

**WHITBY IROQUOIS SOCCER CLUB**  
**Policies & Procedures**

**2006 Edition**

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## OVERVIEW

The policies and procedures outlined in this document having been officially approved by the Board of Directors serve to provide Whitby Iroquois Soccer Club stakeholders (Directors, staff, team officials, referees, convenors, players and parents) with guidelines and directions on a variety of topics in accordance with Club policy. This document will be subject to annual review and update as required; the Board of Directors must approve updated versions before they take effect.

These policies and procedures will enhance, support and comply with existing policies and procedures as adopted by the governing bodies (DRSA, OSA, CSA , CONCACAF and FIFA)

## CLUB COLOURS, LOGO & TEAM NAMES

The official colours for WISC competitive teams are gold (pantone number 116C) and blue (pantone number 293C).

Home uniforms: gold shirt, blue shorts, gold socks

Away uniforms: blue shirt, blue shorts, blue socks

Logos and sponsors information must be emblazoned on WISC competitive team apparel as follows:

Blue screening on gold jerseys

White screening on blue jerseys

No deviation is permitted unless home team is required to change due to colour conflict as per applicable League or tournament rules. Failure to comply may result in discipline.

The WISC logo represents the Club's brand and the Club image. It can only be used with approval of the Board of Directors. Individual teams are not permitted to use the logo (for apparel, communication, sponsorship, fundraising etc.) without prior approval of the Board. Deviations from the logo's standard colours as cited above are not permitted under any circumstance. The standard club logo will be available in electronic format from the Club Office.

All teams **MUST** use Club issued or Club approved equipment and apparel at all times when representing the Club. Failure to comply may result in discipline.

All competitive teams within the organization will be known simply as **Whitby Iroquois**. The distinguishing factor for each of the competitive names will be age group, "rank" and gender.

Example: Whitby Iroquois U14A Boys

No use of other nicknames (e.g. Wolverines, Strikers, Wild etc.) will be permitted on league registration, team apparel, and gear or used in any manner to identify WISC competitive teams.

Failure to comply may result in discipline.

## VOLUNTEER SCREENING

**All team officials (including but not limited to Coaches, Assistant Coaches, Managers), Board Members and Club Staff will be subject to the Volunteer Screening Policy.**

*From Section 25, Durham Region Soccer Association (DRSA) Policies & Procedures, December 2003*

## **Volunteer Screening/ Harassment Officers**

The DRSA will implement the guidelines and policies of the OSA for Volunteer Screening and Harassment Policy.

The appointed Harassment Officers for the District must submit to Screening Process and attend an OSA Harassment Training Session prior to assuming their duties. The Harassment Officers are deemed Medium Risk and must comply with the following screening measures;

- Application Form (with references)
- Police Records Check

If the DRSA is without a qualified Harassment Officer or a case is submitted and the District Harassment Officer are deemed to have a conflict of interest, the harassment case must be submitted to the OSA or another District for investigation.

All Youth Clubs must have two Volunteers Screening Officers, trained by a qualified OSA trained Harassment Officer. Notification in writing must be submitted by all Youth Clubs when these officers have been replaced and they will not be recognized as Volunteer Screening Officers until training has been completed.

WISC Volunteer Screening Officers must attend volunteer screening seminars as offered by the DRSA at least once per year.

The following policy will be implemented by the DRSA for the 2004 Outdoor Season and must be adhered to by all Youth Clubs, where applicable.

1. All staff members of Representative, Travelling (i.e. DBSL or DGSL) and All Star Teams are deemed High Risk Position and must comply with the following screening measures:
  - Application Form complete with 3 references, which must be verified
  - Interview by Selection Committee
  - Police Records Check
  - Evaluation by Club
2. All Recreational Team Officials (16 to 18) are deemed Medium Risk and must comply with the following screening measures:
  - Application Form complete with references, which may be verified at the discretion of the Club
  - Police Records Check
3. All other Recreational Team Officials and Mini Soccer Team Officials are deemed Low Risk and must comply with the following screening measures:
  - Application Form complete with references, which may be verified at the discretion of the Club
  - Police Records Check
4. All Star Select teams and Recreational Team Official (16 to 18) who remain with a team, within the same Club for more than one year must submit to the following screening measures annually:
  - Police Records Check
  - Evaluation by Club
5. All Recreational Team Officials and Mini Soccer Team Officials who remain with a team, within the same Club for more than one year must submit to the following screening measures:

- Police Records Check every third year
- Evaluation by Club annually

All Youth Clubs must submit in writing annually, prior to the start of the Outdoor Season, verification of compliance with the Volunteer Screening Program. Both Volunteer Screening Officers and the President of the Youth Club must sign the appropriate form supplied by the DRSA, in order that the verification of compliance is valid.

Those teams requiring playing out permission from the DRSA must submit in writing verification of compliance with the Volunteer Screening Program. Both Volunteer Screening Officers and the President of the Youth Club must sign the appropriate form supplied by the DRSA, in order that the verification of compliance is valid. Failure to supply verification of volunteer screening process will result in denial of playing out permission.

Failure to comply with the above policies will result in disciplinary action. Discipline may include fines and or denial of participation of teams in league and exhibition games.

Clubs should not retain Police Record Checks, however an Applicant Declaration and Review Form, available from the DRSA must be completed for record keeping purposes.

The Coaching staff of each Development Team must consist of a minimum of one same gender staff.

As part of the review of an individual's Police Records Check (PRC), the Club has determined that the following list of behaviours are considered to be unacceptable when reviewing a Police Record Check:

- Violent or threatening behaviour against children or adults
- Conduct against public morals
- Substance or chemical abuse occurring in the preceding 5 years
- Violation of a position of trust including theft or fraud occurring in the preceding 5 years
- Violation of any government regulations or licensing privileges

All other items appearing on the PRC will be reviewed on a case by case basis by the Club President or other qualified senior Screening Officer.

**The Club has a Zero Tolerance Policy towards the use of alcohol, tobacco or illegal drugs by teams officials when they are in the care of a team. This includes practices, exhibition games, tournaments and scheduled league game, league playoff game, or cup games.**

## **DISCIPLINE & APPEALS POLICY**

### **DISCIPLINE PROCEDURE**

Every player, coach, and administrator should ensure they are familiar with the penalties for offences and the procedure for administering the discipline process.

The following are the Policies and Procedures for discipline management under the jurisdiction of Whitby Iroquois Soccer Club. Those playing in the DBSL/DGSL/CESL/CGSL/CSL/OYSL fall under the disciplinary policies of those leagues

### **Discipline Hearing Panel**

The Panel shall consist of no less than three members, including the Chair, recording secretary and a third member. There shall be no conflict of interest. In the event that three members of the panel are unavailable, the accused may waive the requirement for a three member panel by signing an appropriate waiver form provided prior to the commencement of the hearing.

The Club's Discipline Panel shall meet not less than once a month, in accordance with a published schedule, to review all misconduct reports received since its last Discipline Review meeting.

