

LAKE SIMCOE SOCCER CLUB



RULES and REGULATIONS

As of November 2008

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I. Registration

1. Registration:

- a. Application for registration to this Club shall be made annually on a form to be provided by the Club. This registration must be accompanied with the required registration fee and documentation.

2. Proof of Age

- a. All registrants must provide proof of age. Birth certificates, passports or other evidence acceptable to the Club shall be accepted as proof of age. These documents must be shown at registration and copies may not be made or kept on file by the club.

3. Fees

- a. Membership fees for regular Members and all other fees including but not limited to late fees, sponsorship fees and refund charges shall be set annually by the Board of Directors and ratified or amended by the Membership at a general meeting of the Club.
- b. Registration and Membership fees are to be sufficient to cover the costs of fielding teams and administering the Club.
- c. No refunds shall be made after June 15th.
- d. All refunds are subject to a \$50.00 administration charge.
- e. The club uniform must be returned prior to the refund being issued.
- f. A late registration fee of \$50.00 will be applied to all late registrations.
- g. The date a registration fee shall be late will be set by the Board each calendar year and shall be advertised on all registration material.
- h. All fees may be waived at the discretion of the Board, or by the consent of the President and Treasurer, in extenuating circumstances such as, but not limited to player injury.

4. Registration Dates

- a. The club will hold a minimum of two general registration dates.
- b. **The Board of Directors will set the registration period annually**
- c. Subsequent to **the end of the set registration period**, any player registered shall be put on a wait list and shall only be assigned to a team on a first registered basis as space permits.

II. Membership

1. Honorary Members

- a. Honorary members are granted free lifetime registration for themselves and their children (while minors). This excludes spouses, grandchildren or any other family relation.
- b. Free registration does not include representative surcharges, late registration fees or any other fees charged by the club
- c. **The list of honorary members will be kept in the permanent club files.**

III. Players

1. Player Age

- a. Youth players will consist of players aged 4 to 18. Senior players include players 19+.
- b. Playing divisions within the Club shall be determined by the Executive before the start of each season.

- c. In LSSC House League Divisions, players must play in their age divisions; exceptions may be made at the discretion of the Board.
- d. For team eligibility for Competitive teams, please see Competitive Team Policy and Manual.

2. Eligibility for Team Play

- a. No player who is registered with the LSSC may play on any other LSSC team, unless they are a call-up player. Other exceptions may be granted by the Board.
- b. Players may play as a call up to a Representative Team; however, they must adhere to the playing rules of the competitive division regarding the number of times they are called upon. Failure to do so may result in suspension of their house league position. It is the responsibility of the player and the coach to be aware of the call-up rules in their respective league.
- c. Call-ups are not permitted to be used on house league teams. Exceptions may be granted by the board.
- d. **If an exception is required, a request must be made on the club prescribed form.**

IV. Teams

1. Rebalancing of Teams

- a. The Executive reserves the right to move players as it deems fit for balancing of teams.
- b. Rebalancing must be completed within 7 days of the start of the season

V. Referees

1. Pay

- a. Referees shall be reimbursed the cost of training and upgrading courses upon completing a seasons refereeing, subject to the approval of the Head Referee.
- b. Increase in Referee Pay must be recommended by the Head Referee, approved by the Board and supported by an analysis of the standards as set out by the Referee Association.
- c. Referee incentive programs may be suggested by the Head Referee and approved by the Board.

2. Abuse

- a. The Club has a policy of “zero tolerance” of referee abuse and offenders may be removed from the Club, subject to a hearing of the Standing Committee on Discipline and Appeals.

