

ST. THOMS SOCCER CLUB INC.

POLICY MANUAL



Version: 2019
November 18, 2019

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INTERPRETATION

Unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be and vice versa and references to persons shall include organizations.

RIGHT TO DEVIATE FROM PROCEDURES AND POLICIES

St. Thomas Soccer Club reserves the right to manage its operations as circumstances warrant or as the organization sees fit within the confines of Ontario Tribunal Law and the policies of our governing bodies; EMSA, OS, CS and F.I.F.A.

St. Thomas Soccer Club reserves the right to change, modify, or deviate from any policies or procedures outlined in this manual at any time as required by circumstance.

While the policies and procedures in this manual are guidelines for management and staff, a written manual cannot address every potential situation that might arise. Therefore, the Board of Directors reserves the right to manage the operations of the Club and the employees of the Club in a manner that they deem to be in the best interests of the organization.

“REVISION DATE”

This document and each individual policy within are reviewed by the Board of Directors from time to time. The “Revision Date” noted at the top of each policy is indicative of the date of the most recent review and/or the date the Board voted to accept the policy as written or revised.

MATTERS NOT INCLUDED

Any matter not herein covered or in conflict shall be judged in accordance with the Club Constitution (By-Laws) and Policies and Procedures of the Club’s governing bodies.

STSC-1 CLUB NAME AND INSIGNIA



Effective Date: November 18, 2019

Revision Date:

All uses of the Club's name and insignia may not be reproduced in whole or in part by anyone without the expressed permission of the Club.

The Club Insignia cannot be altered in any way.

STSC-2 AFFILIATIONS POLICY

Effective Date: November 18, 2019

Revision Date:



The Club shall be a member of the Elgin Middlesex Soccer Association (EMSA) and its governing bodies: Ontario Soccer (OS), Canada Soccer (CS), and F.I.F.A., and shall ensure compliance with all rules, policies and procedures established by these associations.

The President or designate and accredited representatives shall be the chief delegate at all regional meetings. The President may also attend meetings outside the Elgin Middlesex Soccer Association should the need arise.

The Board of Directors of the St. Thomas Soccer Club must give approval to the content of proposed Elgin Middlesex Soccer Association resolutions. All resolutions shall be forwarded to the Secretary of STSC.

The St. Thomas Soccer Club may propose candidates for regional office and may submit resolutions to the Elgin Middlesex Soccer Association. The STSC votes shall be cast in accordance with the direction given by the Board of Directors of the Club.

Any member of the St. Thomas Soccer Club may propose candidates for regional office. The STSC Board of Directors shall approve any nomination before it is submitted to the Elgin Middlesex Soccer Association. Submissions to EMSA will be submitted in accordance with their policies and regulations.

Members of the club wishing to become a candidate for Regional Office must declare their intentions to do so at a meeting of the STSC Board of Directors. The Board of Directors shall approve only candidates for Regional Office who meet the requirements for Regional Office as set out in the EMSA Constitution.

STSC-3 MEMBERSHIP POLICY

Effective Date: November 18, 2019

Revision Date:



Members

The following was sourced from the club By-Laws:

BY-LAW 4-1 – REGULAR MEMBERS

Regular Members shall be comprised of the following:

- Registered Players 18 years of age or older shall be Regular Members of the Club
- Registered Players under the age of 18 shall be Regular Members of the Club, as represented by a parent or guardian who acts as Proxy
- Members of The Board of Directors shall be Regular Members of the Club
- All Registered Coaches shall be deemed to be Regular Members of the Club
- All Registered Volunteers shall be deemed to be Regular Members of the Club

BY-LAW 4-3 – HONORARY MEMBERS

The Board of Directors may confer an Honorary Membership upon an organization or a person for a period of time. Honorary Members are afforded all rights of membership except voting rights. There shall be no dues or fees assessed to an Honorary Member of the Club.

BY-LAW 4-4 – TRANSFER OF MEMBERSHIP

A membership in the Club shall under no circumstances be transferable to any individual or organization.

BY-LAW 4-6 – DISCIPLINE OF A MEMBER

An individual whose membership has been suspended loses all rights of membership until the suspension has been terminated.

A member may be fined, censured, suspended or expelled from membership for cause after charges have been laid and a hearing has been held in accordance with the Club's Published Rules and Regulations.

Any member, who infringes the Articles or Rules of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which the member is entitled to attend and speak on his own behalf.

Discipline for a member whether as a player, team, team official and/or their spectators for game infractions shall be governed in accordance with the Rules, Policies and Procedures of the Club and its Governing Bodies (Rules and Regulations).

BY-LAW 4-7 – DISPUTE RESOLUTION

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing with the Provincial Association with a copy to the Club and EMSA.

Termination of Membership

BY-LAW 4-5 – TERMINATION OF MEMBERSHIP

The Board of Directors of the Club at its discretion may terminate a member's membership in the St. Thomas Soccer Club if, in the eyes of the Board, the member has acted in a manner that offends the stature and well-being of the St. Thomas Soccer Club.

The decision to terminate a membership must be communicated to the member by the Secretary to the last Club-known address of the individual. In this case, the member is entitled to a hearing with the Board of Directors of the club at which the member is entitled to attend and speak on his/her own behalf.

In the event of non-attendance at a scheduled hearing, or if no appeal is received within 30 days of the said letter, the decision of the Board of Directors is final, and the termination will become effective immediately. If the decision is appealed, the appeal shall be heard at the next meeting of the Board of Directors.

Upon termination of membership, the member must return all Club property.

Membership in the Club may be terminated before the end of the membership year in one of two ways:

1. By Resignation:

- a) Any member may resign from the Club by giving written notice to that effect to the Registrar of the Club.
- b) Such resignation shall be effective from the date it is received by the Registrar.

2. By Dismissal/Expulsion

- a) The membership of any member may be terminated by the Board of Directors at any time for good and sufficient cause
- b) Any member not having paid his/her registration fee during the current membership year to the Club shall have his/her membership and playing rights suspended. Such membership and playing rights shall be restored if there are vacancies available in the player's division and dues are paid in full.

Registration Fees

The Board of Directors shall establish the annual registration fees as part of the annual budget.

Members, who are registered players, shall be required to pay registration fees. Registration fees shall be assessed to all registered players.

Payments for registration fees may be made by cash, credit, money order or cheque. Person cheques will be subject to a \$25 NSF fee for all personal cheques returned.

STSC-4 REFUND POLICY

Effective Date: November 18, 2019

Revision Date:



Policy:

The Board of Directors shall establish or modify the Refund Policy as part of the annual budget.

St. Thomas Soccer Club will refund member registration, provided the criterion outlined below is met.

Criteria:

1. STSC initiated refunds, will be issued for programs, divisions, or teams that are cancelled by STSC. Fees outlined in this policy will NOT be deducted in this instance.
2. Competitive Only: Member-initiated refunds will be issued only if the request is due to a documented medical condition resulting in a season ending injury and is submitted on the official STSC Refund Request Form, or
3. Recreational Only: refunds are available up to 15 business days prior to the season start.

Refunds are subject to:

- An administrative fee, of \$30.00 per registration
- Any non-refundable EMSA/OS/League registration fees applicable to the participant, and
- Pro-rated game/training fees where applicable.

There will be no refund/transfer for a registration fee if a player is suspended or expelled from STSC under the St. Thomas Soccer Club's discipline policy or Code of Conduct rules.

STSC shall not be responsible for any monies paid to a team, team coach or team official and STSC shall not entertain requests for any such refunds.

STSC shall not be responsible for any monies raised and collected by teams through fundraising efforts and shall not entertain requests for any such refunds.

For Recreational participants: If equipment/uniform has been used, the applicable uniform fee will be deducted from the amount refunded. Any unused equipment/uniform provided for the program/team may be returned to STSC and the uniform fee will not be deducted from the amount of the refund.

For Competitive/Elite participants: Requests for Refund must be accompanied by an Ontario Soccer De-Registration form and the participant's player book for processing. Participants are subject to removal from the team roster and can no longer train or play with the team.

The Board of Directors reserve the right to over-ride a refund approved by administrative staff.

Process:

1. Submit the Refund Request Form (see Appendix STSC-04 toward the end of this document; available online or at the club) in person or via email to the applicable administrator email address.

- Club Administrator – stthomassoccer1@gmail.com

For STSC programs in effect that enable members to directly order uniforms from our apparel provider, typically a Competitive or Elite program, there will be no uniform rebate given to a member who is withdrawing from the program/team regardless of whether the apparel is used or unused.

2. The Refund Request form and associated documents are reviewed by administrative staff to

determine eligibility and the amount of any refund based on, but not limited to:

- Reason for request
- Completeness of submission
- Timing of request
- Account status/standing

3. Approved cheques will be produced at regularly scheduled STSC Board meetings. Once a Refund Request is approved or denied, administrative staff will correspond via email to the requestor using the contact information we have on file.

Refunds will be issued by cheque and mailed to the address on file for the registrant. Allow 4-6 weeks for processing and mailing.

STSC-5 FEE ASSISTANCE POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction

The St. Thomas Soccer Club recognizes the importance of all players having an equal opportunity to access soccer programs and enjoy the many benefits that participation brings. To make this possible, the following assistance programs are available for qualified applicants:

- Canadian Tire Jumpstart
- Kidsport So All Kids Can Play

Please note: Failure to submit proper documentation may result in ineligibility. False information will result in disqualification and ineligibility of application.

Fee assistance programs are mutually exclusive; assistance is limited to one fund/program per registrant.

The St. Thomas Soccer Club recognizes there will be a need to provide Goodwill registrations for those families in our community who due to economic circumstances would otherwise be unable to register their children for the outdoor soccer season.

The following is the procedure for families wishing to register their children under the Goodwill registration guideline.

1. Parents/Guardians will complete a registration form indicating a request for goodwill registration.
2. Parents/Guardians will be asked to contact the Jumpstart Program for financial assistance with a House League Registration.
3. Parents/Guardians will be asked to contact the KidSport Program for financial assistance with a Competitive player registration.
4. When the parents/guardians have been notified in writing of the result of their request from either Jumpstart or KidSport Programs, they must present the written notification and the registration form for consideration by the club.
5. All Goodwill registration requests will be considered by the Club Executive. All parents requesting Goodwill registrations will be notified of their request prior to the beginning of the soccer season.

Canadian Tire Jumpstart (see: <http://jumpstart.canadiantire.ca/en/>)

Jumpstart Application Process

Call the toll-free number, 1-877-616-6600 and based on your postal code a representative will provide a contact to the closest Canadian Tire Jumpstart Chapter. When calling your local Canadian Tire Jumpstart Chapter representative, be prepared to provide your contact information and the details of the sport or recreational activity your child would like to participate in. You may also be asked to provide financial information in order to prove eligibility for funding. All information will be kept confidential and you will be notified by the local Canadian Tire Jumpstart Chapter representative if you are approved or if further information is required.

KidSport (see: www.kidsportcanada.ca)

KidSport Application Process

KidSport Application information can be found on the website. If you have any questions regarding the KidSport grant application guidelines email Ontario@kidsportcanada.ca or phone 416-4267073.

Family Discount

St Thomas Soccer Club offers a discount to families with three (3) or more registered players (in either Recreational or Competitive) in a given season via a club rebate.

If you have paid online via credit card, you must come into the office and fill out and submit a Rebate Request, and your rebate will be issued to you on a STSC club cheque.

Please note: This rebate is only provided for Summer Outdoor Season programs and does not apply to Summer Camp or Centre of Excellence registrations.

STSC-6 ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE (Ontario Regulation 429/07)

Effective Date: November 18, 2019

Revision Date:



Introduction

The St. Thomas Soccer Club (STSC) is committed to taking all reasonable steps to promote and support accessibility to our programs by all members of our club. By training and informing our Staff, Board/Executive Members and volunteers the STSC will be able to provide accessible customer service to people with various kinds of disabilities.

Scope of Policy

- 1.1 The St. Thomas Soccer Club strives at all times to provide its services in a way that respects the dignity and independence of people with disabilities. The St. Thomas Soccer Club is also committed to living people with disabilities the same opportunity to access our services by allowing them to benefit from the same services, in the same place and in a similar way as other members.
- 1.2 The St. Thomas Soccer Club is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:
 1. Communication - The establishment of policies, procedures and practices of services from the St. Thomas Soccer Club to persons with disabilities.
 2. The use of Service Animals, Support Persons and Assistive Devices by Persons with Disabilities.
 3. Notice of Temporary Disruptions in Services and Facilities.
 4. Staff and Volunteer Training.
 5. Customer Service Feedback.
 6. Notice of Availability of Documents.

