



## Leduc Soccer Association's Policies

### **101 - Role of LSA Board Members**

It is the responsibility of Leduc Soccer Association to provide all member an opportunity to play soccer.

### **102 – Registration**

All players must register in their correct division. No player shall be allowed to move up, unless first approved by the executive. If no board meeting can be scheduled, consensus can be reached by simply majority of the board.

### **103 – Emails**

All board emails must be cc'd to [info@leducsoccer.ca](mailto:info@leducsoccer.ca). All board members must use the LSA email provided to them by LSA.

### **104 – Refund Policy**

An Association member's request for refund of registration fees will be granted provided the Policy requirements are met and a written request received. Refunds are subject to a \$50.00 administration fee on the originally paid registration.

For certified medical refunds, the refund will be subject to a \$50.00 administration fee on the originally paid registration.

The Amount of the eligible refund will be based on policy 104a and 104b

#### **1.04a – Policy Requirements**

Request for refunds must be accompanied by original receipt.

Request for refunds that stem from a certified medical reason must be accompanied by a medical certificate stating that the player is unable to participate in the soccer program for reason of illness or injury.

A refund will **not** be granted if the request stems from an illness or injury that is a direct result of participation in the Association's soccer program. ASA insurance policy must be followed at this point.

All refunds must be approved by two members of the Board with financial signing authority, one of which must be that of the President or Treasurer.

### **104b – Amount of Refund**

All refunds are subject to a LSA administration fee on the originally paid registration fee (see section 104),

The refund paid for requests received more than 30 days before the first scheduled night of play for the Association will be equal to the to the originally paid registration minus the LSA administration fee.

The refund paid for request received less than 31 days before the first scheduled night of play for the Association will be equal to the paid registration minus \$50.00.

No refunds will be allowed once the 2<sup>nd</sup> game of the season had been played; any exception to this rule is subject to the approval of the board.

### **105 – Purchasing Policy**

Purchasing of equipment, jerseys, office equipment must have a purchase order to be obtained from the administrator. Leduc Soccer Association will not be responsible for any purchases made without a signed purchase order.

All purchase orders must be signed by 2 board members. In the case of emergency purchase, the purchaser must first obtain email approval from 2 board members and a purchase order number from the administrator. It remains the

responsibility of the purchaser to retro-actively obtain the signed purchase order for passing on the vendor.

## **106 - LSA HARRASSMENT POLICY/ELECTRONIC COMMUNICATIONS**

(August 20, 2017)

The Leduc Soccer Association (LSA) does not tolerate or condone any degree of harassment by any Member of LSA. It is the responsibility of all LSA Members to promote and ensure a harassment free sport environment.

Members of LSA include (but not limited to) LSA Board of Directors, Staff, Coach's, Manager's, Parents, Relatives, Players (regardless of if they are on a team roster or not).

Members shall all be deemed spokesperson of the LSA league and their respective team. Regardless of the context, all LSA members must not do anything that could harm the reputation of the LSA or their respective team or otherwise bring the game into disrepute.

**MISSION STATEMENT:** LSA believes in the prevention of harassment and promotes a harassment-free soccer environment in which all people respect one another and work towards a common goal.

Harassment can take many forms but generally involves conduct, comment or displaying any form, including social media, that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or would otherwise cause offence, discomfort or personal humiliation or embarrassment to a person or group of person. This includes (not limited to) comments of a racial, sexist, sexual, homophobic, anti-religious or threatening nature. This includes but not limited to, negative comments about officiating.

**\*SOCIAL MEDIA** refers to freely accessible online tools used to produce, post and interact using text, images, video, and audio to communicate, share, collaborate, or network. Social media includes blogs, social network, videos and photo file sharing. This includes but not limited to Team Snap.

LSA recognizes and supports its Members rights to freedom of speech and expression including the use of Social Media. In this context, however, each Member must remember that playing and competing for LSA is a privilege, not a right. All Members are deemed to represent LSA and are expected to portray themselves, their teams, the LSA league, and all affiliated associations in a positive manner at all times. Any online postings must therefore be consistent with the league guidelines.

LSA encourages Members to use the following GUIDELINES to ensure proper Social Media behaviour of all Members:

- Any online postings must be consistent with LSA Harassment Policy.
- League related social media content.

- The LSA logo cannot be used without the LSA board approval.
- All posted content is subject to review.
- The LSA encourages its' members to use social media but reminds members that at any time they are spokespersons for LSA.

**\*SEXUAL HARASSMENT** refers to unwelcome sexual advances, unwelcomed requests for sexual favors or other unwelcome verbal or physical content of a sexual nature. Sexual Harassment may occur in behaviours by person to person. The behaviour does not need to be intentional for it to be considered Sexual Harassment.