VI. Coaches

1. Code of Conduct

- a. All coaches must abide by Club rules.
- b. All coaches must represent the Club in a positive manner.
- c. All coaches must accept the authority and decisions of the game officials.
- d. **All coaches are subject to the Screening Policy as described in Section XVIII**

2. Coach Responsibilities

- a. Provide a positive environment for players on your team – an environment where players are taught to enjoy the game of soccer.
- b. Provide a positive learning environment where all players, regardless of skill, can develop to their personal best;
- c. Give each player equal opportunity to play and grow, regardless of skill, gender, etc;

- d. Present the players on your team with a positive role model;
- e. Set reasonable goals and expectations for your players so that they learn the thrill of achievement;
- f. To actively, through your own actions, promote the concepts of fair play and sportsmanship;
- g. To refrain from smoking and swearing during games and practices.
- h. To provide equal playing time for all house league players;
- i. Coaches have the right to sit out a player for disciplinary reasons.
 - This may not be used to penalize a player for missing practices or being late to a game. It however may be used for poor behavior at the bench, but cannot exceed 2 shifts.

VII. Executive/Board

1. Directors and Operating Committee

- a. The Executive is composed of two divisions; Directors and Operating Committee Members.
- b. Directors are expected to attend all Executive meetings.
- c. Committee Members may choose to be ex-officio and only attend meetings that concern their duties or when requested.
- d. New positions may be added by approved motion of the membership at a General Meeting.
- e. All Executive members and Operating Committee Members shall be notified of all upcoming meetings via the agenda.

VIII. Duties of Club Directors

Each position shall have the following duties as specified with other duties being delegated by the President or Board over the course of the season. Other duties are as prescribed in the constitution.

1. President shall:

- Be the Chief Executive Officer of the Club;
- Be responsible for overseeing all Club operations and implementing Club policy;
- Preside at all meetings of the Club, unless he/she designates otherwise;
- Be an ex-officio member of all committees except any nominations committee, shall appoint all Chairs of Standing and Special Committees.
- Coordinate all duties of the Board, Committees and staff
- Appoint all Committees, including the Chair of the Fair Play Committee and Chair of the Standing Committee on Discipline and Appeals
- Coordinate all meetings of the Board
- Approve the issuance of Agendas
- File a Form 1 Notice of Change with in accordance with the Ontario Business Corporations Act., as required
- Be knowledgeable in Robert's Rules of Order
- Adhere to the Ontario Business Corporations Act as it pertains to Not-For-Profit organizations.
- Ensure the club is in compliance with all Ministries, Affiliations, and Associations.
- Be responsible for all functions relating the Club Administrator and/or paid employees

2. Vice President shall:

- Be the senior officer of the Club, next to the President;
- Preside at all meetings of the Club in the absence of the President, unless designated otherwise;

- Coordinate volunteer recruitment, and registration.
- **Represent and oversee the Head Referee, Assistant Head Referee and Volunteer Coordinator**

3. Treasurer *shall*:

- Keep full and accurate account of receipts and disbursements and shall deposit all monies and other valuables in the name of and to the credit of the Lake Simcoe Soccer Club Inc.
- The Club shall maintain its account at a bank in the Town Of Georgina to be selected by the Executive at the recommendation of the Treasurer.
- Prepare a statement of income and expenditures to be presented at monthly Board meetings;
- Disburse the funds of The Club as may be ordered by the Board;
- Pay all accounts with cheque or by electronic banking as authorized by the Board.
- Verify the accuracy of registration fees;
- Prepare a financial statement to be presented to the membership at the Annual General Meeting
- **Represent and oversee the Fundraising Coordinator**

4. Secretary *shall*:

- Give notice of all meetings of the Club to persons entitled thereto
- Prepare, in consultation with the president, a proposed agenda for each meeting, to be distributed at least 10 days in advance of the meeting with any addenda's being issued within 48 hours with the consent of the President.
- Attend all meetings of the Board and all General and Special meetings of the Club and shall keep minutes of all such meetings;
- This includes Discipline hearings, rep meetings and Fair Play meetings
- Deliver to the Executive within seven days of said meeting all minutes
- Be the custodian of the Club's Minute Book and Correspondence files;
- One set shall be kept and the club and one with the Secretary.
- **Represent and oversee the Communication Coordinator and Webmaster**
- Maintain copies of all committee reports, notify officers and committee Members of their election or appointment, furnish committees with those documents required to perform their duties, sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules),
- In the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.