It is within this Accessibility Policy that the St. Thomas Soccer Club will ensure that every employee, member and customer of the Organization receives equitable services and accessibility with regards to employment and participation. The St. Thomas Soccer Club is committed to providing accessible services for its employees and members. Services of the organization will be provided based on independence and equal opportunity for all constituents, so that persons with disabilities will benefit from the same services and in a comparable way as all other employee, members and customers.

STSC-7 BOARD OF DIRECTORS POLICY

Effective Date: November 18, 2019

Revision Date:



Roles and Responsibilities

The basic responsibility of STSC directors is to represent the interest of the members in directing the affairs of the organization, and to do so within the law.

More information regarding the roles and responsibilities and the Club's general expectations of the Board of Directors is published in the Club's Directors Manual (in development for 2020).

Each Director of STSC must undergo a Police Records Check in accordance with the STSC Soccer Club Screening Policy upon his/her election to the board. Directors are also required to sign an agreement regarding Confidentiality and Conflict of Interest annually. A director may be removed from office for good and sufficient cause. No member of the Board of Directors shall be removed for arbitrary reasons.

Rights of Directors

Directors have the right to:

- Attend and participate in all Board Meetings.
- Speak to any topic before the Board and to make motions or propose amendments to motions, with the exception of those in which that Director has a conflict of interest.
- To challenge a ruling of the chair. This will then be put to a vote (without discussion) as per the Rules of Order.
- Carry out the responsibilities of their position within any limits imposed by the Constitution, policies, other formal Club documents (such as this one) or specific Board motions.

Stipend & Expenses

Directors may claim for reimbursement of expenses that are incurred while fulfilling their role as a Director.

Prior Board approval is required for personal expenses that are incurred while fulfilling the role of Director if the expense exceeds \$100.

Executive Committee

The Executive Committee shall attend all business of an urgent nature between Board meetings.

Minutes shall be kept of the nature of the meeting.

All business dealt with the Executive Committee shall be presented at the next Board meeting for ratification.

In Camera Meetings

Where, at the discretion of the President it is deemed that particular business should be discussed in camera, upon unanimous agreement, all but members of the Board of Directors may be excluded from any portion of the meeting.

Complaints about Directors

If a member of the St. Thomas Soccer Club wishes to make a formal complaint about a Director, they may do so, in writing, following the Complaints Policy of the STSC. Any such complaint, once received by the President of the Board, will be referred to a three (3) member panel for investigation. If the subject of the complaint is the President of the Board, the complaint may be submitted to the Executive Vice for the investigation process to commence.

STSC-8 NOMINATIONS POLICY

Effective Date: November 18, 2019

Revision Date:



Nomination of Directors

Introduction

Any interested individual may apply for any position on the Board of Directors, including players, referees, parents, or coaches, with the exception of the position of President who must be a current STSC Board member to be eligible. All positions must be filled as per job descriptions and requirements as outlined in the STSC Constitution and Roles/Responsibilities documents.

The Board shall, with the advice and assistance of its Nominations and Elections Committee ("Nominations Committee"), determine the Board vacancies (which may include any officer designation recommendations) for which nominations will be required in each year. The STSC Past President will head the Nominations Committee. In the event that there is no immediate Past President serving on the Board of Directors, another Chair will be chosen from volunteer candidates.

Any vacant volunteer Board position will be posted on the STSC website with position requirements, basic job description and responsibilities.

Forty-five (45) days prior to the Annual General Meeting (AGM) all positions becoming open for the following year(s) will be posted on the STSC website.

General Nomination Process

A Nomination form will be available on the Club website and will also be provided upon receipt of a verbal or written request from any interested candidate. All nominations shall be in such format and shall require such information (including a resume of qualifications, and the requirement and consent of the nominee to have a background and/or police check performed) as the Board shall determine from time to time.

The Board of Directors shall appoint a Nominations Chairman at least 60 days prior to the Annual General Meeting. The Nominations Chairman shall solicit and accept nominations for Board positions that will be open for election the Annual General Meeting.

The Nominations Committee shall accept all nominations properly submitted, shall ensure that all nominees consent to their nomination, and they shall issue notice of the known slate of nominees to the voting members prior to the Annual General Meeting or in the case of a special meeting of voting members, with as much notice as possible under the particular circumstances.

The Board shall inform the voting members of record via the Notice of Annual General Meeting (Information Circular) posted on the Club website as well as delivered electronically to the full membership prior to the meeting of voting members in question. Such notice to the voting members, will include an invitation to nominate candidates to stand for election to fill the declared vacancies.

Applicants meeting the basic position requirements will be asked to attend the AGM where all nominees for positions will be posted during the election process for vote by the membership in attendance. Should there be multiple nominees/applicants for a position(s) then the nominees will be given the opportunity to speak for 5 minutes on their experience and reasons for applying/accepting nomination

for a position. Should there be only one applicant meeting the basic requirements, and if this person is willing/able to commit, they may be acclaimed to the position.

Nominations shall not be accepted at the Annual General Meeting.

Nominations for open positions shall be held in the order of the positions listed in the By-Laws.

Nominees/applicants for certain roles must be made aware of specific expectations, such as:

- **Competitive Directors** – understanding of need to attend regular league meetings (including AGMs, discipline), provide skills transfer/education of new/existing coaches/managers on processes/league rules/EMSA and/or OS requirements, work closely with Club Head Coach and his/her Technical team for coach/player development processes
- **Treasurer** – must be certified in the accounting field

Positions remaining open following the AGM will be posted on the STSC website for application. Those Board members in position will also actively solicit interest amongst the membership to obtain potential candidate(s) to fill these vacant positions. After review of applications (including resume/summary of experience and why they are interested) the sitting Board of Directors will vote to accept/decline said applicant(s).

Any/all board positions with the St. Thomas Soccer Club can be terminated during the term of the position due to non-performance of duties, including but not limited to – non-attendance at regular monthly Board meetings, non-performance of specific job functions, activities deemed counter to the STSC Code of Conduct and/or Zero Tolerance Policies, actions/activities deemed to not be in the best interests of the sport of soccer, our Club and our membership, or our governing bodies (EMSA, OS, CSA).

STSC-9 CODE OF CONDUCT

Effective Date: November 18, 2019

Revision Date:



The St. Thomas Soccer Club will act with integrity in performing all duties owed to its Membership, the soccer community and the community at large.

The St. Thomas Soccer Club will demand the highest standard of personal conduct from its executive and any representative of the Club in any transaction and these transactions must be characterized by courtesy, good faith and respect.

The St. Thomas Soccer Club agrees to accept both the letter and spirit of the rules that define and govern sport and support the principles of fair play.

The St. Thomas Soccer Club recognizes soccer's contribution to the enrichment of life and is dedicated to the development of physical, mental, social and emotional fitness for our players.

The goal of the Executive of the St. Thomas Soccer Club is to achieve the following:

For the Players:

- Develop an appreciation for the game of soccer and develop the individual to the best of his/her ability.
- Provide appropriate level of competition for all players.
- Act in the best interest of the athlete's development as a whole person.

For the Coaches:

- Provide support and ongoing training for coaches within the club.
- Provide coaches with a Code of Ethics representing the club's expectations of them as coaches with the St. Thomas Soccer Club.

For the Parents:

- To encourage parents to participate in the development of players by volunteering.
- Make athletic participation for your child a positive experience.

For the Referees:

- Provide an atmosphere of support and respect for them as officials of the game of soccer.
- Provide ongoing training for all of our junior and senior referees.

For the Community:

- Govern all youth and junior soccer within the geographic boundaries of the City of St. Thomas.
- To promote best interest of soccer in the community, province, and country.

In return the Executive of the St. Thomas Soccer Club expects from its Membership:

Players:

- Wear uniform proudly.
- Arrive on time.
- Obey directions of your coach.
- Act in a sportsmanlike manner at all times.
- Avoid improper conduct.
- Respect referee's decision
- Be aware that the laws of soccer forbid abusive language and racial innuendo.
- While representing the St. Thomas Soccer Club at tournaments or any other event, all players will conduct themselves in a proper and orderly manner.
- When required all players will wear the uniform provided to them by the St. Thomas Soccer Club.

Coaches:

- Support the principles of fair play and promote sportsmanship.
- Treat players with respect and allow them to participate equally no matter what talent they have.
- Be responsible for encouraging good conduct by parents and players at games.
- Help athletes develop a positive self-image.
- While representing the St. Thomas Soccer Club at tournaments or any other event, it is the responsibility of the coach to ensure that all players under his control will not attempt to embarrass or demean their hosts or act in any way which would serve to bring the St. Thomas Soccer Club into disrepute.

Referees:

- Referees are to conduct themselves in accordance and compliance with the OS Referee Code of Conduct. For more information, please see this link:
<http://www.ontariosoccer.net/Portals/11/referee/Referee%20Code%20of%20Conduct.pdf>

Parents:

- Be kind to your child's coach and to officials. The Coach is a volunteer giving of personal time and money to provide a recreational activity for your child. The coach is providing valuable community service often without reward other than the personal satisfaction of having served his community.
- Applaud good plays by your team and by members of the opposing team.
- At every soccer match you require someone to be in control. That is the official. This person allows your child to play this game fairly. Please do not abuse them. They are doing their best. Please remember many of our referees are young people who are learning the game themselves. Treat them, as you would like your child treated. Let us respect their decisions.
- Please make sure your child is on time for games and practices.
- Please assist us in making it a pleasant experience by volunteering whenever possible.
- Complete the "Respect in Sport" for parent's program.

STSC-10 ZERO TOLERANCE POLICY

Effective Date: November 18, 2019

Revision Date:



The St. Thomas Soccer Club supports zero tolerance as it relates to all forms of abuse: verbal, physical, emotional, and sexual.

All relationships within the Club context – whether involving members of the Board of Directors, Club employees, coaches/managers, players, parents, volunteers, outside suppliers or referees – must be based on mutual trust and respect. Any act of abuse is a betrayal of that trust.

The Club will investigate and act upon all complaints or reports of inappropriate behavior.

This Zero Tolerance Policy attempts to respect diverse individual and cultural viewpoints while protecting individuals from real or perceived abuse.

Definitions of Abuse:

1. **Verbal Abuse** – Verbal abuse includes remarks that are rude or threatening in nature and that tend to demoralize or demean another person. Words that degrade another person constitute a form of verbal abuse. Verbal abuse includes racial or ethnic insults. All complaints of verbal abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent.
2. **Physical Abuse** – Physical abuse refers to inappropriate behavior such as punching, pushing, slapping, kicking, spitting or pinching another individual. All complaints of physical abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent.
3. **Emotional Abuse** – Emotional abuse signifies the lack of sensitivity on the part of anyone associated with the Club towards another individual. In particular, Club officials (Board members, coaches, and managers) should be aware of the power that is inherent in such positions and strive for sensitivity in dealing with individuals in positions of supervision (players, Club employees, volunteers) and with parents. Emotional abuse includes racial, physical or ethnic insults. All complaints of emotional abuse will be investigated by the Club.
4. **Sexual Abuse** – Sexual shall be defined as:
 - a) sexual intercourse or other forms of physical sexual relations between at least one individual associated with the Club and another person where the activity is not consensual
 - b) any and all sexual intercourse or other forms of sexual relations with a minor
 - c) touching of a sexual nature and
 - d) behavior or remarks of a sexual nature

The Club will immediately report all complaints of sexual abuse to the police.