Because of the extensive number of Policies and Procedures involved in discipline matters, a discipline case may be confusing for parties required to participate in the process. To assist accused persons, advisers, *game officials*, Clubs, and any other parties involved in a discipline case, the following Policies and Procedures are designed to serve as a reference to such persons.

The Policies and Procedures set out herein govern Discipline Panels at the Club level. Jurisdiction for the handling of the different misconduct types is identified under The Ontario Soccer Association (OSA) Policy 4.0 and details are available under Published Rules on the OSA website.

For cases falling under the OSA jurisdiction, the "Schedule of Fines, Fees, Bonds and Penalties" is outlined in their published rules. From time to time, WISC reserves the option to impose a Club fee and/or fine for specific matters (which may be set out here if the Board deems it appropriate).

If any of the enclosed Policies and Procedures is unclear, members should request clarification in writing addressed to the Club Discipline Chair.

These policies and procedures are current at the time of publication and may be amended from time to time as required.

## **General**

Discipline issues are handled by a discipline panel approved by the Club Board of Directors. The panel may not necessarily consist of the same people for each matter being reviewed, but will consist of a selection of members and officials of the Club.

Discipline by Hearing / Discipline by Review

Pursuant to OSA Published Rules, some discipline matters are conducted under the Discipline By Hearing (DBH) method and others are conducted under the Discipline By Review (DBR) method. A DBH requires the attendance of the parties involved, while a DBR is conducted by the discipline panel by reviewing the information provided (ie Referee's report) and making a decision on the appropriate action to be taken. OSA Rules determine whether a case is to be handled by DBH or DBR and these are set out on their website.

## **Notice of Hearing**

### *Published Hearing Dates*

Discipline hearings (DBH) or reviews (DBR) are conducted on a regular basis, as required, with Hearing Dates posted on the Club web site. Regarding the nature of the charges, in a case being heard at a regularly scheduled hearing, it shall be the responsibility of the accused to request the nature of the charges.

### *Non-Published Hearing Dates*

When Hearing Dates are not posted on the website, persons required to attend a DBH are advised in writing no less than ten days in advance of the hearing date. This notice must state both the exact nature of the charges, together with the misconduct type and OSA reference number, together with the "Rights of the Accused" to request copies of all reports upon which charges have been based, to request a postponement, to bring an adviser, observers and/or witnesses. Within two days of receipt of such request for copies of reports the Club shall forward a copy of the report(s) to the accused

Discipline hearings or reviews are also held for matters of misconduct involving persons other than players, such as coaching staff, parents, spectators or any other registered Club member reported for misconduct.

Some offences are deemed to be more serious and fall under the jurisdiction of the District Association (DRSA) or The Ontario Soccer Association. The Club does not have discretion on who will hear a discipline case. Jurisdiction is mandated by our governing bodies.

### **Requests for a Hearing**

There are two discipline systems.

**Discipline By Review (DBR)** System in which there is no Discipline Hearing unless the accused submits in writing a *receipted request* for a hearing to the Club office within 48 hours of the date on which the alleged offence was committed. The request must be received prior to the date of the next published hearing date. The DBR System shall be mandatory for Misconduct Type 1.3, 1.5 and 1.6. There is no appeal from a decision made under the DBR System.

**Discipline By Hearing (DBH)** System in which it is mandatory to conduct a Discipline Hearing. For the following Types of Misconduct, discipline may be rendered in accordance with the DBR System or the DBH System. The same *mandatory penalties* are applicable regardless of the system used:

For the following Types of Misconduct, discipline may be rendered in accordance with the D.B.R. System or the D.B.H. System. The same *mandatory penalties* are applicable regardless of the system used: 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20, 1.21, 2.31, 2.32, 2.33, 3.31, 3.32, 3.33.

### **Procedure**

Caution forms are retained in the Club office and reviewed weekly by the Discipline Chair or designate, and the Club Head Referee. The Discipline Chair will ensure that the property charge is identified for each accused prior to determining penalties or scheduling for hearing.

At the end of each indoor or outdoor season, the Club Administrator will ensure all caution, dismissal and special incident reports are recorded in the Discipline Binder kept in the Club office. A written summary of all Club discipline will be submitted to the District Association as required at year end.

Dismissal forms received which require a hearing by the Club Discipline Panel will be placed in a Hearing file and the proper paperwork taken care of in the Club office. Copies will be provided to the convener of the appropriate age division, the Director of the House League program, the Club Head Referee and the Club Head Coach. Original documents will always be maintained in the Hearing file. The file will be recorded by, and bear the name of, the hearing date and include all cases to be heard on that specific date. Hearing files and the Discipline Binder will not leave the Club office.

Special Incident forms are dealt with by scheduled hearing. Written notice will be sent to all parties required to attend and copies sent to appropriate governing bodies and individuals.

Once the hearing date has been established, the Panel will be identified by the Discipline Chair and given notice of the pending cases to be dealt with. Copies of all reports, game sheets and relevant written statements will be included in the hearing package for each panel member and the original copy maintained in the hearing file.

All discipline matters must be dealt with expeditiously, with sensitivity and confidentiality.

### **Penalties**

Minimum penalties must be rendered in all Club disciplinary decisions pursuant to OSA Rules. If the Club Discipline Panel concludes that such action is appropriate, it has the option to impose penalties that are more severe than the minimums specified but their decisions must be *no less severe* than those set out in the OSA

## Rules

### **Notification of Penalty**

Decisions shall be forwarded in writing to all affected parties within two days of the date of the decision indicating the exact offence of which the accused has been found guilty and include the start and expiry dates of any suspension term or the specific games from which the accused has been suspended.

An accused must receive a copy of the "Rights of Appeal Information" sheet with each decision rendered under the DBH System and the name and address of the appropriate organization to which an appeal must be directed.

Penalties will be recorded in the Discipline Binder by the Club Administrator and a summary forwarded to the District Association at year-end as required.

### **Postponement of Hearing**

Any party required to attend a hearing may request one (1) postponement of a hearing. The party must submit a *receipted request*, which must be received by the Club no later than four days prior to the date of that hearing, stating the reason for requesting the postponement.

An accused may choose to be accompanied by another adult who may act as an adviser. An accused less than eighteen years of age must be accompanied by an adult, who shall act as an adviser, failing which the hearing will not proceed and the accused shall be suspended until the hearing is held. If the accused does not appear, the hearing will not proceed, the accused will be fined in accordance with the "Schedule of Fees, Fines, Bonds and Penalties" as published by The Ontario Soccer Association, and the accused will be suspended from all *soccer related activities* until he/she requests and attends a hearing in writing.

### **Request for Hearing after Failing to Attend**

Those who request another hearing after failing to attend a hearing when required to do so, shall submit a *receipted request* together with the *recorded payment* for the fee as specified from time to time by the Club. This fee is not refundable.

### **Attendance at Discipline Hearing**

An accused less than eighteen years of age must be accompanied by an adult, who shall act as an adviser, failing which the hearing will not proceed and the accused shall be suspended until the hearing is held. An accused eighteen years of age or older may also choose to be accompanied by another adult who may act as an adviser. An accused individual must attend a hearing. A representative of an accused must provide a signed proxy from the accused before being allowed to participate at a hearing.