5. Director of Competitive Soccer *shall*:

- Be responsible for the all Competitive, Representative, All-Star, Select or traveling teams
- Work with the Head Coach to recruit and select coaches for the Representative teams
- Provide information and guidance to coaches wanting to form Select or All-Star teams for tournaments
- Provide communication between the Board and Club Administrator
- Coordinate all competitive teams and perform all functions relating to their operation
- Implement and operate with the senior soccer program with the assistance of the Competitive Coordinator for teams playing outside the LSSC boundaries.
- **Represent and oversee the competitive team coordinator**

6. Director of House League *shall*:

- Be responsible for all house league divisions and Coordinate and assist in balancing teams
- Be responsible to oversee the rating of players and forming of teams

- Work with the Head Coach to recruit and select coaches
- Assist the Head Coach with new coaches and others requiring assistance
- Assist the Head Coach in helping coaches understand and implement FIFA and LSSC rules
- Implement and operate with the senior soccer program with the assistance of the Competitive Coordinator for teams playing within the LSSC boundaries.
- **Represent and oversee the Tyke and Micro Coordinator and House league Teams Coordinator**

7. Director of Operations shall:

- **Represent and oversee the Sponsorship Coordinator, Uniforms, Trophies and Awards Coordinator and the Tournament Coordinator**
- Ensure the accuracy of sponsor documents and verify and assist in reconciliation and collection of sponsorship payments

8. Director of Soccer Development shall:

- **Represent and oversee the Player Development Coordinator and Equipment Coordinator**
- Devise and implement player development programs and strategies
- Assist the Director of Competitive Soccer in improving the quality of the competitive program

9. Director of Coaching shall:

- Strive to update the quality of coaching within the Club
- Organize coaching clinics
- Be available to new coaches, division Directors and others requiring assistance.
- Be available to assist coaches in understanding and implementing FIFA and LSSC rules
- Co-ordinate all coach meetings
- Shall be responsible for the recruitment, training, supervision and allocation of coaches and assistant coaches
- Shall implement teaching techniques that will improve training sessions on the field of play.

IX. Duties of Operating Committee Members

1. Head Referee shall:

- Strive to upgrade the quality of officiating
- Sit on the Discipline Committee
- Be responsible for the assignment of referees for all Club games (may be delegated to a Referee Coordinator).
- Shall be responsible for the recruitment, training, supervision and allocation of referees;
- Shall represent the Club at the regional referees association;
- Shall keep referees informed of the rules of the Club.

2. Assistant Head Referee shall:

- Shall take over when the Head Referee is unavailable (vacation, illness, etc.);
- Shall act as a mentor (organize refreshers, be available for questions and emergencies)
- Shall run meetings with or in line with the Head Referee
- Shall be available for re-assignment scheduling (normally done by the club administrator)
- Shall coordinate referees on the days of House League tournaments

- Shall NOT referee at club tournaments.

3. Volunteer Coordinator shall:

- Coordinate all volunteers to meet the needs of the club as required or directed by the Board

4. Communications Coordinator shall:

- Provide local media with news of all major events of the Club
- Submit articles, team standings, etc. as requested by the Executive
- Represent the Club at different service club functions
- Place advertisements for Club events as requested by the Board
- Prepare such newsletters as are requested by the Executive
- Work in liaison with the Web Master to ensure all Club information is displayed appropriately

5. Webmaster shall:

- Work in liaison with the Communications Coordinator to ensure all Club information is displayed appropriately.
- Shall develop and maintain the Club's website; and shall assist in the set up of email addresses when necessary.
- Be responsible for the operation and implementation of club computer equipment and software programs

6. Fund-Raising Coordinator shall:

- Organize fund-raising and social events
- Prepare a budget to be approved by the Board for all Fundraising endeavors
- Keep accurate records of expenses and receipts for each activity and submit a written report to the Board
- Provide and implement new fundraising endeavors for the club

7. Competitive Team Coordinator shall:

- Shall assist in the coordinating the selection of teams, scheduling of games, and recruitment of coaches for the competitive program
- Shall assist in resolving any issues with respect to operations of the competitive program;
- Shall represent the Club at all appropriate league meetings when required
- Shall provide all required registration information to the Registrar in a timely manner.