GENERAL ZERO TOLERANCE REPORTING GUIDELINES AND PROCEDURES

1. Violations of the Zero Tolerance Policy should be reported immediately to the Club headquarters by the victim(s) and/or by those close to them (a parent, a teammate, a coach etc.)
2. A complaint can be communicated verbally, initially, to a Club official or employee but must

- be followed up in writing (letter and/or email). If the complaint involves physical or sexual abuse, the Club official or employee will contact the police if the individual alleging abuse has not already done so and with the individual's consent.
3. All complaints of abuse will be immediately investigated by the Club.
 4. All complaints to the Club must be in written form before a complaint is dealt with. However, the Club will immediately report criminal activities to the police (with the consent of the individual alleging abuse) without a written complaint.
 5. Once a written complaint has been filed with the Club, a Discipline Committee consisting of a least three Board members will discuss the complaint with the individual alleging abuse (note: in the case of sexual abuse, the Club may designate a Club official of the same gender as the individual alleging abuse to contact the victim).
 6. A Board member assigned to lead the investigation into the complaint will schedule a Discipline Hearing within ten (10) business days of notice in the individual(s) whom the complaints has been filed against. The individual(s) who are named on the complaint shall be contacted by registered mail and requested to appear at the Discipline Hearing.
 7. In the case of Physical Abuse such as fighting, kicking, etc. the Discipline Committee will decide between a Discipline by Review or Discipline by Hearing process to determine appropriate penalties and/or suspensions.
 8. Discipline shall be heard by three (3) Board members one of whom is to be a certified Discipline Chair. If a certified Chair is not available within the Club the Region will be asked to provide a certified Chair for these purposes.
 9. The committee shall hold a hearing and invite the individual(s) named on the complaint to be present at the hearing. Only individuals called by the committee shall be allowed to participate in a hearing. The committee shall then deliberate in camera following the meeting with the individual(s) who are named on the complaint.
 10. The decision shall be communicated to the individual alleging abuse and the individual named in the complaint within ten (10) working day of the Hearing.
 11. Penalties for contravening the Zero Tolerance Policy can range from a permanent suspension from the Club, suspension for a specified period of time, and a probationary period where the individual is allowed to continue with the Club. All committee decisions are final.
 12. OS guidelines for suspensions and penalties may be used as guidance in rendering suspensions for physical abuse issues such as Violent Conduct (fighting, kicking, etc.).
 13. Individual(s) who are charged with a criminal offense involving Club related incidents shall be immediately suspended from the Club pending resolving of the charges. No Discipline Hearing shall take place when an individual is facing criminal charges for Club related incidents. Club members who are convicted of a Criminal Code of Canada offense are subject to suspension or removal.
 14. Any individual who is convicted of a criminal offense resulting from sexual or physical abuse shall be banned for life from the Club.
 15. Individual(s) who violate the Zero Tolerance Policy for non-criminal activities may apply for reinstatement to the Club in writing one month prior to the end of a time specified penalty.

Handling Incidents of Abuse During a Recreational League Game (physical, verbal or emotional abuse)

1. The referee must stop a game if an abuse incident involving a coach, player or parent/spectator occurs during a game.
2. If a coach is the source of the abuse, the referee will advise the coach that the game will be

- abandoned if the abuse continues.
3. If a parent/spectator is the source, the appropriate coach will be informed that the game will be abandoned unless the abuse ceases. If the spectator is not associated with either team, both coaches will ask the spectator to leave.
 4. The game will be restarted by the referee only if the abuse ceases.
 5. The incident shall be reported to the Club Head Referee by the referee in charge immediately following the game completion or abandonment.
 6. If the abuse continues, the referee will abandon the game.
 7. He/she must immediately report the incident to the Club Head Referee and fill out a Special Incident Form.
 8. In cases of verbal or physical abuse on a referee, a "Referee Assault Form" must be completed by the referee.

The Club will report all incidents of a criminal nature immediately to police.

Application – This Zero Tolerance Policy applies to:

1. All elected Club officials
2. All Club employees
3. All coaches
4. All managers
5. All players
6. All parents
7. All referees
8. All volunteers
9. All service providers having contact with anyone associated with the Club

All elected Club officials, volunteers, Club employees, coaches, managers, and referees must sign a form acknowledging their understanding and acceptance of the Zero Tolerance Policy. This Zero Tolerance Policy shall be posted on the Club's website at all times and communicated to parents and players at the beginning of every program cycle. Ignorance of the Zero Tolerance Policy shall not be considered a valid defence against a complaint.

STSC-11 CONFLICT OF INTEREST POLICY

Effective Date: November 18, 2019

Revision Date:



In keeping with the policies of Ontario Soccer (OS), the St. Thomas Soccer Club is committed to providing an environment in which all Directors and paid staff act honestly, in good faith, and in the best interests of the game of soccer.

Each Director is under an obligation to avoid a conflict of interest, whenever reasonably possible.

However, conflicts of interest may arise. In such situations, the Director is required:

1. To declare the conflict of interest, and refrain from voting on the issue in question
2. To absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict
3. To refrain from lobbying or participating in the decision-making process.

Each Director or employee is also required to declare a conflict even when the conflict arises after the contract or arrangement is made with the other company, firm, or organization in which the individual acquires an interest or significant involvement. In this situation, the Director/employee is to declare his or her conflict at the first meeting of the Directors held after the Director becomes interested in the other company, firm, or organization.

A Director who has any questions or concerns regarding situations of conflict of interest or potential or possibly perceived situations of conflict of interest should seek and obtain appropriate guidance and counsel from the EMSA.

Conflict of Interest shall be defined as:

The directors relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its obligations.

STSC-12 EQUITY AND INCLUSION POLICY

Effective Date: November 18, 2019

Revision Date:



Policy

St. Thomas Soccer Club (STSC) is committed to fostering respect and dignity for each of its employees and members. This policy is intended to guarantee equal opportunities and a working environment free of discrimination to all those members and employees.

Discrimination on the grounds of sex, race, ethnic origin, class, age, sexual orientation, family status, religion or disability is expressly forbidden in the workplace, in any work-related activity, in any of the employment or recruitment practices of STSC or in any OS/EMSA sanctioned soccer programs and services. In addition, STSC will take positive measures to ensure that employment opportunities are equally available to all employees and prospective employees.

Defining the Term

A. Right to Equal Opportunity

STSC prohibits any treatment which has a discriminatory effect on any person based on any of the following prohibited grounds; sex, race, ethnic origin, class, age, family status, sexual orientation, religion, or disability. In addition to the rights ensured by this policy, applicants and employees have a legal right to equal opportunities at work. Discrimination is prohibited by several pieces of legislation, including the Canadian Human Rights Act and provincial human rights acts. Providing equal opportunities also mandates that St. Thomas Soccer Club identify and address any barriers to success in and access:

- to employment at STSC; and
- to participation in sanctioned soccer programs and services.

The above mandate shall be done both in response to and prior to complaints being made about those barriers.

B. Discrimination

Discrimination is defined as any distinction that disproportionately and negatively impacts on an individual or group in a way that it does not impact on others. Whether or not such discrimination is intentional is irrelevant; the effect of the act(s) on the target of the discrimination is the relevant criterion.

1. Direct Discrimination

Direct discrimination occurs where an individual is treated less favorably than others on the basis of a prohibited ground. If, for example, a prospective employee was refused a job because STSC said that members would be uncomfortable with any one or more of the prohibited grounds of discrimination, direct discrimination would have occurred.

2. Indirect Discrimination

Indirect discrimination occurs where practices or acts not reasonably related to job requirements or participation in any STSC sanctioned soccer programs and services have a negative impact on individuals or groups on the basis of a prohibited ground of discrimination. For example, an unnecessary height restriction that eliminates most women from consideration for a job is an example of indirect discrimination.

3. Systemic Discrimination

Systemic discrimination may occur where long term practices have resulted in structures of work that disadvantage individuals because they are members of certain groups. For example, long, unpredictable and inflexible hours of work may systematically prevent women with child care responsibilities from pursuing career opportunities.

4. Adverse Effect Discrimination

Adverse effect discrimination occurs when the application of an apparently neutral law or policy has a disproportionate and harmful impact on individuals from particular social groups. For example, a dress code that required all employees or members to wear a particular type of hat would adversely impact on persons who, for religious reasons, wear turbans.

5. Retaliation

Retaliation occurs where a person has made a complaint of discrimination and the party who is alleged to have committed the discriminatory act takes further or increased harmful action toward the complainant because of that complaint.

C. Pregnancy Discrimination Is Sex Discrimination

Where opportunities are denied to a woman because of a pregnancy or an anticipated or possible pregnancy, that woman has been discriminated against on the basis of sex. Sex discrimination is prohibited.

D. Sexual Harassment Is Sex Discrimination

Sexual harassment in the workplace, either in the form of direct sexual demands or threats related to employment advantages or disadvantages, or in the form of sexist attitudes or treatment that poisons a workplace atmosphere, constitute sex discrimination and is prohibited. A workplace free of sexual discrimination is an employee's right.

STSC is committed to ensuring that no sexual harassment occurs in any work-related exchange and any club sanctioned soccer programs and services.

Any complaints concerning allegations of sexual harassment will be dealt with through the complaints process in the Ontario Soccer sexual harassment policy.

E. Special Programs

Employment discrimination involves distinctions that negatively impact on particular people or groups based on prohibited characteristics unrelated to the job. Where special programs make distinctions based on the same characteristics, but which are intended to address past restrictions and expand employment opportunities, the program is remedial rather than one that perpetuates discrimination.

F. Employment Decisions Covered

All employment decisions made by the St. Thomas Soccer Club are covered by this policy. These decisions include but are not limited to: job advertising, recruitment, hiring, remuneration, benefits, availability of support services, and availability of leave, professional opportunities and advancement. Any decisions made in any of these areas must be made on the basis of performance-based criteria such as qualifications, experience, and merit, rather than on stereotypes or any other discriminatory considerations.

STSC-13 SCREENING POLICY

Effective Date: November 18, 2019

Revision Date:



Due to the Positions of Trust that are inherent in the provision and delivery of the Programs by the Club, all Volunteers and Employees shall be required to participate in the Screening Process.

Definitions

Club – The St Thomas Soccer Club, as represented by its duly elected Board of Directors

Program – a service or activity, both indoor and outdoor, offered by the Club to its Members

Member – as defined in the Club’s By-Laws

Volunteer - an individual who is registered with the Club to undertake the provision and delivery of a Program for the benefit of the Members of the Club and has no binding contract and/or payment agreement with the Club. This includes members of the Board of Directors.

Employee (or Worker) shall mean a person who:

- a) Performs work and/or services for an employer for wages; and
- b) Works for regular pay, with income taxes, unemployment insurance premiums and government pension plan contributions withheld by the employer; and
- c) May have a job description; participate in the employer’s benefits and private pension program; or a written employment agreement with the employer; and
- d) Provides tasks which are integral to the day-to-day business of the employer; and is issued a T4 slip from the employer.

Screening Officer - a Volunteer or Employee approved by the Club who has taken the appropriate training and has been registered with EMSA to perform the Screening Process.

Duty of Care – is a legal principal that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their Members. It is important to understand that Canadian courts will uphold organizations’ responsibilities to carefully screen Volunteers and Employees. This is part of their “Duty of Care”.

Vulnerable person - is a Member who has difficulty protecting him from harm, temporarily or permanently, and is at risk because of age or being physically or mentally challenged.

Position of Trust - Within the Club, all Employees and Volunteers are considered to be in a Position of Trust, and can include any or all of the following situations:

- a. where someone has a significant degree of:
 - i) Authority or decision-making power over another
 - ii) Unsupervised access to another person and/or his or her property
- b. where the success of the Program depends on the development of a close, personal relationship between a Member and an Employee or Volunteer.

Orientation - Providing information to a Volunteer or Employee about the program they will be involved in, including rules and regulations and the code of conduct.

Senior – Players over the age of 18 as of Jan 1st of the current year.

Team Official – Any coach, assistant coach, manager, or assistant manager that will be affiliated with the team and eligible to be with the players in the technical area.

Training - a learning process, where the Volunteer or Employee is taught specific skills and expectations, which will assist them in providing and delivering the appropriate Program.

Youth – Players under the age of 18 as of Jan 1st

Purpose

The intention of this Screening Policy is to provide a safe environment for the provision and delivery of the Club's programs with minimal liability risk to the Club and those Volunteers and Employees in a Position of Trust. The Club accepts its responsibility to ensure adherences to the following Screening Policy for all its Volunteers and Employees involved in the provision and delivery of its Programs to its Members.

Scope

Screening is an ongoing process designed to:

- Identify any Volunteer or Employee who
 - Has applied to take up a Position of Trust
 - Provides and delivers a Program for the Club
 - Comes into contact with a Member of the Club
- Isolate and reduce the risks to the Club related to the activities of each Position of Trust.

The Club, through its Screening Policy, is responsible for ensuring that the most suitable applicant is approved for a Position of Trust. The Club is also obliged to take all the measures that are necessary to ensure the protection of its Members, Volunteers and Employees, and in particular any Vulnerable Person. This responsibility is not only both moral and legal, but it is mandated because of the Duty of Care principle.

The Club cannot unduly discriminate against an applicant for a Position of Trust; however, the Club has the right and the obligation to refuse potential applicants, based on the information gathered through the Screening Process. The applicant has the right to know why he or she is being refused and may appeal in writing to the Club.

Education of approved applicants in Positions of Trust with regard to potential risks is ongoing; especially with regard to abuse and harassment. Factors that increase risk to the Club and its Volunteers and Employees in the provision and delivery of its Programs may include: age of members, minimal family presence, transporting members, limited supervision, isolation, overnight trips, physical contact, close relationships and lack of organizational policies.

The intention of this Screening Policy is to provide a safe environment for the provision and delivery of the Club's programs with minimal liability risk to the Club and those Volunteers and Employees in a Position of Trust.

Policy

Due to the Positions of Trust that are inherent in the provision and delivery of the Programs by the Club, all Volunteers and Employees shall be required to participate in the Screening Process.