### **Parties allowed to attend a Hearing**

Advisers – must be 18 years of age or older, and may not question the competence of the game official but may question a witness for clarification only. Advisers may not act as a witness nor provide testimony;

Observers - may attend only to ensure that a specified party receives a fair hearing according to published rules. No more than 2 observers may be in attendance at a hearing for each party required to attend. Observers may not act as a witness nor provide testimony. Observers may speak at the hearing only at the discretion of the discipline panel.

District Referee Co-ordinator – where a game official is required to attend a hearing, regarding a report submitted for which a hearing has been scheduled, the DRC or designate is entitled to attend to act as adviser and is entitled to full rights of adviser as set out above.

Witnesses – each party is entitled to bring witnesses who must attend in person. Written reports are not acceptable. They may only add new testimony which may be limited by the discipline panel.

### **Hearing Procedures**

All parties shall be brought into the hearing room at the commencement of the hearing and attendees' name and status shall be recorded. The Chair shall explain to all parties the process to be followed, the rights and limitations of all parties to the hearing as set out above.

In the presence of all parties, the charges shall be read from the Hearing Notice together with any other reports. Witnesses are then required to leave the room. The person submitting the report, if present, shall be allowed to amplify or qualify the report and the accused shall also be allowed to question the individual submitting the report (or representative). In the absence of that person, the accused may question the report itself. Witnesses are to be brought back one at a time at the request of either party or the panel. A witness may not speak to any other witness that has not yet been heard. The hearing panel may question the accused or any witness. The Chair shall have the discretion to adjourn the hearing and reschedule it to a later date should evidence from a witness not in attendance be deemed crucial to the decision. Notice in writing shall be given to all those required to attend the rescheduled hearing.

The accused and the person submitting the report shall be given the opportunity to present final comments. The Chair shall declare the hearing recessed and notify all parties of their "Rights of Appeal". A decision shall be arrived at by the panel and notice of decision rendered in writing to the parties within 15 days after the date of the hearing. Decisions rendered shall include the "Rights of Appeal Information", the exact offence, terms of discipline imposed including suspension fees, fines, terms, etc.

An accused person who refused to participate in a Discipline Hearing, or who walked out of the hearing, thus preventing the *Discipline Hearing Panel* from rendering a decision on the case, shall be suspended from all *soccer related activities* until such time that he/she requests, in writing, another hearing and appears at that subsequent hearing. Notwithstanding, if the *Discipline Hearing Panel* determines that it has obtained sufficient evidence, prior to the walkout, to render a decision in the normal manner, it shall render its decision.

An accused person failing to attend a Discipline Hearing when required to do so, shall be suspended from all *soccer related activities* until such time that he/she requests, in writing, another hearing and appears at that subsequent hearing; and he/ she shall be fined in accordance with the "Published Rules" of the organization hearing the case.

### **Tournament Discipline**

The Tournament Chair shall ensure the appointment of a competent Discipline Hearing / Review Panel for each tournament held under the Club jurisdiction is in place. Offences must be dealt with by the panel by DBR or DBH as appropriate directly after the game in which the misconduct was reported. Probation or suspended sentences are not permitted. OSA Tournament Rules will prevail for all discipline action required at tournaments held by WISC.

### **TOURNAMENTS**

All WISC competitive teams are required to enter the WISC Rep tournament unless there is a conflict with a Cup (league or OSA) tie.

The Tournament Committee will adhere to Policies & Procedures as published by the DRSA and The OSA published tournament guidelines.

Competitive team may enter a maximum of 5 (five) tournaments (including the WISC Tournament) per year.

### **TRAVEL POLICY**

The following is taken from the OSA website and it is current at the time of publication, but it may change from time to time. Please visit [www.soccer.on.ca](http://www.soccer.on.ca) for additional information.

## Policy 14.0 - APPROVAL FOR TEAM TRAVEL

- 14.1 Any travel outside a team's District, except for a scheduled league game, league playoff game, or cup game, shall be considered Team Travel.
- 14.2 An **APPLICATION TO TRAVEL FORM** (ATF) must be used when applying for approval to travel.

14.3 Provincial Leagues, Regional Leagues, and District Associations will obtain the ATF from The Association. Clubs and other leagues will obtain the ATF from their District Associations.

14.4 Approval to travel is required from the following Associations:

	<b>Travel To</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
a)	Another District	District		
b)	Another Province	District		
c)	The U.S.A.	District		
d)	Another Country	District	O.S.A.	C.S.A.

14.5 Notwithstanding Policy 14.4, Provincial All Star Teams, Provincial League All Star Teams, and Regional League All Star Teams do not require District Association approval.

14.6 The ATF must be completed and returned to the District Association no later than:

- a) 15 days before travelling to another Province or the U.S.A.
- b) 45 days before travelling to another country outside of Canada or the U.S.A.

The ATF for a Club team requires the authorization of its Club.

14.7 Teams travelling outside Canada and the U.S.A. shall pay a fee of \$125.00, payable to The Association, and submitted with the ATF.

- a) The applicant must indicate the tournament(s) and/or exhibition game(s) in which the team will be playing. The team may only play in approved tournaments and exhibition games.
- b) The applicant must include with the ATF a copy of documents containing information about the competition and its rules, received from the Tournament Host and/or Exhibition Game Host.

14.8 The applicant must indicate in writing on the ATF that it will comply with the competition rules of the approved tournament and/or exhibition game, and the Published Rules of The Ontario Soccer Association.

14.9 Failure to comply with the terms of these policies will result in The Ontario Soccer Association not approving the team travel

## PLAYER REGISTRATION

Players must be registered with the Club and entered in The OSA registration system prior to selection for any Competitive or House League team.

No one will be permitted to participate in practices, exhibition, tournament, league or Cup matches unless they are registered with WISC. Guests or friends are NOT permitted to engage in practices or scrimmages without being duly registered with the Club. This is a requirement for liability insurance purposes. Failure to comply may result in discipline.

The Club will comply with the registration policy as mandated by the DRSA Registration Handbook and various Leagues.

## **PLAYER SELECTION & TEAM TRY-OUTS**

### **Aims**

1. To promote, develop and foster growth and enjoyment of the sport of soccer in Whitby;
2. To deliver quality soccer programs at all levels

### **Competitive Teams Mission Statement**

The WISC competitive teams program and coaching staffs thereof:

Aim to identify, teach, challenge and promote WISC players in appropriate environments allowing all our youngsters the opportunity to achieve their potential, goals and dreams through the provision of the WISC competitive soccer program.