8. House League Teams Coordinator shall:

- Shall assist in coordinating the selection of teams and recruitment of coaches for the House League program
- Shall assist in resolving any issues with respect to operations of the House League program.

9. Tyke/Micro Coordinator shall:

- Be responsible for organizing the mini- soccer program
- Work with Head Coach to select and train coaches for program
- Co-ordinate with the Equipment/Facilities Manager all equipment required for the program

10. Tournament Coordinator shall:

- Chair the Tournament Committee
- Be responsible for all activities pertaining to the organization and running of tournaments
- Be responsible, in consultation with available members of the executive and/or Tournament Committee members, for resolving all issues that arise during the tournament.
- Shall supply budget and financial reports pertaining to the tournaments
- Shall assist in recruiting sponsors
- Shall provide required information to the Register and file tournament reports organized by the Club with the appropriate governing body

11. Sponsorship Coordinator shall:

- Be responsible for getting sponsors for each team and for Club tournaments
- Fill out sponsor forms accurately and keep a record of payments made
- Ensure that pictures, receipts, newsletters, schedules and other sponsor-related information is passed onto the sponsors from the Executive
- Keep an up-to-date list of current and potential sponsors
- Forward all sponsor monies to the Treasurer

12. Uniforms, Trophies and Awards Coordinator shall:

- Obtain quotes and recommend uniforms for all Club teams, subject to approval of the Board
- Recommend such auxiliary equipment such as bags, track suits, etc. as requested by competitive teams, subject to the approval of the Executive.
- Order awards and trophies as required
- Arrange for Team pictures to be taken and distributed.
- Communicate with all suppliers pertaining to this function
- Shall record the distribution of goods

13. Equipment Coordinator shall:

- Be responsible for the distribution of equipment to coaches at the beginning of the season and for replacing equipment as required throughout the season
- Coaches bag should include:
 - Equipment bag first aid kit
 - Soccer ball
 - 10 game sheets
 - Ball pump
 - 4 corner flags
 - 3 needles
 - 1 linesman flag
 - 8 pylons
 - keeper jersey
 - rule books
 - coach manual
- Be responsible for the installation, maintenance and retrieval/storage of all soccer nets
- Inspect the nets for damage three times throughout the season and undertake repairs.
- Shall obtain written quotations; and communicate with equipment suppliers
- Shall receive equipment purchased
- Shall maintain inventory and shall record distribution of goods.

14. Player Development Coordinator shall:

- Shall be responsible for the training of all players registered with the Club

- Shall keep players informed of rules and regulations of the game of soccer
Shall implement teaching techniques that will improve player and game tactics.

X. Other Duties

Other duties that shall be carried out by paid staff include:

1. Registration:

- Prepare annual registration forms in accordance with OSA Policy
- Co-ordinate registration sessions;
- Receive all registration forms and keep an accurate record of the registrants;
- Prepare an annual report showing the number of players, their ages at the Annual General meeting
- Shall provide required registration information to appropriate governing bodies;
- Shall work closely with the Financial Officer to ensure that all registration receipts are duly noted and accounted for;
- Shall oversee the compiling and distribution of the appropriate lists and reports as directed by the various conveners
- Shall advise the Board of Directors on recommended dates for registration.

2. Match Secretary/Statistician:

- Distribute schedules to all coaches/conveners
- Reschedule games missed
- Ensure that accurate records are maintained on all Club games.
- Provide on request from coaches and executive a weekly list of house league team standings
- Shall assign fields
- Shall schedule all house league games and tournaments
- Shall record all scores and standings.