Positions of Trust within the Club have been ranked according to risk. The degree of risk determines how often an Employee or Volunteer must participate in the Screening Process.

High Risk Positions – every 2 years*

- All youth competitive team officials, as registered on the official OS Team Roster
- All youth FDP (Fundamental Development Program, formerly DSL) team officials, as registered on the official OS Team Roster
- All All-star team officials, as registered on the official OS Roster
- All Academy/Tournament team officials, as registered on the official OS Team Roster
- All Employees, Screening Officers and Board Members

Medium Risk Positions – every 2 years*

- All youth recreational coaches U16 to U18

Low Risk Position – every 2 years*

All other recreational team officials

All other club league officials

Mini soccer team officials

* A year is defined as January 1 – December 31

This Screening Process will include the following steps:

- a)** Receipt of a fully completed Volunteer or Employee Application form, or Team Official/Coaching form (new applicants only)
- b)** A face-to-face interview with a Screening Officer of the Club to establish the applicant's suitability and required qualifications as per the Club's written description of the proposed Position of Trust
- c)** Evidence of a Criminal Reference Check for any applicant age 18 and over
- d)** Reference Checks
- e)** Approval of the applicant by the Screening Committee
- f)** Orientation/training with the appropriate Club Director or Club Head Coach responsible for the Position of Trust (new applicants only)
- g)** Approval of the applicant by the Board of Directors
- h)** Annual evaluation
- i)** Completion of the compulsory Respect in Sports on-line OS Course.

Board Members, Screening Officers and Employees Screening Requirements:

Position of Trust	a)	b)	c)	d)	e)	f)	g)	h)	i)
Office Personnel	Y	Y	Y	Y	Y	Y	Y	Y	Y
Office Temp	Y	Y	Y	Y	Y	Y	Y	N/A	N/A
Screening Officer	Y	Y	Y	Y	Y	Y	Y	N/A	N/A
Camp Counselors	Y	N/A	Y	Y	Y	Y	N/A	Y	Y
Contract Coaches	Y	N/A	Y	Y	Y	Y	N/A	Y	Y
Board Members	N/A	N/A	Y	N/A	Y	N/A	N/A	N/A	Y

Volunteers - Screening Requirements: (RI = Recreational Indoor; RO = Recreational Outdoor)

Position of Trust	a)	b)	c)	d)	e)	f)	g)	h)	i)
RI – Youth Team Officials	Y	N/A	N/A	N/A	N/A	Y	N/A	Y	N/A
RO – Youth Team Officials	Y	N/A	Y	N/A	Y	Y	N/A	Y	N/A
Senior Recreational Team Officials	Y	N/A	Y*	Y	Y	Y	N/A	Y	N/A
Youth Rec. (Senior) Team Officials	Y	Y	Y*	Y	Y	Y	Y	Y	Y*
c) - only if a player is under 18 years of age as of Jan 1									
Youth Rec. Team Officials	Y	Y	Y	Y	Y	Y	Y	Y	Y
Competitive Youth Team Officials	Y	Y	Y	Y	Y	Y	Y	Y	Y
Academy/Tournament Team Officials	Y	Y	Y	Y	Y	Y	Y	Y	Y
Special Needs Pgm Leaders and Volunteers	Y	N/A	Y	Y	Y	Y	N/A	Y	N/A

Criminal Reference Checks

For individuals who wish to apply for or retain a Position of Trust within the Club, as identified above, a Criminal Reference Check will be required as per Ontario Soccer policy. This is an important but not exclusive element of the screening process. Please contact the office for a covering letter that is now required by the Police Department to initiate the screening process.

A Criminal Reference Check for Positions of High Risk may only be requested from the Police Services office where you reside. A Criminal Reference Check for Positions of Medium and Low Risk may be requested from the Police Services office where you reside or from myBackCheck.com. If a prospective applicant for a Position of Trust in the Club is already in possession of a Criminal Reference Check that is less than 6 months old, submission of this Criminal Reference Check with their application for a Position of Trust will be accepted.

The applicant must present, in person, the Criminal Reference Check and receipt of payment to a Club Screening Officer.

All Criminal Reference Checks will be reviewed by a Screening Officer and returned to the candidate as per the Screening Policy. Individuals with past Criminal Code convictions for certain offences will not be accepted for a Position of Trust within the Club. These offences include, but are not limited to, the following:

Lifetime Exclusion:

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality or sexual exploitation
- Procuring sexual activity

- Indictable criminal offences for youth abuse
- Any Court Order forbidding the individual to have contact with children under the age of 14
- Any convictions related to child pornography

Five (5) Year Exclusion:

- Assault
- Any Weapons offence
- Conviction under any controlled drugs and substance act
- Criminal Driving offences

Excluded Until Resolved:

- Outstanding convictions or charges pending for any violent offence
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Outstanding convictions or charges pending for sexual offences

Following review of the Criminal Reference Check, the Screening Officer and applicant will complete the Applicant Declaration and Review Form. The applicant will be reimbursed for the cost of the Criminal Reference Check. Every Volunteer and Employee approved and accepted for a Position of Trust within the Club is obliged to immediately inform the Club if he or she is charged, tried, convicted or involved in any police investigated matter related to any of the above-noted offences under the Criminal code or under other provincial or federal statutes.

All approved applicants will be asked to sign an agreement to this effect.

Appeal Process

The Screening Committee will discuss all matters of concern pertaining to an applicant's appointment to a Position of Trust. If an applicant's appointment is declined by the Committee, the individual may appeal the decision **ONLY** if there is relevant information that has not been made available. This request must be submitted to the Chair of the Screening Committee within 48 business hours of notification.

Confidentiality of Information

The Club-appointed Screening Officers have signed an Oath of Confidentiality. All information obtained by the Screening Officers from the Screening Process, including interviews, review of Criminal Reference Checks or revelations through other reference checks, will be kept confidential, to be used only for the purposes for which the applicant agrees in writing to its use.

This information may be disclosed to Volunteers or Employees assigned by the Club to make decisions about hiring or refusing potential applicants for a Position of Trust. There shall be no dissemination or disclosure of the information to any other agency, body or organization without the specific written approval of the applicant. Once the applicant is either appointed or declined the Position of Trust, all records will be either destroyed through shredding or kept in such a manner to prevent unauthorized access. (for example, in a locked cabinet with limited access).

All information relating to the Screening Process will be collected pursuant to the Club's Privacy Policy.

STSC-14 CONFIDENTIALITY and PRIVACY POLICY

Effective Date: November 18, 2019

Revision Date:



In connection with its operation of soccer programs and its soccer camps and related activities, St. Thomas Soccer Club engages in the collection of personal information. The personal information collected is largely that of children, who are the vast majority of participants in these activities, although personal information of coaches, managers, parents and others who are not employees is also collected. The information is collected to identify children, place them by age and gender in appropriate teams, communicate with children and their parents, coaches and managers regarding team activities, facilitate their participation in outside soccer events, and register them as required with Ontario Soccer.

The *Personal Information Protection and Electronic Documents Act (PIPEDA)* and the *Canadian AntiSpam Legislation* requires that rules with respect to the protection of personal information be established by organizations such as the Club. We consider this an important goal, particularly in connection with participants in our programs who are children. As such, the following rules will apply:

1. All personal information, especially with respect to children, will be kept strictly confidential. The only personal information to be collected in connection with team registration will be the child's name, address, telephone number, gender, age, date of birth, and parental contact information, including email address. For coaches and managers, the information will consist of name, address, telephone number, gender, age, date of birth, and email address, and certification information, as applicable. In addition, coaches and/or managers are authorized by the Club to request and collect health card information for children on their respective teams, for the current season only, to be used only in the case of a medical emergency, if and when a parent or guardian is not present.
2. Personal information of children, coaches and managers shall be maintained in hard copy in the Club office, and on Club computers by members of the Club's paid staff or volunteers. The office is to be kept locked when staff is not present. Archives of data files obtained from Ontario Soccer and/or information from online registration will be maintained only by Club office staff. Stored shared files with restricted access to staff only. Third parties shall not be utilized for these functions. Information shall not be stored in vehicles or other insecure locations.
3. Staff and/or members of the Board of Directors may have personal information related to the current season's players at home in hard copy or on personal home computers to facilitate initial team organization only, as may coaches and managers of teams, for the duration of the current season only. Players' personal information is to be deleted from the home computers referred to above at the end of the current season, without the retention of copies, whether computerized or hard copy. All documentation containing personal information with respect to players is to be returned at the end of the season to the Club office for shredding, except that mailing list information from previous years shall be maintained by Club office staff to facilitate continuing Club participation by players. There are no exceptions to these rules.
4. Personal information with respect to children is not to be shared with any outside club, organization, person, or entity, and in particular, commercial organizations, without the express written consent of parents, or players over 18, and of the Board of Directors. However, the

Board of Directors hereby expressly consents to coaches providing the names, addresses, ages and gender of players to (a) other clubs, to facilitate their participation in tournaments (or an interclub league), provided that the player's parents (or the player, if over 18 years of age) consents, and (b) Ontario Soccer, to maintain player registration.

5. Contact information, including children's names, parent's names, email addresses and telephone numbers, coaches' names, email addresses and telephone numbers, may be shared by coaches and managers within a team for the purpose of facilitating transportation to games, practices and tournaments. Other personal information, especially with respect to children, shall not form part of this communication.
6. Personal information regarding medical conditions, in particular, is to be kept strictly confidential, and shall not be communicated to anyone by the person receiving such information from the parent or player without the express written consent of the parent (or player, if over 18 years of age). Club office staff is not to provide personal information regarding a player to any person, other than a coach or manager who has a reasonable need to contact the parent of a child on his or her or other team. When in doubt, Club office staff should direct such inquiries to the Executive or President.
7. Any parent (or player, if over 18 years of age) is entitled to know of the existence, use and disclosure of his or her personal information and that of his or her child, and to amend incorrect information, upon request. This entitlement is subject, however, to superseding court orders. Custodial parents with court orders which have or may have the effect of precluding the other parent from having or amending such information are required to file a copy of the order with the Club office.
8. In accordance with statute and upon proper request, STSC is required to provide, a list of members to a member, or a member's attorney or legal representative. The list may only be used in connection with
 - (a) an effort to influence the voting of members;
 - (b) requisitioning a meeting of the members; or
 - (c) another matter relating to the affairs of the corporation.
9. Only with express consent does St. Thomas Soccer Club photograph and/or record children's images and/or voices on still or motion picture film and/or audio tape. The use of this material is restricted to the promotion of soccer through the media of newsletters, social media, websites, television, film, radio, print and/or display form. STSC may use team or individual pictures and will only publish a child's first name for publications/events run by the STSC. Parents/Guardians may withdraw consent from this arrangement at any time.

STSC is NOT responsible for the prevention of individual photography or videography or any other form of recording during soccer activities.
10. All inquiries, requests, and/or complaints regarding personal information and privacy issues, including photography/videography shall be directed, in writing, to the President who shall be the Club's Privacy Officer.

STSC-15 COMMUNICATION POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction

The STSC is committed to transparent and honest communication with our Membership, sponsors, community stakeholders, the leagues in which we have membership and our governing bodies (EMSA, OS, CSA). We consider communication vital to our club's success.

All official publications of the Club shall be published only under the specific authorization of the Club.

Communication includes:

- Club website
- Mail
- Email
- Media (Radio, TV, Print, Twitter, Facebook, Instagram, LinkedIn)
- City council meetings
- League meetings
- EMSA and OS meetings
- Marketing Material

Communicating with Membership

The STSC website www.stthomassoccer.com is the primary portal for communications with membership, indeed, all audiences. Executive, Board and employee contact information is listed on the club website.

Club By-Laws and Policy information is available on the website and in hardcopy at the club office.

Periodically, throughout the season, the club may either post or email information regarding club activities or events to the general membership.

Board of Directors Communications

Board and committee meeting minutes as well as financial documents are always available for viewing by club members at the club office. Minutes are not entered into the minute binder until they are approved by the board.

Wherever possible, the agenda for upcoming board meetings will be available on the website. The annual meeting schedule will be posted on the website each fiscal year, following the AGM.

An Information Circular and a Proxy Form will be emailed to all members prior to any AGM/SGM. Annual or Special General Meeting information will also be available on the club website and in hard copy at the club office. Minutes and financial reports related to an AGM/SGM will be made available for viewing at the club office.

Communications with Governing Bodies and Leagues

All communication between these organizations is made by the Club Secretary, or the appropriate Board member.

Members are requested to direct any communications for these organizations through the club rather than contacting these bodies directly. The only exception to this rule would be in the case of a STSC member, in their capacity as a team representative, attending mandatory league/team startup and/or disciplinary meetings.

