medical direction to rest from play/activity for any injury whether sustained in soccer or not, s/he must present a note signed by their medical practitioner (includes physician, nurse practitioner or physiotherapist) indicating that they are fit to return to play/activity to the team official/GSC instructor before being allowed to resume play/activity. This will include the date that the player/participant can return to play/activity. This note will be submitted to the GSC office once it has been seen by the team official/GSC instructor. 3. If the note states that the player/participant may return to play/activity within X amount of time, the GSC has the right to ask for a subsequent note to confirm that the player/participant is fit to return to play/activity at the point in time indicated in the original note before allowing the player/participant to return to play/activity. 4. If a player/participant sustains a head injury, s/he must be assessed by a medical practitioner before being allowed to return to play/activity. Return to

play/activity from a head injury must also have medical authorization. 5. Any injury sustained during a game or practice that requires medical attention must be documented on a GSC Injury Report Form and that form must be submitted to the GSC office within 48 hours of when the Team official/GSC instructor becomes aware that the player/participant has received medical attention.

## Sponsorship Policy

### POLICY 2015-S1

Any club level sponsorship activity aimed at the membership or players of the GSC through the Club or teams, members, representatives or groups of the GSC must be approved by the GSC or its appropriate representative prior to the commencement of any such activity.

### PROCEDURE 2015-S2

A submission must be made in writing citing the details of the prospective sponsorship activity. The submission must include:

1. purpose of the activity
2. a brief description of the activity
3. financial details where applicable
4. location of the activity
5. the time periods during which the activity will occur
6. the benefits to the GSC membership/players
7. the benefit to the GSC
8. copy of any material which will be distributed

### PROCEDURE 2015-S3

The submission must be made at least 30 days prior to the proposed activity and notification from the GSC of acceptance or denial of the submission must occur 14 days prior to the proposed event.

All submissions must be directed to the GSC Office. Submissions must meet the criteria below and shall be reviewed by the President in consultation with relevant members of the Board. The President may delegate this function. Approvals will be made on a case-by-case basis.

### Criteria:

1. the Club's Privacy Policy must be respected by the activity
2. no alcohol or tobacco-related events or products may be involved
3. where required, proper permits must be obtained and copies of such must be included in the submission or provided prior to the event date as appropriate
4. the activity must be appropriate for the participants involved
5. the activity must be in alignment with the GSC mission and goals
6. the sponsor must take full responsibility for any activity and any consequences as the result of such activity; a waiver dismissing GSC from any liabilities whatsoever must be signed by the sponsor involved in the activity

7. the time period of the activity cannot be over more than one season unless specifically approved in writing by the GSC
8. a written follow-up report after the activity is completed must be submitted to the GSC by the sponsor

**POLICY 2015-S4**

Policy S3 applies to individuals or businesses wishing to sell or give away goods or impart information to the membership/players of GSC. Submissions made by individuals or businesses that do not already sponsor GSC programs will not be considered.

As an example, to be a vendor at Opening or Closing Day, with the exception of GSC teams, the prospective vendor must already provide sponsorship to the GSC or their application will not be considered.

## **GSC Summer Camps Policies and Procedures**

### **POLICY 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 2015-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 become 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 2015-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.



## Discipline Report Letter

Child's Name

Date

Leader

Please be informed that your son/daughter was dealt with today in regard to the issue indicated below:

- Action that causes disruption to the group
- Interference with the safety of others
- Refusal to carry out leader's request
- Rudeness in gesture or talk
- Defacement or damage to property
- Showing disrespect for peers/instructors
- Physical harm to another participant/instructor

When I drew this to his/her attention, the response was:

- Compliant
- Honest
- Keen to improve
- Argumentative
- Disrespectful
- Other

I have discussed with your son/daughter:

- How to avoid a reoccurrence of this behavior
- Ways of dealing with the situation in a more appropriate manner

The consequences for this behaviour were:

- Verbal reprimand
- Loss of free time
- Time out of the activity
- Conference with instructor and Camp Director
- Parents notified
- Other

Please sign and return this form to the Camp Director on the next camp day. Your comments are welcome. Should you wish to appeal this decision, you may do so in writing to the attention of the GSC Director of Complaints within 14 days of the writing of this letter.