XI. Other Honorary Positions

1. Past President Shall:

- Provide counseling and advice to the executive
- Shall be an honorary member of the Board

XII. Complaints

1. Complaints Procedure

- All complaints and/or concerns must be submitted in writing to the Executive, no later than 72 hours after the alleged incident.
- The Executive will respond no later than one week from date of receipt of the concern. The decision of the Executive is final.
- Complaints not made in writing cannot be addressed

XIII. Standing Committee on Discipline and Appeals

1. Makeup

- The disciplinary committee will consist of at least three members, appointed by the President.
- The Vice President is to Chair the committee.

- c. The President is an ex-officio member of this committee and may serve as an active member or Chair.

2. Policies

- a. Every player has the right to a Disciplinary Hearing. However, players wishing to waive their right to a Hearing and accept the OSA Mandatory Minimum Sentence must notify the club within 48 hours and need not attend a hearing.
- b. The standing Committee on Discipline and Appeals shall be responsible for all disciplinary matters.
- c. Players wishing a hearing are suspended from such time as the offence occurred until after their hearing.
- d. Disciplinary hearings shall be held within a reasonable time of the offence so that undue suspension is not served. Any missed games will be credited to the suspension.
- e. Reasonable notice of the place, time and date of hearing will be given.
- f. If a subject fails to attend a Disciplinary Hearing, the subject stands suspended until such time as the hearing is held. Hearing will be held following a written request by the suspended player.
- g. Suspensions shall be for a specific number of games.
- h. Suspensions shall be served during the clubs playing season. Any suspension not completed by the end of one season shall be carried over to the next playing season.
- i. The following may attend a hearing:
 - The member who is subject of the report;
 - The member's parent/guardian when under 18
 - Coach (where applicable)
- j. The referee's report is not to be disputed.
 - The Referee Report may not be distributed
 - All suspensions shall be based on the discipline procedure (attached) of the LSSC or the OSA Discipline Policy
 - All decisions made by the Standing Committee on Discipline and Appeals shall be submitted to the Secretary of the Club, along with a transcript of the minutes of the hearing.
- k. For other disciplinary matters (eg. Special Incident Reports; Letters of Complaint about Coach Conduct, etc): The Head Coach, or designated Executive member, shall discuss the incident with the offending person and shall try to resolve the situation. A report of the incident and its resolution shall be presented to the Executive at its next meeting. Should a resolution not be achieved, the Head Coach shall call a meeting of the Standing Committee on Discipline and Appeals or Fair Play Committee as they deem appropriate.

XIV. Proxy Voting

1. Policy & Procedure

- a. An individual may only cast one vote either as a member or by proxy and must be present at the general or special meeting to cast a vote
- b. Paid employees of the club or paid contractors of the club may not cast, vote or vote by proxy
- c. Proxy voting privileges must be confirmed by the registrar at least 48 hours prior to the meeting, excluding weekends and holidays and must be recorded by the secretary
- d. The Registrars determination shall be final
- e. An individual may only hold one proxy
- f. Proxies shall be on the prescribed club approved form

XV. Minutes

1. Approval & Issuance

- a. Minutes must be approved by the Board at the next meeting
- b. Minutes must be distributed within 7 days of the meeting, and a minimum of 4 days prior to the next meeting if the meeting is scheduled within the 7 days
- c. Minutes may not be posted on the website or issued to any member until such time as they are approved by the Board.
- d. Unapproved minutes may be forwarded to the Operating Committee so that they may be up-to-date on the happenings of the club and be aware of any items needing completion which are apart of their duties.