Any questions of interpretation or clarification regarding EMSA, OS, CSA, or FIFA policy must be made in writing.

Communications with Media

The Board of Directors via the Club Secretary or his/her designate, must approve all communications with the Media, including Media Advisories, News Releases, Letters to the Editor, Newsletters/Magazines and Advertising.

Teams must complete a STSC Publicity Authorization Form that gives the STSC permission to publish a child's full name and picture/video in the St. Thomas Times Journal for sports news articles.

Individual photographs of youth under the age of 18 are not allowed to be posted to the Club website or social media without the express written consent of their parent/guardian.

There will be an informal review process of materials to be posted to social media sites such as Twitter, Facebook, and LinkedIn, but will be managed with the utmost respect and consideration of all existing club, district, provincial, and national policies and rules and regulations. The review process will handle and managed by the Publicity Director in conjunction with the Board of Directors.

Please refer to our Social Media and Website Policy for more information.

STSC-16 SOCIAL MEDIA & WEBSITE POLICY

Effective Date: November 18, 2019



Revision Date:

Introduction

St. Thomas Soccer Club recognizes the importance of communicating with our membership, while at the same time, being sensitive to the youth nature of our community organization.

To ensure that all online communications through the Club's social media accounts are productive and beneficial to all users and to the public at large, we require all users to refrain from:

- making defamatory, slanderous, disrespectful, hurtful, profane, obscene, threatening or illegal statements of any kind
- violating any copyright, trademark or other intellectual property rights of any person
- violating the privacy of any person, including any other user of the Club's social media accounts

The club reserves the right to:

- remove any material that it considers objectionable
- ban future posts from users who violate these Terms of Use
- reprint or quote any post along with the name and/or username of the person who made the post

STSC is not responsible for any loss, cost, damages or harm which may result from the use by any person of our website or the posting of any statements by users on our website or on the Club's social media accounts. Users of the STSC website agree to indemnify and hold the Club harmless in respect of any damages arising from any claim related to any material in such posting.

Social Media

Club staff and/or volunteers make an effort to regularly monitor posts made on the Club's social media accounts, however, staff are unable to monitor all posts at all times. If you feel that a post is objectionable, you are encouraged to contact us by email or by telephone at 519-633-2110.

The STSC's establishment of social media accounts is meant to enable the Club to employ an additional broadcast medium to reach our membership and the public-at-large, and is not meant to be used for personal social bantering.

Website

The club reserves the right to remove and decline any links if, in its view, it contains information that is detrimental to the image of the St. Thomas Soccer Club. STSC will not knowingly link to any site that carries inappropriate ads such as gambling or pornography. The site should not contain any information that is detrimental to the image of the Club.

Any member of the Board's Executive Committee can authorize an item. Any other Director can only authorize posting items that relate directly to their responsibilities and programs.

All teams must use the club site, must conform to the club's policy on web site content.

Contact information for players should never be published. A child's privacy and security will always be considered first.

Scope:

Items can be posted either by the Webmaster or by the Club Executive.

At least one week should be allowed in order to post an item. Requests to the Webmaster for an "urgent posting" should only come from a member of the Board or staff of the Club.

The Webmaster or the Club Secretary may temporarily remove any link from the STSC web site to any previously authorized location if and when they feel the content on the effected site is detrimental to the image of STSC. Once removed, the Club Secretary will determine if and when the link will be re-established.

Phone numbers, email addresses, and web site addresses will not be posted unless the individual has given permission (email is an acceptable means to provide authorization to the Club).

Teams may not develop their own web pages and request that these be linked to the club web site.

Teams will be responsible for maintaining their own pages.

All Team Facebook Pages must include one Board Member.

STSC-17 COMPLAINTS and DISPUTE RESOLUTION POLICY

Effective Date: November 18, 2019



Revision Date:

The St. Thomas Soccer Club encourages all members (players, parents, and coaches) to attempt to resolve issues in good faith prior to club intervention keeping in mind the criteria provided in our Club Code of Conduct, but understands that this is not always possible.

Encouraging open communication, STSC is committed to investigate and act fairly, and without bias upon all complaints or reports of inappropriate behavior pertaining to STSC soccer related activities.

With the majority of non-profit organizations in Canada, St. Thomas Soccer Club is a private tribunal, essentially autonomous and self-governing; deriving our authority from our “governing documents” – our constitution, bylaws, policies, procedures and rules. As a tribunal, we are also subject to the rules of procedural fairness. For example, before an organization can make a decision that adversely affects an individual, that individual has a right to know the case against them and to be given a reasonable opportunity to respond on their own behalf.

If the situation warrants, following consultation with our governing bodies, an independent review of complaints will be sought in order to maintain the fairness of the evaluation.

- If a member of the St. Thomas Soccer Club wishes to make a formal complaint about a Director, they may do so, in writing. Any such complaint is to be directed to the President of the Board.
- If the subject of the complaint is the President of the Board, the complaint may be submitted to the Executive Vice President for the investigation process to commence.
- Complaints regarding breaches of the Confidentiality Policy are to be directed to the club President who shall act as the Club’s Privacy Officer.
- The Club will immediately report all complaints of sexual abuse to the police (with the consent of an individual alleging abuse). The club will immediately report criminal activities to the police without a written complaint.
- Complaints regarding club members, staff, volunteers, coaches, players, referees, etc. that require investigation should be submitted in writing to any member of the Board of Directors of the St. Thomas Soccer Club. Contact information for Directors is available on our website at: http://www.stthomassoccer.com/board_and_staff or via the “Contact Us” option.

Formalizing Complaints

- a) Any complaint can be communicated verbally, initially, to a club official or employee, but must be followed up in writing (letter and/or email) in order to be acted upon.

- b) All complaints to the club must be in written form before a complaint is dealt with. A confirmation from STSC that the complaint has been received will be provided via email if possible; other confirmation forms may include telephone or letter.
- c) Once a written complaint has been filed with the club, a Review Committee consisting of a least three Board members will be struck to review the complaint and determine if a hearing will be required.
- d) A Board member assigned to lead the investigation into the complaint will schedule a Complaint Hearing within ten (10) business days of receipt/filing of the complaint, also providing notice to the individual(s) whom the complaint has been filed against. The individual(s) who are named on the complaint shall be contacted by e-mail and requested to appear at the Complaint Hearing.
- e) Hearings shall be conducted by three (3) Board members (members who were NOT part of the initial Review Committee wherever possible) one of whom is to be a certified Discipline Chair. If a certified Chair is not available within the club, the Region will be asked to provide a certified Chair for these purposes.
- f) The individual(s) named on the complaint is/are entitled to be present at the hearing. Only individuals called by the committee shall be allowed to participate in a hearing.
- g) Hearings can take place by way of written submissions or oral submissions and with differing degrees of formality and complexity. The main consideration will be to decide upon a process that best allows the affected individual to adequately answer the case against them given the circumstances of the complaint and the nature of the matter being considered.
- h) The committee shall then deliberate in camera following the Hearing with the individual(s) who are named on the complaint.
- i) The decision of the committee shall be communicated to the individual named in the complaint within ten (10) working day of the Complaint Hearing.
- j) Penalties can range from a permanent suspension from the club, suspension for a specified period of time, and a probationary period where the individual is allowed to continue with the club.
- k) All committee decisions are final, and the issuing of "Reasons for Decision" along with the decision is not mandatory due to legislated privacy constraints.
- l) Individual(s) who are charged with a criminal offense involving club related incidents shall be immediately suspended from the club pending resolution of the charges. No Complaint or Discipline Hearing shall take place when an individual is facing criminal charges for club related incidents. Club members who are convicted of a Criminal Code of Canada offense are subject to suspension or removal.
- m) Any individual who is convicted of a criminal offense resulting from sexual or physical abuse shall be banned for life from the club.

- n) Individual(s) who violate the Zero Tolerance Policy for non-criminal activities may apply for reinstatement to the club in writing one month prior to the end of a time specified penalty.

Dispute Resolution

Dispute resolution is defined as “the process of resolving disputes between parties”. In the case of the St Thomas Soccer Club, disputes are typically brought to the attention of the club by way of a formal complaint. Resolution is most often achieved following investigation by club officials and follow-up discussions and/or the provision of education/training with the parties involved.

Formal dispute resolution for matters of “a corporate nature” (as shown below), may be addressed through the OS Dispute Resolution Policy:

- a) The calling and holding of general meetings
- b) The presentation and approval of financial statements
- c) The nomination and election of Directors and Officers
- d) The removal of Directors and Officers
- e) The acceptance, rejection and removal of members
- f) The calling and holding of Board meetings
- g) Breaches of parliamentary procedure
- h) Other matters of a similar corporate or governance nature

STSC-18 DISCIPLINE & APPEALS POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction

The St. Thomas Soccer Club follows the discipline and appeals policies and procedures that are set out by Ontario Soccer (OS). All coaches, players and team managers are responsible for familiarizing themselves with the OS's Discipline policy, which may be found here:

<http://www.ontariosoccer.net/LinkClick.aspx?fileticket=ddkxY1qm1As%3d&tabid=4517>

In accordance with Club, Region and OS policy, the Discipline Committee will meet as set out by their annual published schedule as required. All matters brought to the Committee are confidential and will be reviewed or heard as appropriate at the next scheduled meeting following the incident. Any additional dates required will be posted on the STSC website in advance.

Discipline action may be taken against a registrant or registered organization of Ontario Soccer. All members of St. Thomas Soccer Club (players, coaches, parents, etc.) are responsible for ensuring they are familiar with Club and Governing body discipline policies.

No player or coach should serve any penalty until the Discipline Committee has rendered a decision; only the Committee can determine the extent of a penalty.

Scope:

Discipline of Registrant (in part):

4.1 A registrant is accused of an offence and is subject to discipline when:

- a) a game official reports an offence; or
- b) a registered individual or organization complains, or a complaint is received from a third party, in writing, to stscdiscipline@gmail.com that an offence has been committed which, after investigation, warrants further action by a Discipline Hearing Panel. Action shall only be taken if the complainant willingly agrees to be identified and agrees to act as a witness.

4.2.1 Misconduct must be reported, in writing, to stscdiscipline@gmail.com (as per Policy 5.0) and with which an accused party is either registered or with which the Club of the accused is affiliated. The report shall be written in the English language and include all details of the incident.

7.1 An organization may discipline by the D.B.R. System only for those misconduct types defined in Policy 9.1

The Discipline Review Panel shall: a) Read the misconduct report in order to verify that the correct charges have been identified; b) Make a decision on the charge(s) c) Render the mandatory penalty in accordance with Policy 9.0 (OS).

7.2.4 The Discipline Review Panel may:

- a) Postpone a decision to a subsequent Discipline Hearing Meeting if it determines that further clarification and/or reports are required, or
- b) Schedule a Discipline Hearing if it considers that additional charges should be laid against any registrant or registered organization. The new charges must be dealt with by the appropriate organization at a new Hearing under Policy 8.0 (OS).

Discipline of Parents and Spectators

The STSC Discipline Committee and Board of Directors reserve the right to take action against parents or spectators for breaches of the Club's Code of Conduct, Policy Against Workplace Violence & Harassment and/or Zero Tolerance Policy. Such action could include, but is not limited to, a request that the parent (and/or their child) does not attend a specified number of matches or practices, another form of reprimand such as a seasonal field ban, or, in extreme circumstances, or may lead to suspension or expulsion from the Club.

If a written complaint about the behaviour of a parent is received, a certified Discipline Chair and at least one other Discipline Committee member or Board member will review the complaint. If the Review Panel determines that the misconduct is serious and deserves further investigation, the Panel will seek the views, in writing, of the parent concerned. The Review Panel will then determine whether to refer the matter to a Discipline Committee for a full hearing.

St. Thomas Soccer Club recognizes that the support of soccer parents is vital to its success. It is anticipated that such action will be used very sparingly but STSC reserves the right to issue these penalties against parents as part of our ability to control our processes and the quality of our programs.

STSC-19 TOBACCO-FREE POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction:

The St. Thomas Soccer Club recognizes that tobacco industry products have no place in or alongside the healthy, safe activities that sports and recreation programs provide. Tobacco-free sports and recreation programs create safe and healthy environments for our youth by:

- Preventing youth from starting to use tobacco industry products
- Giving everyone a chance to perform at their best
- Protecting people from second-hand smoke
- Helping people trying to quit

Tobacco-free sports and recreation means that everyone taking part in an organized sport or recreational activity refrains from using all forms of tobacco industry products including cigarettes, chew, and other smokeless tobacco. It is a global movement endorsed by leading organizations including the International Football Association (FIFA).