### **1. Team Try-outs and Team Selection**

#### **SECTION A: Player Try-Out Weekends**

1. The process of player selection for Competitive teams will occur during the last weekend in September and the first weekend in October. Players intending to play competitive soccer **MUST** attend these sessions that should be primarily scrimmage variations. Players who fail to attend **BOTH** sessions may **NOT** be selected. Requests for exceptions will be referred to the CHC and CTD.
2. These tryouts will take place at a common location for all WISC teams.
3. All WISC teams will be ranked within an age group and denoted as 'A', 'B', 'C', or 'D'.
4. All players within an age group (e.g. U12) **MUST** try out as a group.
4. The age group lead coach must submit a list of all players trying out during this time and it is to be forwarded to the WISC Office, Competitive Teams Director (CTD) and Club Head Coach (CHC) by October 15.
5. The age group lead coach is responsible for co-ordinating these sessions in co-operation with other age group WISC coaches.
6. Players (other than U8 and U9) who are selected will be notified by October 15 with an **Offer to Play** with the 'A', 'B', 'C' and/or 'D' team.

**Upon receipt of an Offer to Play, players will have three options:**

- a. Accept offer to play
- b. Decline offer to play in which case, the player must submit in writing their rationale to the CHC and CTD and the age group lead coach. Players refusing to play may be requested to play house league.

- c. Decline offer and play elsewhere
7. The Club will provide Standardized **Release** forms and **Offer to Play** forms; they must be used by all teams.
8. **U8 and U9 age divisions only**
  - a. Try-outs will continue until the end of April. Final **Offers to Play** will be made by April 30. If both teams are in the same division, a balanced team approach will be in place. If there is more than one division, WISC policy is to determine what is best for WISC development.
  - b. Any new players to WISC **must** first be seen by the Lead Coach for the age group
9. Properly completed WISC roster forms must be completed for final team selections.
10. All players are strongly encouraged to play within their age group. "Great talents" can be acknowledged as "call ups" for higher ages and/or participation with District, Regional, Provincial and National Team Programs. Outstanding talents will be given obvious consideration to play up on a regular basis to consistently play in a challenging environment. Approval must be obtained from the CHC and CTD. The decision will come with consideration of the younger age team and availability of players.
11. After Team Selection, a team parent meeting must be held to present coaching staff, coaching philosophy, budget, team rules and WISC player and parent responsibilities from the WISC Code of Conduct. A Club Director must be present for these meetings.
12. Poaching, as defined by OSA, will not be tolerated and will be referred to WISC Discipline Committee.

**SECTION B: WINTER: Player Development**

1. These sessions are for players who have been provided with an *Offer to Play*.
2. The purpose of these sessions is to provide an opportunity for WISC players who have chosen to continue with soccer on a year round basis. It is optional for players who are interested in playing competitive soccer to attend these sessions.

The age group lead coach, and/or with the CHC and CHGKC and/or designates, will be responsible for coordinating these sessions.
3. All WISC age groups will train for a specified time block. The sessions will run for a 10-week period between November and the following spring.
4. It is expected that some WISC teams will be participating in Indoor League play at any of the various indoor facilities in the region during this time period and they may have additional training time for the group of players involved in league play.
5. It is also expected that various age groups might supplement the Winter Period with various Indoor tournaments during the Christmas Break, March Break or other time periods to continue to develop and assess players.
6. It is expected that various age groups might supplement the Winter Period with additional Player Development time at any of the local indoor facilities.

## 2. **CRITERIA FOR COACH SELECTION**

WISC recognizes the dedication of the coaches to the WISC competitive teams program. Their vital role is acknowledged and appreciated.

1. Coaching experience, including but not restricted to technical knowledge and tactical / functional knowledge.
2. Commitment to WISC.
3. a) Applicants must complete Coaching Application Forms and complete initial hiring interview process. Application deadline is August 15<sup>th</sup>. This will be followed with all coach appointments by September 15<sup>th</sup>.  
b) Lead coach responsibility will include identification, recommendation and selection to promote other age division Head coaches pending the approval of the CHC and CTD. This applies to 'A', 'B', 'C', and 'D' team coaches. No appointment is official until CHC and CTD have met with and approved the candidate.  
c) Overall age group organization for training year-round to include but not be limited to skill development and winter leagues. He or she may request the help of another individual for these functions but with no commitment for the up coming season.
4. **WISC Volunteer Screening must be satisfied by the end of January of each year and as soon as possible for any team officials appointed thereafter.**
5. Coaching appointments are for a two year term which is renewable. Performance reviews will be held annually. WISC reserves the right to terminate an appointment at any time.
6. All successful applicants will be notified by the CHC and Competitive Teams Director.
7. Other factors may include the level of ability of one's own child, if applicable.
8. Applicants for the age group Lead Coach position should exhibit strong interpersonal skills, organizational skills, and the ability to relate appropriately to the age level applied for.
9. All coaches will be selected and appointed PRIOR to the fall try-outs. Coaches **MUST** be certified as an OSA Senior Community Coach prior to commencement of league season.

### **INDIVIDUAL TEAM WEBSITE POLICY**

#### **Club Objective**

- o Maintain consistency across the club with no deviation.

#### **Team Objective**

- o Create a communication tools for players and families.
  - i. communicate schedules
  - ii. communicate stats / standings
  - iii. calendars
  - iv. field locations / maps
  - v. albums of team and action shots
  - vi. team sponsors
  - vii. links to other sites

#### **Key Policies**

- o Access to site beyond home page must be password protected
- o do not use full names of your players only first and only for group pictures
- o do not post phone numbers, email or home addresses of players
- o never make negative remarks towards players or team staff of your own team, other teams, or the Whitby Iroquois Soccer Club
- o promote your team and club
- o WISC reserves the right to remove any links if in its view contains information that is detrimental to the image of the club.
- o Prior to posting any photo on your website, the team must receive written permission from a parent/guardian of the child prior to posting. A form is provided. It is the

responsibility of the coach / manager to ensure this form is signed by the player and parent or legal guardian if the individual in the photo has not attained the age of 18 years.

- Permission form must be submitted and maintained in the Club office
- Always consider the privacy and security of all players
- Team are responsible for maintaining their own website

**Note:** All websites will be monitored on a regular basis by the Competitive Director for compliance. The Club must be notified in writing of the existence of all team affiliated websites and access password provided. If it is found that the above criteria are not met, termination of the site may be required by the Club.

## RESIDENCY RULE

Defer to DRSA or applicable League published rules.

## RECREATIONAL SOCCER RULES

Defer to DRSA and OSA published rules.