XVI. Acceptance of Gifts

1. Policy & Procedure

- a. Board or Committee members shall not accept or solicit any gifts, hospitality or other benefits that may have a real or apparent influence on their objectivity in carrying out their official duties or that may place them under obligation to the donor. This includes but is not limited to free or discounted admission to sporting and cultural events arising out of an actual or potential business relationship directly related to the person's position. You must report to the Board any gift, benefit, advantage, or favor, whether it can be politely refused or returned to the client, and the circumstances in which it was made.
- b. The acceptance of gifts, hospitality and other benefits is permissible if they
 - are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value);
 - arise out of activities or events related to official duties
 - are within the normal standards of courtesy, hospitality or protocol; and
 - Do not compromise or appear to compromise in any way the integrity of the Board member concerned or the organization.
- c. The following principles and guidelines have been developed to help apply this policy if a gift has been received and it is impolite to refuse the item:
 - Forward the gift, where suitable, to a charity.
 - The raffling off of gifts, where the proceeds go to a charity, would be an acceptable solution if the charity cannot use the gift as is.
 - Advise-in advance, if possible-any clients who are inclined to seek preferential treatment or who want to reward members, not to do so.
 - Explain to the person who sent the gift that gifts of that nature are not appropriate.
 - Sharing unsolicited gifts with members does not alter the situation, nor does it diminish the appearance of preferential treatment.
- d. Failure to disclose any gifts received may be grounds for dismissal from the organization.

XVII. Confidentiality

1. Policy & Procedure

- a. Each Board Member, Operating Committee Member must sign a confidentiality agreement each season.
- b. Board members may not forward emails regarding confidential club business, or with regard to another board member without prior consent.
- c. All discussion within the Board Meetings is confidential and should not be discussed outside of the board with other members or members of the public

XVIII. Screening Policy

The Soccer Club accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations.

1. Definition of Positions:

The various levels of play in the sport have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

High Risk	Medium Risk	Low Risk
Competitive Team Officials	Recreational Team Officials (Intertown only)	Recreational Team Officials (House League)
	All-star Team Officials	Mini Soccer Team Officials
	Select Team Officials	Other Volunteers
	Board of Directors	
	Operating Committee	
	Paid Staff	

2. Boundaries / Limitations:

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/ games/ tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall ADHERE to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

3. Screening Measures:

High Risk	Medium Risk	Low Risk
Application Form (with references)	Application Form (Reference Checks Optional)	Application Form (Reference Checks Optional)
Interview by Selection Committee	Police Records Check	
References Checked Out		
Police Records Check		
Evaluation by Club		

4. Selection Committee:

The Soccer Club shall annually appoint a Selection Committee with the responsibility to appoint team officials for the appropriate positions taking into consideration the screening criteria. The Selection Committee shall be comprised of representatives with the technical expertise and those responsible as per Club policy.

5. Police Records Check (PRC)

Police Records Checks (PRCs) must be submitted initially and then on a bi-annual basis to the President of the Club. A PRC is valid for a period of two years. PRCs will not be kept on file and will be returned once they have been reviewed. A log of all PRCs will be kept in a secure location in the offices of the club.

A PRC, and subsequent application, may be rejected if any of the following behaviours are identified. This list includes, but is not limited to, the following:

- Sexual Offences
- Violent or threatening behaviour against children or adults
- Conduct against public morals (i.e., prostitution)
- Substance or chemical abuse
- Violation of a position of trust including theft or fraud
- Criminal driving offences, including but not limited to impaired driving.

Upon examination of the PRC, should it reveal any criminal code conviction, charge without disposition or police contact, a further review will be conducted to determine the acceptability of the applicant for a staff or volunteer position within the Club. This review will be conducted by a group consisting of the President, Head Coach and either the Director of Rep Soccer or Director of House League, as appropriate.

An applicant whose PRC reveal a criminal conviction outside of the unacceptable behaviours or police contact will be given the opportunity to discuss the information revealed in their PRC with the President of the Club.

6. Confidentiality

All persons involved in the screening process will be required to sign an Oath of Confidentiality. All information collected during this process shall be kept strictly private and confidential.

XIX. Miscellaneous Policies

1. Police Check fees

Police Check fees are reimbursable:

- a. as a team expense for Competitive Team Officials
- b. as a club expense for Board members

Schedule A. Organization Chart

**Lake Simcoe Soccer Club
Organization Chart**