Scope of Policy:

The St. Thomas Soccer Club recognizes that we have a responsibility to members, their families, staff and all visitors to provide a safe and healthy environment. Exposure to second hand smoke is harmful.

This policy applies to every person entering STSC venues; including staff, officials, players, coaches, volunteers and all other visitors.

Properties designated as tobacco-free, include – but are not limited to – the following:

- Playing fields
- Toilets and changing rooms
- Club offices
- Social functions
- Outdoor walkways used by people to access and exit the venue properties

Office Staff, Coaching staff and volunteers (incl. Board Members) will enforce the policy. Any person smoking will politely be asked to stop and be reminded about the tobacco-free policy. If the offence continues, a second verbal warning will be issued. If this warning is ignored, disciplinary action will be taken.

The St Thomas Soccer Club will not advertise, promote or allow the sale of tobacco products in any form on its premises or at sporting events under its control.

STSC-20 VOLUNTEERS POLICY

Effective Date: November 18, 2019

Revision Date:



St. Thomas Soccer Club values and relies heavily on volunteers to deliver our multi-faceted and award winning programs to the community of St. Thomas and surrounding residents. In fact, the success of community based organizations like ours, comes from the strength of our volunteers.

A major undertaking that organizations like STSC face is the challenge of attracting volunteers, engaging them in meaningful tasks, providing them with positive recognition for their time and efforts, and then retaining a majority of the volunteers for future opportunities.

Volunteer Orientation Process

The orientation process is undertaken by the Club staff and/or the Directors at the start of each season with regard to the selection of volunteers for various roles within the Club or a specific division of the Club.

While many volunteer coaches are returning, there are new coaches who need to become familiarized with the obligations/expectations associated with being a coach or team management representative with STSC.

Similarly, any changes in processes must be understood by returning coaches.

Volunteers must complete the applicable application forms and waivers (if applicable) prior to being confirmed as a suitable volunteer by the Club. As an organization that works with the “vulnerable sector”, our volunteers are subject, by policy and by law, to screening that may include Criminal Records Checks.

Recreational Team Volunteers

Coaches are required to abide by the Club’s By Laws, Policies and Procedures, that are documented in the Coaching Manuals provided seasonally.

In accordance with the OS Insurance Policy, the Team Head Coach and members of the coaching staff cannot drive players, other than their own child, to or from any soccer related event (including games, tournaments, practices, fundraisers and team social events).

Competitive Team Volunteers

Coaches, Assistant Coaches and Team Managers are required to abide by the Club’s By Laws, Policies and Procedures, that are documented in the Coaching Manuals provided seasonally by the Club.

The Board must approve all Competitive Team Management appointments. The Club Head Coach will advise all candidates of the Board decision on or before the last Monday in September. Once approved by the Board, all Team Management appointments are final.

All female youth teams must appoint a designated adult female staff member to represent the interests of female players. This staff member must be registered to the team (listed on the OS Team Roster),

must sit on the team bench at all league/exhibition/tournament games, and must be present at all team practices.

All Competitive Team Head Coaches must appoint the following mandatory team staff positions:

- Team Manager
- Emergency Medical Support

In accordance with the OS Insurance Policy, the Team Head Coach and members of the coaching staff cannot drive players, other than their own child, to or from any soccer related event (including games, tournaments, practices, fundraisers and team social events).

Other St Thomas Soccer Club Volunteers

All volunteers with STSC should receive an orientation to the Club and understand their role within it. The orientation is intended to familiarize volunteers with the Club, our history, mission, policies, processes and rules.

STSC-21 STUDENT COMMUNITY SERVICE HOURS POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction:

The Thames Valley District School Board and London & District Catholic School Boards indicates that the purpose of the Community Service requirement is to "... foster an understanding of civic responsibility; to develop a student's sense of worth as they play a role in their community; and to help young people develop their skills. The Thames Valley District School Board also views the community involvement requirement as an opportunity to celebrate the many contributions that our young people make in their communities.", and the London Catholic District School Board purpose is very similar.

The St. Thomas Soccer Club, as an active member of the community, is proud to be a recognized resource for Community Service hours for the high school students of our community. As a non-profit organization of our size, we rely heavily on volunteers to assist us in offering the wide range of programs and services that we proudly deliver to our members.

Students may earn their Community Hours with STSC in the following ways:

- Providing support to our office staff with Administrative and organizational functions in the office;
- Assist staff and Board Members at community and club events and celebrations;
- Fundraising;
- Coaching and mentoring youth teams in game and training sessions.

Scope of Policy:

One of the purposes of the community involvement requirement is to develop strong ties between students and their community, and to foster valuable and long-term relationships.

Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students are able to fulfill their community involvement activities in a safe environment.

The St. Thomas Soccer Club recognizes that we have a responsibility to our community to manage the Student Volunteer program in compliance with the requirements set forth by the School Boards. As such, we strive for consistency in our administration of the program, using the following parameters and tools.

The table below outlines the maximum number of community hours that will be recognized and approved by the St Thomas Soccer Club:

Age	Role	Games 14 Games	Practices 14 Practices	Year End	Max. Total
U3/U4	Head Coach	1.5 hrs / max 21 hrs	No Practices	2 hours	23 hours
	Assistant Coach	1 hr / max 14 hrs	No Practices	2 hours	16 hours
U5/U6	Head Coach	1.5 hrs / max 21 hrs	No Practices	2 hours	24 hours
	Assistance Coach	1 hr / max 14 hrs	No Practices	2 hours	17 hours
U7/U8	Head Coach	1.5 hrs / max 21 hrs	No Practices	3 hours	39 hours
	Assistance Coach	1 hr / max 14 hrs	No Practices	3 hours	32 hours
U9-U12	Head Coach	1.5 hrs / max 21 hrs	1 hr / max 14 hrs	4 hours	40 hours
	Assistance Coach	1 hr / max 14 hrs	1 hr / max 14 hrs	4 hours	33 hours
U14-U16	Head Coach	2 hrs / max 28 hrs	1 hr / 14 hrs	6 hours	49 hours
	Assistance Coach	1.5 hrs / max 21 hrs	1 hr / 14 hrs	6 hours	42 hours
Indoor	Head Coach	1.5 hrs / 21 hrs	No Practices	3 hours	25 hours
	Assistance Coach	1 hr / max 14 hrs	No Practices	3 hours	18 hours
All Abilities	Outdoor		1 hr per session / max 26 hours	6 hours-Tournament	32 hours
	Indoor		1 hr per session / max 26 hours		26 hours

Other volunteer activities are available for students to earn community volunteer hours. Students who participate in these activities will earn hours based on the start and end time of their volunteer shift.

To receive credit/recognition for all community volunteer hours' students must submit the appropriate form to the St. Thomas Soccer Club. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the Completion of Community Involvement Activity record². The form will be signed by the appropriate Executive or Board Member or the STSC Staff Member designated to supervise the event/activity.

STSC-22 “SHOW YOUR RESPECT” POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction:

The St. Thomas Soccer Club, along with Ontario Soccer is committed to promoting positive behaviour on and off the soccer field through the support of Coaches, Parents, Players, Volunteers and Officials.

Respect is the responsibility of each participant in soccer. STSC seeks to create an environment that is rewarding, respectful, safe and enjoyable, for all who take part through the enforcement of the Ontario Soccer's Show Your Respect initiatives:

All members of the STSC are required to adhere to this policy of Respect and will abide by the standards established in the Club by-laws, all Club policies, including STSC and OS Discipline policies.

Scope of Policy:

Board Members, Screening Officers and Employees

- Code of Conduct - All Board members, Screening Officers and Employees are to sign the Club Code of Conduct waiver and hand them to club officials for filing, annually
- Zero Tolerance - All Board members, Screening Officers and Employees are to sign the Club Code of Conduct waiver and hand them to club officials for filing, annually
- Respect in Soccer Certification Program (mandatory for all)

Volunteer Coaches, Assistant Coaches, Managers (Competitive and All Star)

- Code of Conduct – All team officials are to sign the Club Code of Conduct waiver and hand them to club officials for filing, annually. This is done by way of the OS/Club registration waivers.
- Zero Tolerance – All team officials are to sign the Zero Tolerance waiver and hand them to club officials for filing, annually. This is done by way of the OS/Club registration waivers.
- Respect in Soccer Certification Program - Mandatory for all Competitive team officials, only mandatory for the team head coach in All Star, in accordance with the Club's Screening Policy.

Players

- Code of Conduct – Players over 18 or Parents/Guardians of youth players “sign off” on the Club Code of Conduct during registration by way of the OS/Club registration waivers.
- **Zero Tolerance** - Players over 18 or Parents/Guardians of youth players “sign off” on the Zero Tolerance waiver during registration by way of the OS/Club registration waivers.

Parents/Spectators

- Code of Conduct – see Players above. Upon registration of a youth player, the parent provides the Code of Conduct and Zero Tolerance consent.
- In accordance with the Club Code of Conduct, ALL coaches (regardless of program) are responsible for the conduct of their team
- Respect in Soccer Certification Program - Mandatory for all Competitive team parents

STSC-23 RECREATIONAL PROGRAM POLICIES

Effective Date: November 18, 2019

Revision Date:



Equal Playing Time for Recreational

The major aim of the St. Thomas Soccer Club is to promote, develop, and govern the game of soccer in the City of St. Thomas. One of the ways to achieve this is to provide equal playing time for all players participating in our Recreational/House League program. All Directors, Coordinators and Coaches should ensure that this policy is followed. We ask that parents monitor this policy as it applies to their child/children. If a parent believes that their child is not being treated fairly, they should discuss their concern(s) with his/her coach. Should the concern(s) not be effectively addressed, the parent should contact (in writing) the appropriate house league director.

'Playing Up'

- For Recreational U13 and under: A personal interview with the Technical Director and the appropriate Recreational Director, before approval can be given. Players may play up one age division only.
- For Recreational U14 and older: players may play up a maximum of two (2) age divisions, or in a division with players up to two (2) years older, with permission of the Technical Director and the appropriate Recreational Director. Exceptions (e.g. a division with three (3) age divisions) may be granted with Board approval only.

Players must be physically capable of competing in the older division.

A waiver is required from the parent/guardian expressing approval of playing up.

'Play Down'

'Play Down' permission to a younger division will be granted to a player when:

- The request is for a Special Needs player
- A personal interview is completed with the Technical Director and the appropriate Recreational Director
- The Player is physically capable of competing in the division directly below (of comparable size).
- A health certificate from a medical professional is received.
- A letter of consent is received from the parent/guardian, expressing approval of 'playing down'.

'Play With' Requests

The Club does not accept 'Play With' Requests.

Recreational Call-Up Guidelines

Promotion of a Recreational Player to Competitive Play

A Recreational Team Head Coach may not refuse permission for the transfer of a Recreational player to a Competitive team.

Fundraising

The Club does not permit Recreational Team fundraising

Field Availability

Teams are not allowed on any soccer fields in St. Thomas (municipal or school) prior to the official release of fields by the City of St. Thomas and subsequent authorization by the Club.

STSC-24 COMPETITIVE PROGRAM POLICIES

Effective Date: November 18, 2019



Revision Date:

Team Registration

The Board of Directors, based on the recommendation of the Club Head Coach, must approve the choice of League, the number of Competitive Teams and the level of entry in a League.

All teams shall abide by the rules of the League in which they are registered.

Team Try Outs

The try-out process must observe Club By-Laws, Policies and Procedures.

The Team Head Coach must provide a player at least three (4) try-out opportunities before making a decision to either offer or decline a position on the team.

The Team Head Coach must release a candidate player no later than the conclusion of the "Spring" Try-Out.

Team Meetings and Communication

Before the start of each season (indoor and outdoor), a Team Meeting must be held. The respective Club Competitive Director must be invited.

Meeting minutes must be provided to the parents/guardians and respective Club Competitive Director within one week of holding the meeting.

The meeting will require parent/guardian approval on a number of topics and therefore parents/guardians of at least half the players must be present to form a quorum.

Team Name

All Competitive Teams shall be named "St. Thomas Reds"

In the event of more than one (1) team in the same age division, the teams will be further identified as 1,2,3, etc.

Team Events and Fundraising

All teams must apply for approval of all team events, including fundraising. Approval must be obtained before any venues are booked or expenses are paid. Failure to obtain approval from STSC for the event or fundraiser will negate any insurance coverage.

Team Sponsorship

The Club will not provide tax receipts for sponsor donations given directly to the teams. Sponsors requiring club receipts have to be club sponsors.

Playing Time

Available Playing Time The time each player attends practices and games. Players reduce their Available Time by missing practices or games.

U12 and Under (Rec)

In each game, each player must play at least 25% of each game. Over the course of the season, each player must play a minimum of 50% of his/her Available Time.