## COACH SELECTION (Recreational Program)

## ROLES & RESPONSIBILITIES (Directors & Staff)

POSITION	AREA OF ACCOUNTABILITIES
<b>President</b>	<ol style="list-style-type: none"> <li>1. Preside at all Board, General and Special Meetings</li> <li>2. Act as spokesperson for the Club at all times unless he/she delegates the responsibility</li> <li>3. Assist with the agenda</li> <li>4. Be a signing officer of the corporation</li> <li>5. Chair Executive Committee</li> <li>6. Assign a designate or co-sign Club cheques along with the Vice-President, Treasurer or their designate</li> </ol>
<b>Vice President</b>	<ol style="list-style-type: none"> <li>1. Assist the President as required</li> <li>2. Be a signing officer of the corporation</li> <li>3. Attend all meetings in the absence of the President on behalf of the Club</li> <li>5. Assign a designate or co-sign Club cheques along with the President, Treasurer or their designate</li> </ol>
<b>Treasurer</b>	<ol style="list-style-type: none"> <li>1. Responsible for all financial matters concerning the Club</li> <li>2. Present audited financial statements at the AGM</li> <li>3. Properly keep an up-to-date record of all the business transactions, which have been approved by the Board.</li> <li>4. Report in writing monthly to the Board on financial matters</li> <li>5. Assign a designate or co-sign Club cheques along with the President, Vice-President or their designate</li> <li>6. Chair Finance Committee</li> <li>7. Close the books as of September 30th annually</li> <li>8. Present annual projected budget to the Board for approval as soon as possible after the AGM</li> <li>9. Liaise with Auditor in preparation of audited financial statements</li> </ol>

**Director(s)  
Competitive Programs**

1. Oversee Competitive Program (Rep/Select/All Star)
2. Assist CHC with Coach Selection
3. Organize and assist with Competitive Team Distribution Day
4. Represent Club at League CESL / CSL / CGSL / DBSL / DGSL / OYSL Meetings
5. Attend on behalf of Club at league discipline hearings and monitor discipline matters with leagues
6. Oversee bonds, fines, levied by leagues and ensure payments are made and recorded in the Club office.
7. Coordinate with other Directors as required for the procurement and distribution of uniforms and equipment

**Director(s)  
Recreational Programs  
(Mini, Youth, Senior,  
Indoor)**

1. Oversee Recreational Programs
2. Oversee recruitment of coaches and conveners
3. Oversee Recreational Team Distribution Days
4. Co-ordinate with other Directors as required for the procurement and distribution of uniforms and equipment
5. Notify all appropriate individuals including players and/or coaches of decisions related to discipline
6. Attend meetings as required

**Registrar**

1. Oversee, determine and promote appropriate Registration Day(s) – Indoor & Outdoor
2. Oversee collection and verification of Registration Fees
3. Provide Board with report on registration statistics
4. Make recommendations to the Board regarding registration process and changes required
5. Responsible for registration matters including verifying Club records are consistent with invoiced charges for registration fees paid to Region/OSA.
6. Review and advise Board and Club staff regarding any refunds, fee adjustments, waived fees, late fees, etc. and ensure records are maintained in Club office

**Secretary**

1. Record minutes of all Board, Annual General & Special Meetings
2. Publish and distribute minutes within 48 hours of a meeting
3. Submit minutes to Club office and webmaster within 48 hours of meetings and ensure record of Minutes is maintained in a binder in the Club office as the official record
4. Give notice of all meetings to appropriate parties
5. Prepare for AGM by collecting all annual reports, preparing AGM package for distribution to membership, and copying office for publication on website 14 days prior to AGM.

**Tournaments & Events  
Director**

1. Plan, promote & coordinate Opening Day
2. Plan, promote & coordinate Mini Fest
3. Plan, promote & coordinate all Tournaments
4. Plan, promote & coordinate Volunteer Dance
5. Chair Tournaments/Events/Publicity Committees
6. Submit list of planned events to webmaster for

**Bingo Director**

posting on website as soon as available

1. Schedule Bingo dates and assign Board members to teams for attendance.
2. Submit schedule to Club office and webmaster for posting
3. Collect and reconcile Bingo revenues
3. Deposit Bingo revenues
4. Submit Town Report to office after each Bingo
5. Comply with AGCO regulations
6. Report to Board any issues/concerns

**Sponsorship & Fund Raising Director**

1. Develop program by which to promote the Club and increase revenue from private sector
2. Oversee sponsorship revenues and report to Board
3. Review sponsorship targets annually
4. Receive and review fund-raising opportunities for the Club and report to the Board as necessary
5. Liaise with Director of Competitive Teams regarding co-ordination of any fundraising activities and report to Board
6. Ensure all fund-raising activities meet Club standards and policies.

**Indoor Director**

1. Oversee and provide recommendations regarding Indoor Program
2. Ensure safety issues are dealt with in a timely manner at indoor facility
3. Liaise with Club staff and Director(s) of Recreational Programs regarding all indoor facility and program matters.
4. Co-ordinate with other Directors for the procurement & distribution of uniforms and equipment
5. Notify all relevant parties including players, coaches, conveners, etc. of decisions related to discipline

**Directors at Large**

1. Undertake responsibilities as assigned by the President or the Board of Directors

**Club Head Coach**

1. Duties as defined in employment contract and other duties assigned by the Board

**Club Head Referee**

1. Duties as defined in employment contract and other duties assigned by the Board

**Goalkeeper Coach**

1. Duties as defined in employment contract and other duties assigned by the Board

**Club Administrator  
Office Assistant  
Administrator**

1. Duties as assigned by the Board
1. Duties as defined in employment contract and other duties assigned by the Board

**DIRECTORS' CODE OF CONDUCT**

On becoming a Director you must agree to abide by the following:

1. Accept the responsibility to learn about the club's goals, objective and programs
2. Become familiar with the Club structure, the community and professional image of the Club
3. Gather and become familiar with as much information about the Club as possible, including programs, policies, finances and staff

4. Familiarize yourself with the liability of the Club and your personal liability as a Director
5. Know your legal duties including:
6. Fiduciary duties - i.e. -
  - Duty to perform with diligence, care and skill
  - Duty to act with prudence
  - Duty to recognize and appropriately manage a conflict of interest
  - Duty to maintain the organization's legal status
  - Duty to staff, and
  - Duty to act within scope of authority
7. Attend and be prepared for all meetings of the Board, or as many as possible. Exceptions to this requirement are only permitted due to employment duties or serious family matters. Report your inability to attend a meeting to a Board member or staff member as soon as possible.
8. Complete promptly all tasks you agree to do
9. Insist that all committee or sub-committee meetings are reported at Board meetings, in written form
10. Obtain and read minutes and reports in advance of meetings including meetings you miss
11. If you disagree with any decision made in your absence, have your dissent recorded at the next meeting
12. Keep your own copy of all minutes and other important documents
13. It is your responsibility to be aware of and understand a Board decision
14. It is your personal responsibility to attend scheduled Bingos or when necessary to find a proper replacement and ensure they will attend if you are required to be absent and inform the Director of Bingo of the change.
15. Board members will at all times behave in a manner consistent with their position and will not use foul language or be in any way abusive at any soccer events, including meetings, *particularly* when present as a coach or parent.
16. Board members will at all times represent the views of the Board and *specifically*, when a decision has been taken at a Board meeting, the member will positively represent the decision even when dissenting as an individual.
17. When Board members wish to raise a matter in their role as a parent, coach, referee or convener, they will do so within the processes that exist to deal with those matters. Matters which are not normally dealt with at Board level will not be brought to the Board simply because a Board member is involved.
18. Once a Board member has accepted a specific position on the Board, they will perform the work in line with the job description to the best of their abilities. Where a job description is out of date or no longer applies, the Board member will present to the Board for approval a plan of action for each year.