By the end of the season, a player must not play more than 25% of his/her Available Time in goal, regardless of whether the player/parent/guardian has expressed interest to only play in goal.

Competitive Teams – U10-U12

In league, including Cup rounds (if applicable) and tournament games, all players must play in each game and by the end of the season must play a minimum of 50% of their Available Time.

By the end of the season, a player must not play more than 50% of his/her Available Time in goal, if the player has expressed interest in playing in other positions.

All players must play in each game they attend, unless they have missed a significant number of practices and the Team Head Coach has given sufficient written warning to the player and parents/guardians.

Teams U13 and Older

All players should be treated fairly. Players playing less than the average playing time of the team should be told why and the reason must be justified

When a player will have relatively less playing time than other players, the player and parents/guardians must be informed in writing prior to the registration of the player.

Players must play at least 25% of their Available Time, unless they have missed a significant number of practices and the Team Head Coach has given sufficient written warning to the player and parents/guardians.

‘Playing Up’

A personal interview must be held with the Technical Director and the appropriate Competitive Director before approval can be given. All decisions will be made in accordance with Ontario Soccer guidelines.

The player must demonstrate that he/she can play at the level of the top 25% of the best players of the older age.

A player may be approved to play up one (1) age division only.

U13 and older, players may play with or against other players that are two (2) age divisions older, for the purposes of training, player development, exhibition games, showcase games, or other STSC organized activities with the approval of the Club Head Coach and appropriate Competitive Director.

Referee Fees

The Club provides each Senior Competitive team with outdoor league referee fees (and League Cup games, as required).

Team Uniforms and Team Attire

The Board of Directors will approve as part of the annual budget, the make-up of the Competitive team uniform.

Competitive players will receive, at a minimum, two (2) jerseys (2nd jersey to be returned at the end of the outdoor season), one (1) shorts and one (1) pair of socks. Competitive teams may wear alternate uniforms only if there is a clash of colour with the opponent team. Red jerseys are to be worn for ALL home games. If the visiting team does not have an alternate jersey, they should wear pinnies.

All teams/team members must use the Club issued or Club approved equipment and apparel at all times when representing the Club.

Exhibition Games

Teams must abide by the rules and procedures of the EMSA and OS when organizing and playing Exhibition Games (games that are not a regularly scheduled league game, Ontario cup game or tournament game), this includes exhibition games and/or scrimmages between STSC teams. Failure to adhere to these policies may result in OS mandated discipline of coaching staff. The OS prohibits teams from participating in Exhibition Games with teams not registered with Ontario Soccer. This includes elementary, high school, college and university teams.

Team Travel

The Club will follow the OS rules for team travel

Field Availability

Teams are not allowed on any soccer fields in St. Thomas (municipal or school) prior to the official release of fields by the City of St. Thomas and subsequent authorization by the Club.

STSC-25 EMERGENCY RESPONSE SERVICES PROTOCOLS

Effective Date: November 18, 2019

Revision Date:



Introduction

As in any physical participation sport, soccer has an inherent risk of injury. We encourage parents, coaches, AND players to work in partnership to ensure that each team has formulated an emergency plan and know the club's EMS Protocols. EMS protocols include:

- Calling 911 – providing the correct address when requesting an ambulance
- Ensuring that people are posted to direct the EMS responders as close to the location of the injury as safely as possible

Should any such injury occur, requiring a 911 call for emergency care, it is important that emergency vehicles have an access route that brings them in close proximity to where the injury has taken place.

An emergency plan is necessary regardless of the age of the players, or where they are playing; it also pertains to practices as well. While injuries or serious incidents are rare, when something does happen there may be panic and confusion due to lack of preparation. A bad situation can be made much better with a little simple planning.

Your team's plan will address a variety of points, including:

- Who on the team is designated to take charge during an emergency situation? And who is their backup?
- Does everyone know the emergency plan? Where is the nearest phone? Who will actually make the call to 911?
- How do we get the paramedics and ambulance to the injured player? Did we designate a team member to direct them to the specific field?
- Who will go for help if the coach is with an injured player? Who will supervise players if the coach has to call for help?
- Does the coach have all the emergency contact phone numbers (preferably cell numbers) for everyone on the team?

Taking your emergency plan seriously alleviates some of the pressure from the coach, and also ensures your team will be better prepared when seconds count.

For Parents: If you are not staying to observe practices or games, please ensure that the coach has a way to reach you during the next 30 - 90 minutes!

Athletic Park – St. George St. St. Thomas ON Ambulance access to all fields at Athletic Park is through the gate on the East side of the parking lot leading up to the Snack Bar area. A key to open the lock on the is located at the snack bar.

ACCESS FOR AN EMERGENCY VEHICLE IS THE ONLY CIRCUMSTANCE IN WHICH THE GATE SHALL BE OPENED WITHOUT PRIOR CONSENT FROM THE STSC.

Please follow the procedure outlined below:

- 1) Contact 911 emergency, describe the nature of the injury and request for an ambulance;
- 2) To facilitate a timely response, ensure to provide dispatch with the Athletic Park address (above);
- 3) After the call has been made, enlist the assistance of three (3) people (coaches, assistant coaches, managers or spectators) to assist by providing three (3) connection points to direct the expected emergency vehicle;
 - a. At the entrance to the park;
 - b. At the unlocked gate entrance towards the Snack Bar;
 - c. In front of the Snack Bar area.

As per the STSC policy, it is a requirement of a STSC team official to file an injury report for any STSC member.

STSC-26 CONCUSSION POLICY

Effective Date: November 18, 2019

Revision Date:



Head injuries in children's sports have become an increasing focus for both parents and sports officials alike. In order to try to ensure a consistent approach to dealing with head injuries, STSC has developed a protocol for coaches and parents to follow when a player suffers an injury.

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur in **any sport**.

Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

STSC Policy

In order to help protect the soccer players, the St. Thomas Soccer Club has mandated that all our soccer players, parents/guardians and coaches follow the Concussion Policy.

1. A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.
2. A youth athlete who is suspected of sustaining a concussion or head injury may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider.

The Facts

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability

- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Confused about assignment
- Is unsure of game, score, or opponent
- Moves clumsily or displays un-coordination
- Answers questions slowly
- Any change in typical behavior or personality
- Shows behavior or personality changes
- Vacant facial expression
- Forgets plays
- Can't recall events after hit
- Seizures or convulsions
- Slurred speech
- Loses consciousness
- Can't recall events prior to hit

If you think a child/player has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. Medical evaluation should be sought.

What can happen if a child/player keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student athlete's safety.

STSC-27 LIGHTNING SAFETY/SEVERE WEATHER POLICY

Effective Date: November 18, 2019

Revision Date:



July 2017 – Canada Soccer - Lightning Safety/ Severe Weather Policy

When thunder roars, go indoors!

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Canada Soccer. By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling

If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one. Stay inside for 30 minutes after the last rumble of thunder.

Additional Information

Please note the following recommendations from Environment Canada:

- **To plan for a safe day, check the weather forecast first.** If thunderstorms are forecast, avoid being outdoors at that time or make an alternate plan. Identify safe places and determine how long it will take you to reach them.
- **Watch the skies for developing thunderstorms and listen for thunder.** As soon as you hear thunder, quickly get to a safe location. If you can hear thunder, you are in danger of being hit by lightning. More people are struck before and after a thunderstorm than during one.
- **Get to a safe place.** A safe location is a fully enclosed building with wiring and plumbing. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If no sturdy building is close by, get into a metal-roofed vehicle and close all the windows.
- **Do not handle electrical equipment, telephones or plumbing.** These are all electrical conductors. Using a computer or wired video game system, taking a bath or touching a metal window frame all put you at risk of being struck by lightning. Use battery-operated appliances only.
- **If caught outdoors far from shelter, stay away from tall objects.** This includes trees, poles, wires and fences. Take shelter in a low-lying area but be on the alert for possible flooding.

Be aware of how close lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment and its distance from the observer.

When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased.

Know where the closest “safe structure or location” is to the field or playing area and know how long it takes to get to that safe structure or location. Safe structure or location is defined as:

- Any building normally occupied or frequently used by people, i.e., a building with plumbing and /or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.

In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. Do not touch the sides of any vehicle!

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body’s surface area and the ground! Do not lie flat! If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to landline phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

When considering resumption of any athletics activity, wait at least thirty (30) minutes after the last flash of lightning or sound of thunder before returning to the field.

First aid for lightning victims

Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

- **Lightning victims do not carry an electrical charge and can be safely handled.**
- **Call for help.** Victims may be suffering from burns or shock and should receive medical attention immediately. Call 9-1-1 or your local ambulance service.
- **Give first aid.** If breathing has stopped, administer cardio-pulmonary resuscitation (CPR). Use an automatic external defibrillator if one is available.

For additional information the following websites are helpful:

<http://www.ec.gc.ca/foudre-lightning/default.asp?lang=En&n=57412D67-1>
www.weatheroffice.gc.ca/lightning

STSC-28 EXTREME HEAT POLICY

Effective Date: November 18, 2019

Revision Date:



Like most clubs, St. Thomas Soccer Club does not cancel soccer games due to extreme heat, but permits parents to make individual decisions on player participation. Much of the information below was gathered from the OS 2010 "Heat Alert" document.

"The goal in participating in hot weather is to avoid fluid loss from the body, or dehydration."

The following recommendations are some key guidelines for soccer participation in the heat:

1. **Avoid dehydration - Includes the need to pre-hydrate and post-hydrate**

- 3 hours prior to the game, drink at least 16 oz or 500 ml of water as a series of sips over the next 60 minute period
- 2 hours prior to the game, drink at least 8 oz or 250 ml of water as a series of sips over the next 60 minutes
- During the game drink at least 4- 8 oz of water for every 20 minutes of play
- Immediately after the exercise, drink at least 16 oz or 500 ml of water or an electrolyte replacing drink
- 1 hour after a training session or game consider drinking 16 oz or 500 ml of skim milk or chocolate milk for protein and muscle repair

2. **Water Breaks**

Referees have been advised that a water break **MUST** be provided at the mid-point of each half of play. The half-time (water break) should be a minimum of 5 minutes, but where possible, 10 minutes in duration (to allow for maximum water intake). This requirement is even more pronounced when teams are "short-handed" or do not have the full complement of substitutes.

Water breaks are mandatory and cannot be removed by coach request.

3. **Heat Injury Indicators**

Coaches, parents and players should be aware of the following list of indicators that players may be experiencing some level of "heat injury":

- Flushed face
- Hyperventilation or shortness of breath
- Headache
- Dizziness
- Tingling Arms
- Goose Bumps
- Chilliness
- Poor coordination
- Confusion, agitation or uncooperativeness

Finally, while players (other than the goalie) are not permitted to wear hats during the actual game, players who are sitting off should be actively encouraged to wear a hat.

STSC-29 CAST POLICY

Effective Date: November 18, 2019

Revision Date:



St. Thomas Soccer Club adheres to the Cast Policy as outlined by Ontario Soccer on behalf of the Canada Soccer.

Law 4 states that a player may not use equipment that is dangerous to himself or another player. This is further expanded upon in the Interpretations of the Laws of the Game whereby it is advised that players may use equipment that has the sole purpose of protecting the individual physically providing that it poses no danger to the individual or any other player.

Modern protective equipment made of soft, lightweight, padded materials are not considered dangerous and are therefore permitted.

Hard plaster casts are considered to pose a danger to both the wearer and other players and are not permitted to be worn. The practice of padding a hard plaster cast does not reduce the element of danger.

Players wearing a soft, lightweight, cast will be permitted to play if the cast does not present a danger to the individual or any other player. The Club Head Referee (if one has been appointed to the match/tournament) will make the final decision as to the acceptability of any cast.

STSC-30 ANTI-DOPING POLICY

Effective Date: November 18, 2019

Revision Date:



In keeping with the policies of Canada Soccer and in conjunction with the World Anti-Doping Code, the St. Thomas Soccer Club is committed to providing an environment in which all athletes participate in the sport of soccer free of banned substance

Source: http://www.canadasoccer.com/files/2012_Rules_NationalCompetitions.pdf

Pg 3 1.10 The CSA has an official Anti-Doping Policy. Any athlete who is a member of a National Sport Organization or Provincial Sport Organization or League or Club so registered shall be eligible for unannounced testing. A list of banned substances can be obtained from www.cces.ca.

Source: <http://www.canadasoccer.com/anti-doping-program-s15641>

The Canadian Anti-Doping Program

The **Canadian Centre for Ethics in Sport (CCES)** is the custodian of the **Canadian Anti-Doping Program (CADP)**; the set of rules that govern anti-doping in Canada. The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.

Canada Soccer (CS) has adopted the CADP which means that you can be confident that you are part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field. Canada Soccer's anti-doping policy reflects and supports the CADP.

While the CCES administers anti-doping for the Canadian sport community, you may also be subject to the rules of your international federation. Learn more about FIFA's anti-doping policies and procedures.

The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:

- Know your rights and responsibilities as an athlete with regard to anti-doping.
- Always comply with a testing request if you are notified for doping control.
- Check all medications and products before taking them to ensure they do not contain ingredients that are banned.
- Verify your medical exemption requirements.
- Do not take supplements, but if you do, take steps to minimize your risk.
- Get the latest news. Sign up to receive CCES media releases and advisory notes.

Additional resources and information

- The CCES AthleteZone is a hub of resources and information for athletes and their support personnel.
- The Global DRO provides athletes and support personnel with information about the prohibited status of specific substances based on the current WADA Prohibited List.
- Physicians and medical personnel are encouraged to use the CCES DocZone for targeted medical information.

- Read more about the Canadian Anti-Doping Program.
- The World Anti-Doping Agency works towards a vision of a world where all athletes compete in a doping-free sporting environment.
- The CCES is a proud and active member of the True Sport Movement - a movement that is based on the simple idea that good sport can make a great difference.

For additional resources and more about anti-doping, please contact the CCES

Email: info@cces.ca

Call toll-free: 1-800-672-7775

Online: www.cces.ca/athletezone

Report doping via the Report Doping Hotline

Call toll-free: 1-800-710-CCES

Online: www.cces.ca/reportdoping

STSC-31 RISK MANAGEMENT POLICY

Effective Date: November 18, 2019

Revision Date:



Introduction:

The St. Thomas Soccer Club Board of Directors, on behalf of our membership, is dedicated to a level of management in accordance with the best administrative and governance practices as accepted by the EMSA and Ontario Soccer.

These practices, as published in the September 18, 2013 publication by Grant Thornton, on behalf of the OS titled “Best Administration and Governance Practices Guide – Suitable for Clubs and Districts of Ontario Soccer” provide critical information pursuant to internal policies and practices within the soccer community, in the following areas:

- Budget Preparation
- Financial reporting
- Operations reporting
- Good Governance Practices
- Risk management
- Contracts
- Human resources practices
- Internal financial controls
- Fraud
- Record keeping

STSC has in place, and will maintain practices, processes and controls, that will meet the standards in the “Best Administration and Governance Practices Guide”.

- Strategic risk
- Governance/leadership risk
- External risk
- Operational and program risk
- Financial risk
- Compliance risk
- Information Technology risk
- Reputational risk

Some of the STSC policies that exist to address specific areas of risk within our sport/organization include:

- Code of Conduct
- Conflict of Interest Policy
- Concussion Policy
- Confidentiality and Privacy
- Discipline and Appeals

- Emergency Response Services Protocol
- Equity and Inclusion Policy
- Extreme Heat Policy
- Finance Policy
- Lightning Safety/Severe Weather
- Policy Against Workplace Violence & Harassment
- Screening Policy
- Zero Tolerance

APPENDIX 1 – Refund Request Form

Player's Name _____	
Address _____	
City _____	Postal Code _____
Phone # (Home) _____	Phone # (Cell) _____
Season (Indoor) _____	(Outdoor) _____
Cheque Payable to: _____	
Address Same as Above Y / N	Alternate Address _____
Reason For Refund _____	
Parent Signature _____	
Print Name _____	
Date of Request _____	
Office Use Only	
OS Registration Number _____	
Amount Paid _____	Cash / Cheque / Online _____
Admin Fees _____	Office Fees _____
Net Fees _____	Uniform Cost _____
	Picture _____
	Award _____
	League Fees _____
	Family Discount _____
Total _____	
Date _____	
Authorized By: _____	

APPENDIX 2 – Nomination Form

Contact Information	
Name	
Address	
City	Postal Code
Phone	
E-mail	
Position of Interest	

Competencies – Please check all past experiences and competencies			
<input type="checkbox"/>	Previous Volunteer Board Experience	<input type="checkbox"/>	Accounting/Financial Analysis
<input type="checkbox"/>	Legal Expertise	<input type="checkbox"/>	Business Planning & Development/ Fundraising
<input type="checkbox"/>	Corporate Governance	<input type="checkbox"/>	Strategic Planning
<input type="checkbox"/>	Marketing/Sales	<input type="checkbox"/>	Management Experience
<input type="checkbox"/>	Corporate Sponsorship	<input type="checkbox"/>	Member Relations/Communications
<input type="checkbox"/>	HR/Performance Management/Compensation	<input type="checkbox"/>	Project Management
<input type="checkbox"/>	Risk & Controls	<input type="checkbox"/>	Knowledge of Soccer Locally/Provincially/Nationally
<input type="checkbox"/>	Municipal Planning Acts & Regulations	<input type="checkbox"/>	Knowledge of other community sports organizations
<input type="checkbox"/>	Familiarity with Long Term Player Development (LTPD)	<input type="checkbox"/>	Community/Public Relations
<input type="checkbox"/>	Government Relations/Understanding Local Political Environment	<input type="checkbox"/>	

Director Core Requirements	
Over and above the competency matrix, we require the following core requirements of all board members	
Confidentiality	Integrity and accountability
Sound Judgment	Independence and impartiality
Solid communication skills	Analytical skills
Decision making skills	Strategic thinking
Relationship building	Initiative
Collegiality	Holds Club interest over self-interest

Are you currently free of any bankruptcy proceedings?	Yes
Can you provide proof of valid security clearance/vulnerable sector screening (policy check)?	Yes

Please provide a brief explanation why you would like to join the Board of Directors, your educational background and work experience.

Commitment

- Board members are required to attend all board meeting, teleconference calls and committee meetings, barring extenuating circumstances
- The Board of Directors meets once a month for approximately 3-4 hours
- Preparation and review of board materials is required in advance of meetings
- During the month there may be interim teleconference calls or occasional special item meetings
- Each board member is normally expected to join at least one committee. Committees may require a commitment of 3-5 hours per month, taking into account meetings and preparation work.

Acknowledgement and Signature

By submitting the nomination application form, I acknowledge that, to the best of my knowledge, I meet the core requirements as stated above. I confirm the truth and accuracy of the information I have presented in this application. If approved by the Board of Directors, I agree to attend the St Thomas Soccer Club Annual General Meeting and present myself to the membership as a nominee for the Board.

Applicant Name

Signature

Date

Member endorsement (please print and sign)

QUESTIONS may be sent to the Nomination Committee via the Club Secretary at stthomassoccersecretary@gmail.com

Completed applications may be forwarded to STSC by hand delivery addressed to "Club Office" or e-mailed to: stthomassoccersecretary@gmail.com

APPENDIX 4 – Volunteer Application Form

This form is to be completed by all individuals wishing to volunteer their time with the St. Thomas Soccer Club. The STSC relies on volunteers to organize and run its many soccer programs, activities, and events. Thank you for applying to volunteer at the STSC.

Name: _____
Email: _____
Home Phone: _____
Work Phone: _____

If you are applying for a volunteer position on your child’s team, please also complete the following:

Coach

Assistant Coach

Name of Child: _____
Division: _____

I would like to help out with the following STSC events:

- Picture Day
- Mini-Fest
- Year-End Tournament
- Other (Please Specify)

I would like to sit on the Events Committee. This committee meets once a month and helps to plan upcoming events.

Yes

No

Please email the completed form as an attachment to stthomassoccersecretary@gmail.com

APPENDIX 5 - Recreational Play Up Waiver

In accordance with St. Thomas Soccer Club Policies, any recreational player who wishes to ‘Play Up’ a division must have read and acknowledged the eligibility criteria below.

‘Playing Up’ Eligibility

The St. Thomas Soccer Club encourages our players to play in their appropriate age division. The following requirements must be met in order for a player to be granted permission to play in an older age group division:

- For recreational:
 - o **U13 and under:** A personal interview with the Technical Director and the appropriate Recreational Director, before approval can be given. Players may play up one age division only.
 - o **U14 and older:** players may play up a maximum of two age divisions, or in a division with players up to 2 years older, with permission of the Technical Director and the appropriate Recreational Director. Exceptions (e.g. a division with three (3) age divisions) may be granted with Board approval only.
- Players must be physically capable of competing in the older division.
- A letter of consent is required from the parent/guardian expressing approval of playing up.

Player Name: _____

Date of Birth: _____

Regular Age Group of Play: _____

Requested Age Group of Play: _____

PLEASE NOTE: Completion of this waiver will be considered to adequately meet the needs of the St. Thomas Soccer Club in determining consent from the parent/guardian.

This play up request is permanent for the current season only and is not reversible.

Parent/Guardian Name	Parent/Guardian Signature	Date
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Head Coach Name	Head Coach Signature	Date
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Recreational Director Name	Recreational Director Signature	Date
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APPENDIX 6 – Expense Form

Payable to: _____ **Date:** _____

Requested by: _____ **Telephone:** _____

Reason:

Address where cheque is to be mailed: _____

All original receipts must be attached for reimbursement.

Signed by: _____ **Total: \$** _____

Print Name: _____

Internal Use Only

Approved By: _____ **Date:** _____

Receipts Attached? Y/N

Date Cheque Written _____ **Cheque #** _____

Signed – entered into computer _____

APPENDIX 7 – Special Incident Reporting Form

This form must be submitted to the appropriate Club authority within 48 hours of the game or earlier if stipulated by the policies or procedures of the Club. This form is to be used to report a special incident (including injury) that occurs during a Recreational Season Game, Practice Scrimmage or an unofficial Competitive Scrimmage. This form may be submitted via email or delivered to the Club in person.

Please Note: Referee Special Incident Reports are NOT to be done on this form. Refer to www.stthomassoccer.ca or www.ontariosoccer.net for the appropriate form.

Please Note: Injury Claims for accidents, meaning, injuries incurred during a sanctioned Competitive game for which an insurance claim is being made, are NOT to be done on this form. Refer to www.stthomassoccer.ca or www.ontariosoccer.net for the appropriate form.

Game Details			
Occurrence Date:		Game Type:	
Recreational:	Competitive:	Age Group:	
Location:			
Home Team Name:			
Reported By:		Phone/Email:	
Incident Details			
The incident occurred:	<input type="checkbox"/> Before the Game <input type="checkbox"/> During the first half <input type="checkbox"/> At half time	<input type="checkbox"/> During the second half <input type="checkbox"/> After the game	

Name	Team	Position	O.S.A. Registration #
Description of Incident			

APPENDIX 8 – Injury Waiver

By signing this document you will waive certain legal rights, PLEASE READ IT CAREFULLY.

Name of Participant: _____ **Age:** _____ **Date of Birth:** _____

IN CONSIDERATION of allowing my minor child/ward to participate in the programs, activities and events of The St. Thomas Soccer Club, **I ASSURE TO YOU THAT:**

1. I am the parent/guardian of the above named participant having full legal responsibility for decisions regarding the above named participant.
2. I realize that soccer is a vigorous physical activity that involves running, jumping, and rotation; violent body contact; and rapid directional change. I hereby acknowledge that I am aware of the risks and hazards associated with or related to soccer.
3. By way of this waiver, I am consenting to my child/ward playing with:

___ Prescription glasses as opposed to recommended sport safety glasses;

___ A hard brace to support limbs (e.g.: knee braces, ankle braces, etc.)

___ Other: _____

and I am aware of the additional risks associated to these individual circumstances.

I UNDERSTAND AND AGREE, on behalf of myself, my heirs, assigns, personal representatives and next of kin that my signing of this document constitutes:

4. I agree to accept all the risks and hazards and be responsible for any injury or other loss which my minor child/ward might receive while participating in these events, activities and programs.
5. Further, in recognition of the importance of shared responsibility for safety, I willingly agree to comply with the program's stated and customary terms and conditions for participation. In order to properly protect my own child's safety and that of fellow participants, I agree to follow the rules as well as any others that may be given by my child's coach, official or any other agent of the St. Thomas Soccer Club. Thus, if in the opinion of the qualified game official, such consideration is being abused or is becoming hazardous, my child/ward may be removed from play for the duration of a specific event.
6. If something happens to my child/ward, I release the Organizers of responsibility for any claims, demands, actions and costs which might arise out of my child/ward's participation. I understand "Organizers" to mean: Ontario Soccer, Elgin Middlesex Soccer Association, St. Thomas Soccer Club and their directors, officers, members, employees, volunteers, officials, participants, agents, sponsors, owners/operators of facilities, and representatives.

I ACKNOWLEDGE MAKING THIS AGREEMENT

By signing and dating below, I agree that I am the parent or legal guardian of the player referenced above and to be bound by this Legal Agreement even if I have not read the agreement.