19. Current members of the Board of Directors must have no association with any other Youth Soccer Club as a manager, trainer, coach, assistant coach or any development position or Board of Directors position, under penalty of immediate dismissal if proven.
20. It should be recognized that it is “okay” to have a conflict – it simply must be dealt with appropriately.
21. Whenever a Board member has or is perceived to have a personal interest in any specific activity of the Club, a conflict of interest arises. Directors must always be seen to be impartial and have a duty to report any perceived conflict of interest at the earliest opportunity and take action to avoid using their position on the Board to serve their personal interest. A conflict of interest may be deemed to arise if they:
  - sell any personal service or skill to the Board or the Club
  - use the Club funds for personal purposes (including charging the Club for expenses actually incurred for personal business)
  - use improperly information or membership data obtained in the course of their duties for personal business or gain
  - participate in the business activities of another Club or organization, using information obtained from participation in Club activities
  - failure to put the interests of the Club first without reporting a conflict or possible conflict of interest to the Board and specifically take action to avoid using their Board position to serve their personal interests.
21. In reporting a conflict of interest to the Board, the member’s disclosure must:
  - be full and honest
  - be made promptly to each director
  - include the specific form of the interest, and include the benefit or perceived benefit that would be received.
22. Failure to disclose and take measures to avoid a conflict of interest may result in a director being required to repay any profits he or she made or any losses suffered by the Club.
23. Board members must observe at all times conflict of interest guidelines as specified by the Board which may include the following:
  - Member shall not participate in any activity which may be perceived to create profit for their own business or the business of a family member or personal friend
  - Members shall not use Club funds for their own purpose or be perceived to use Club funds for their own purpose
  - Members shall not accept a fee or be perceived to accept a fee from any individual or company to help win a contract from the Club
  - Fail to disclose conflicts of interest (including failure to disclose that a recipient of funds was a family member or personal friend)
24. Board members must agree that access to and use of Club property and premises is a privilege and

maintain all property and premises appropriately. Respect will at all times be shown for the common property and premises of the Club and specifically the items and area used by Club staff for the ongoing operation of the Club business.

25. Members who fail to meet the Code of Conduct will be subject to disciplinary action.
26. Discipline Process for Board Members
  - A request for a hearing must be made by the complainant in writing to the Club Secretary to convene a discipline hearing for the accused Board member. If the accused member is in fact the Club Secretary, the request must be made to the President. The written letter of request must be supported by no less than 50% of the current and active Board Members and the letter must bear the signatures of those who support the request for hearing.
  - A meeting will be convened within 7 days of receipt of the complaint and will be attended by the individual who chairs the meeting as well as no less than two other parties.
  - The Vice-President will mediate and chair the meeting between the parties and, if there is no resolution, prepare a report for the Board. In the event the Vice-President is the accused member, the Club President will mediate.
  - In the event the Vice President has failed to achieve a resolution, a further hearing will be convened of all Board members. The hearing shall be chaired by the President or in the event the President is the accused, the Vice-President shall chair the hearing.
  - One of the requesting Board members will present the written complaint
  - The accused will be given an opportunity to reply
  - Any disciplinary action as a result of such hearing must be supported by two-thirds of the Board members present at the hearing.
  - Disciplinary action may range from a warning to *actual* dismissal from the Board depending on the seriousness of the offence.
27. Directors will be required to sign a form stating that they will comply with above upon election, re-election or appointment to the Board of Directors.

## **PLAYER, PARENT & TEAM OFFICIAL CODE OF CONDUCT**

### **ZERO TOLERANCE POLICY**

The Whitby Iroquois Soccer Club is a strong supporter of making sport safe for our youth. Over the last couple of years, verbal abuse directed towards referees has been a particular problem. Accordingly, WISC has set up the following program to help ensure the safety and enjoyment of all.

#### **Policy**

Any coach, parent, grandparent or guardian determined by the WISC Discipline Committee to be guilty of abusive conduct towards a game official during a WISC House League game will be reprimanded in writing. A second offence, during the same season will result in all playing members of the immediate family in question being de-registered from the Club. In extreme cases, as determined by the Discipline Committee, the de-registration process may be evoked after the first offence. This policy applies to all non-playing attendees (ie spectators) at WISC house league games.

## **Procedures**

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or spectator, the official may suspend the playing of the game. The official will then verbally advise both coaches that the game has been suspended due to the abuse, and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in the abandonment of the game and that a report to the Club Discipline Committee will be sent in for review. If the source is a spectator, the appropriate coach will provide the official with the name of the spectator and the coach must advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the Club Discipline Committee will be sent in for review. If the spectator is not associated with either team, both coaches are asked to speak to the spectator and ask the individual to leave. Once the prescribed action has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped. If the abuse continues, the official may stop any further playing of the game and advise the coaches that the game has been abandoned and that a Special Incident Report will be forwarded to the Durham Region Soccer Association and a copy to the WISC Discipline Committee. The official must clearly indicate on the game sheet the reason the game was abandoned.

**If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with Step 1 below.**

### **Step 1**

The game official must contact the Club Head Referee and the District Referee Co-ordinator to verbally report the incident within 24 hours of the incident.

### **Step 2**

A Referee Assault Report (white form), must be forwarded to the Durham Region Soccer Association, the District Referee Co-ordinator and the Club within 48 hours of the incident.

### **Step 3**

The WISC Discipline Committee will then review and deal with the report as appropriate and report the decision to the District Referee Co-ordinator.

### **Step 4**

If the game was abandoned due to the conduct of a spectator not associated with either team, the Club Executive will determine the status of the game.

If the game continues without any further incident, the game official is advised to inform the Club Head Referee that the game was temporarily suspended due to abuse towards a game official. Further, a note must be made on the game sheet.

## **CONFLICT OF INTEREST POLICY**

There are basically two situations giving rise to a conflict of interest. One is that of a financial interest, and the other, sometimes not so obvious, is that of a Director who has an obligation or loyalty that conflicts or appears to conflict with his or her required loyalty to the governing organization of which he or she is a Director/Executive Committee member/staff member.

The activities of WISC and those of its Directors shall be conducted in a manner becoming the high ethical standard of business conduct expected of the leaders of soccer in Whitby.

No Director shall derive a personal profit from the activities of WISC and WISC shall avoid, wherever reasonably practical, contracts or arrangements with persons or entities that would result in personal profit to persons having close family ties, or those who are friends, business associates or colleagues of a Director.

Directors shall not exploit their positions within WISC to lever for themselves a personal profit, advantage or position of prestige.

No Director of WISC may accept any gift in cash or in kind from persons doing or seeking to do business with WISC, except as may be of a personal nature and nominal value.

Information of a confidential nature gained by a Director from his or her involvement with WISC shall be kept confidential and used only for the purpose of WISC.

In the event a Director has a conflict of interest in relation to a particular issue or matter of discussion, the individual shall make a brief but informative declaration of the conflict which declaration shall be recorded in the Minutes of the relevant meeting. The individual shall then absent himself or herself from the meeting, while the topic is discussed and such absence shall be recorded in the Minutes. It does not matter whether the topic which involves the individual in a conflict situation was formally on the agenda or came up unexpectedly. As soon as the meeting considers a matter or begins to discuss an issue which puts an individual in a circumstance of conflict of interest, he or she must interrupt and say,

*"I am declaring my conflict as (here insert your conflicting position or interest) and I am leaving the meeting while this subject is under discussion" or words to that effect. The Secretary of the meeting shall then record this in the minutes.*

On election, re-election or appointment to a position as a Director of WISC, the individual must sign and submit to WISC a statement acknowledging that he/she has read, understood and agreed to act in accordance with this Conflict of Interest Policy. Such a statement must also disclose any personal, professional, business or other soccer activity or position that may at that time, or could in the future, be construed as a potential conflict of interest. Such a statement must be updated as circumstances require.

## **SCHOLARSHIP & AWARDS POLICY**

The scholarship program will provide a one-time award annually to two WISC players, one male and one female, who are in Grade 12 at High School and intend to go on to post secondary education or accredited training.

The scholarships are provided to individuals who are chosen by the Club Scholarship Committee (President, Secretary & Club Head Coach) and who meet the Scholarship Program eligibility criteria.

A maximum amount of \$2,000 (maximum) per recipient will be contributed by the Club to the scholarship program to be divided equally between recipients. If only one application received, the one candidate will receive the full \$2,000.

Candidates must meet the following criteria:

- be registered with WISC at the time of application, or in the immediate prior indoor season,
- be recognized as a valuable asset to the Club
- be able to demonstrate that they have contributed to the Club for no less than 5 years, through coaching, refereeing, or in another clearly defined and recognized volunteer capacity either on or off the field.

Candidates do not need to compete or referee at a competitive level.

Candidates must be in Grade 12 when applying for the Scholarship.

A resume and a letter of recommendation must accompany each application; application deadline is June 30 of each year.

Prior to the scholarship being granted, candidates must be able to prove his or her acceptance at a college,

university or accredited training program.

Scholarship awards will be paid in 2 instalments. The first will be paid in August prior to the start of the school term and the second will be paid in the following January. Candidates must provide proof of continuing studies (e.g. course schedule or letter from school registrar) prior to receiving their first and second instalments.

All applications will become the property of the Club.

### **CHEQUE REQUISITION POLICY**

A cheque requisition must be filled out and approved for payment for all cheques. Approval for general office expenses (cleaning, telephone, and wages) can be approved by office staff. All other expenses must be approved by a board member. A cheque requisition will not be approved without appropriate documentation. e.g. Cheque requisition will have an invoice/receipt or other acceptable source documents. Where a requisition is made for an amount greater than \$500.00 (with the exception of wages) the invoice/receipt must be accompanied by an approved purchase order. WISC cheques may only be signed by those who have signing authority as issued by the Club's financial institution of choice

Purchase orders are required for expenses greater than \$500.00. Purchase orders have to be approved by the Treasurer, President, Vice-President or Executive Director. Unbudgeted expenses greater than \$5,000 require majority board approval (majority of Board members present when quorum is satisfied). A budget will be approved by the Board in October or November of each fiscal year and expenditures approved as part of the budget will not require another majority Board approval. Where a board member and/or staff member that commits WISC to an expenditure that is greater than \$500.00 prior to receiving approval and that expenditure is not subsequently approved that person will have to cover the expense personally.

### **VENDOR SELECTION & PROCUREMENT PROCESS**

Where the club will be entering into an agreement with a third party that extends beyond a one-year period and has a contract value of over \$2000, a request for proposal (RFP) will be sent to no less than 3 businesses requesting a quote. The RFP will contain the terms of the services to be provided, deadlines for submissions and response. The RFP process will involve a committee of no less than 3 individuals appointed by the Board. The chair of this committee will be determined by the Board. The business will provide WISC with a quote on or prior to the set deadline in the RFP. The 3 quotes will be evaluated by the committee on criteria set out in the RFP. Once the committee has evaluated the responses to the RFP, a recommendation will be made to the Board of Directors for approval

### **EXPENSE CLAIM REIMBURSEMENT POLICY**

Expenses will be reimbursed after they are incurred. Expense reports must be filled out and approved by a board member. Only expenses that are accompanied with receipts will be approved for reimbursement. If an advance is required special approval must be obtained by the Board of Directors. Mileage will be reimbursed for at \$.35 per kilometre for club business outside of the Town of Whitby. WISC cheques may only be signed by those who have signing authority as issued by the Club's financial institution of choice.

### **CLUB REFUND POLICY**

The Club will refund 75% of registration fees for any player that withdraws prior to the posted date before the indoor or outdoor season.

The Registrar will address all other cases on an individual basis.

### **BINGO PARTICIPATION REIMBURSEMENT POLICY**

Teams have the opportunity to participate in Bingo's as a fundraising option. When a team participates in a Bingo with a full complement of 6 persons, they will receive a set amount determined annually by the Board. For each person less than the full complement attending the amount paid will be reduced by \$50. Payment of these funds will be made when staff receives the cheque requisition filled out and approved by the Bingo Director and/or equivalent.

## **SPONSORSHIP & FUNDRAISING POLICY**

### **Club Sponsorship**

All enquiries related to sponsorship opportunities must be directed to the Director, Sponsorship & Fundraising.

Formal fundraising programs brought to the club shall be evaluated by the Director, Sponsorship & Fundraising. Agreements to participate in these programs can only be approved by the Board of Directors.

### **Competitive Team Sponsorship**

The WISC Board of Directors has determined that the following fundraising activities are suitable for Club teams. The list serves as a guideline and other activities may be acceptable, but they must be approved by the Board in advance. Upon acceptance, they will be added to the list.

Team officials must be cognizant of the values/morals of all parents when asking them to participate in pub night events, casino trips, etc. Lotteries are definitely out.

Acceptable activities include but are not limited to the following:

- 50/50 draws at games
- food sales (chocolate bars, barbeques at tournaments, etc)
- clothing sales
- car washes
- bottle drives
- golf nights
- silent auctions

All monies remaining in the team fund at the end of the season may remain with the team. As a condition to play, each parent must sign a declaration acknowledging that residual funds remain with the team. The only exception applies to those funds received through parental contributions. A financial statement must be provided to each parent and the WISC Board of Directors at the beginning and the end of each season.

Teams should check with Director, Sponsorship & Fundraising to ensure that Club sponsors are not approached to sponsor a Competitive team.

No parent or player may be asked to contribute more than \$150.00 to a team fund without the consent of the WISC Executive. .

## **REFEREE POLICY (Registration, Assignment & Pay Policy)**

### **Club Head Referee**

The Club Head Referee is responsible for the management of all referee development programming within Whitby Iroquois Soccer Club.

## **REFEREE DEVELOPMENT PROGRAM**

### **POLICIES**

1. In order to provide the highest level of officiating for the Club, the Club Head Referee shall develop, co-ordinate and maintain a list of registered or certified referees to assign to all recreational soccer games within the Club jurisdiction.
2. In order to effectively promote the development and maintenance of referees for the Club a system has been established for the creation and development of instructors and assessors.
3. The Club must maintain a system in which to record the names and skill levels of active and qualified referees. This system will also reflect Club game assignments and fees.
4. Games will be assigned to referees according to their age, grade and ability.
5. Game fees will be established by the Board based upon recommendations of the Club Head Referee.
6. Seasonal clinics will be organized, as required, to provide new and returning referees with the appropriate training to officiate Club games. The Club Head Referee will apply to The Ontario Soccer Association for a Class 4 Clinic as required and liaise with the assigned OSA instructor and the OSA office regarding venue, participants and fees.
7. Individuals who wish to referee for the Club must be currently registered with The Ontario Soccer Association or complete a Class 4 clinic of The Ontario Soccer Association in order to be assigned to Club games. Pursuant to OSA policy, a participant in a Class 4 clinic must be a minimum of 12 years of age as of April 1<sup>st</sup> in the current year.
8. Club referees who are a minimum of 10 years of age and who will not have turned 12 years of age by March 31<sup>st</sup> of the current year, will be permitted to attend a Club level referee course which will enable them to referee club mini-soccer games for 4-6 year olds only.
9. All referees assigned to Club games will adhere to the Code of Ethics as published by The Ontario Soccer Association.
10. All referees representing the Club shall adhere to the following dress code:
  - Uniform consisting of matching black referee shirt and shorts, black knee-length socks with 3 white rings around the top, black soccer shoes, and appropriate badge worn on the left breast area of the shirt;
  - Uniform shall at all times be clean, in good repair and worn with the shirt tucked into the shorts and the collar folded down;
  - Socks shall be at all times pulled up;
  - Jewellery shall not be worn by the referee on the field if it is an item which the referee in his discretion would not permit a player to wear on the field. The exception to this policy would be the wearing of medical alert items;
  - No referee shall arrive at the game field improperly dressed.
11. A program will be established whereby each Club referee may expect to be assessed for competence in officiating during each indoor and outdoor season. The assessor will report his findings to the referee immediately after the game and report to the Club Head Referee.
12. Club referees may not referee any game in any division in which either the referee or a sibling participates. It is recognized that exceptions will occur and this will be at the discretion of the Club Head Referee.
13. The referee shall make the decision on whether or not to cancel, suspend or terminate a game due to weather or field conditions. From time to time, the referee may choose to consult with the Club Head

Referee or, in his absence, a member of the Board of Directors, regarding proceeding with play. In all instances, the referee's decision shall be final.

14. Referees shall attend discipline hearings as required.
15. Referees are required to submit discipline reports within 48 hours after the conclusion of the match.
16. Referees shall be subject to disciplinary action for any infraction of Club rules.
17. A fine may be levied against any referee who fails to attend at an accepted game assignment.

## **PROCEDURES**

1. A WISC database to be maintained detailing the following:
  - a) Name, address, phone number, date of birth, and e-mail for each registered referee;
  - b) Current provincial level;
  - c) Assessment record;
  - d) Discipline record;
2. A database to be maintained each season of game assignments and game fees.
3. A clinic will be held each year to create and develop assessors for Club games. A Club assessment form will be utilized by assessors to report their findings to the referee immediately after the game and to the Club Head Referee for record keeping purposes.
4. A clinic will be held each year to create and develop instructors for assisting at referee development clinics.
5. As required, the Club Head Referee will apply to The Ontario Soccer Association at the beginning of each calendar year for Class 4 Clinics.
6. As required, the Club Head Referee will schedule an appropriate number of clinics for participants who are a minimum of 10 years of age and who will not have turned 12 years of age by the 31<sup>st</sup> of March of the current year.
7. Prior to the indoor season, the Club Head Referee will schedule an appropriate number of clinics for Club and OSA registered referees who wish to referee indoor games. This clinic will only be for Club and OSA registered referees.
8. Teaching materials will be developed and maintained by the CHR for use at all clinics.
9. Games will be assigned by the Club Head Referee electronically or, where required, by telephone.
10. As required, special meetings will be scheduled by the Club Head Referee to deal with specific issues.
11. Each season, the Club Head Referee will review current game fees existing in the province and make a recommendation to the Board regarding fees for each upcoming season.
12. The Club Head Referee will oversee the acquisition and availability of appropriate referee uniforms and equipment. A system for distribution of the uniforms and equipment will be established and posted on the website each season.
13. The Club Head Referee will calculate the total sum required for referee pay each month and submit a cheque requisition to the Club office. A list of referees and their respective pay amount will be

attached as backup to the cheque requisition. The funds will be returned to the Club Head Referee when available and a payment date will be posted on the website. The Club Head Referee will oversee the pay day for referees. Payment to the referees will be the first week of each month. Each referee must sign for their pay once received and a record of signed receipts kept in the Club office.

14. Unclaimed referee pay will be retained in the Club office.
15. Referee forms, including caution, dismissal, and special incidents will be maintained on the Club website. These forms may be completed online and submitted electronically to the Club office with a copy to the Club Head Referee. Paper copies of the forms will also be available at the Club office. Each referee should keep a supply of forms for his own personal use.
16. Referees must ensure that game sheets are completed properly in order to receive their game fee.
17. Any referee who fails to attend an accepted game assignment, without reasonable cause may, at the discretion of the Club Head Referee, be subject to a fine in an amount equivalent to the game fee.
18. A fine or disciplinary action may, at the discretion of the Club Head Referee, be levied when a referee
  - a) fails to comply with requirements to complete forms properly and submit them within the required time frame;
  - b) fails to adhere to the dress code.
  - c) breaches the Code of Ethics

#### **OSA CODE OF ETHICS – Endorsed by Whitby Iroquois Soccer Club**

Game officials having certain privileges through and by The Association, with respect to the game, shall realize and respect their responsibilities and duties to The Association and the game. The Association endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials.

Specifically Game Officials shall:

- a) Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve;
- b) Not cause The Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- c) Adhere to all standards and directives;
- d) Always be neat in appearance and maintain a high level of physical and mental fitness;
- e) Study the Laws of the Game and be aware of all changes, and shall enforce all said Laws and changes;
- f) Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- g) Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- h) Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
- i) Be subject to disciplinary action for not complying with this Code of Ethics.

#### **CALENDAR OF EVENTS**

The Club will publish a Calendar of Events that will be approved by the Board of Directors on an annual basis. The Calendar of Events will be published no later than January 31 of each year.

## **SPECIAL DISPENSATION**

Any member may request an exemption from compliance with certain Policies & Procedures if and only if the following conditions are met:

1. Written request must be submitted to the Board of Directors 30 days PRIOR to when the Special Dispensation is required;
2. Request must include reasons for non-compliance;
3. Request must be approved by the Board of Directors. Board has discretion to approve or deny the request.