### **HARASSMENT POLICY VIOLATIONS/PROCEDURES**

Any violation of the LSA Harassment Policy is subject to investigation and sanction by the LSA board. The LSA Discipline Committee reserves the right to determine appropriate sanctions for any violation of this Policy including but not limited to fines, removal of objectionable social media material, member suspension or member expulsion. A database of case precedents will be maintained by the LSA Board in order to ensure continuity and even-handed application of sanctions under this Policy. Anonymous complaints will not be accepted. An Incident Report must be completed and the Incident Policy Procedure will be followed.

Alleged violations under the LSA Harassment Policy shall be dealt with as follows:

All LSA Members have an obligation to promote and plain interpretations as a well as the spirit of intent of ALL LSA POLICIES, RULES AND REGULATIONS. The primary contact for all alleged Harassment Policy complaints go to the Administrator who will then pass on to the discipline committee. (follow our incident policy). No absolute confidentiality may be made by LSA, particularly in circumstances where the matter warrants police or other regulatory or administrative body intervention.

Notwithstanding this policy, any person who experiences Harassment continues to have the right to seek assistance from the Alberta Human Rights Commission or to file a complaint with RCMP or such other body or organizations as they deem appropriate.

If the complainant or respondent do not accept the finding of the Committee, they are then encouraged to present the matter for consideration before the appropriate district/ organization.

#### **107. Discipline Policy**

1. Incident report filled out and sent to Disciplinary Adjudicator (discipline@leducsoccer.ca)
2. The Disciplinary Adjudicator would then review, gather further information if required, and then inform President, Vice President, people involved in the incident, and the age director **that** the incident pertains to their findings. This process can take up to 7 days.
3. The Discipline Adjudicator would then inform the board of incident.

4. If the person or persons involved in the incident are not satisfied with the findings they can then take it to Battle River Soccer Association.

## **108. LEDUC UNITED POLICIES**

(as of August 20, 2017)

### **Developmental Program (Under 7 - 12)**

Leduc United follows Canada Soccer's Pathway, which includes adherence to the Long-Term Player Development Model. Our Developmental Program provides competitive opportunities for Learn to Train Stage 3 Athletes.

Teams are created based on player evaluation and selection by the coach, assistant coach and with the assistance of the United director.

All coaches are to hold formal certification and/or licensing. Leduc Soccer Association will continue to invest in coaches and provide the necessary training for coaches as required.

Training sessions are conducted 2 - 3 times weekly for 60 - 75 minutes each. Match play is facilitated by the league in which the team is registered. Games and schedules are determined by the league in which the team participates. Teams may arrange additional training sessions after consultation with the members of the team.

### **Competitive Program (Under 13 -18)**

Leduc United follows [Canada Soccer's Pathway](#), which includes adherence to the [Long-Term Player Development Model](#).

Teams are created based on player evaluation and selection by the coach, assistant coach and with the assistance of the United director.

All coaches are to hold formal certification and/or licensing. Leduc Soccer Association will continue to invest in coaches and provide the necessary training for coaches as required.

Training sessions are conducted 2 - 3 times weekly for 60 - 75 minutes each. Match play is facilitated by the league in which the team is registered. Games and schedules are determined by the league in which the team participates. Teams may arrange additional training after consultation with members of the team.

## **Trialist Players**

Teams can utilize Trialists (Trialists are players that are registered within LSA or the appropriate district that LSA forms part of) as per the league trialist policy. Should a trialist play more than three (3) games during the season, the trialist will, as per league rules, form part of the team and the applicable fees will apply. A trialist cannot be used from the same tier, the trialist must come from a lower tier or lower age division.

## **Teams/Tiering**

Generally, with very limited exception, we allow teams to determine which age category and tier level they will participate in after consulting the United director and the Leduc Soccer Association (“LSA”) Executive Board. League rules and regulations will apply. We do allow more than one team in an age category/tier.

LSA United, at this time, will play as “guests” in other competitive leagues. The league to which the team is registering in decides on which tiers will be facilitated by that league for that season, as such the tier requested by the team may not be available. LSA United reserves the right to move the team to the NEXT LOWEST available tier.

For Example: Leduc United wants to place a team in U12 tier 3 in EMSA. At the EMSA meeting it is decided that there will be no U12 tier 3 division. This team would be moved to U12 tier 4.

## **Players**

Leduc United philosophy is to use **chronological age** (birth year) as a *starting point* for player assessment; thereafter, we are guided by **developmental age**, which refers to the child’s stage of physical, mental, emotional and intellectual maturity. Additionally, there is consideration for **training age** (experience with multiple sports) and **sport training age** (years spent in soccer).

New players are encouraged to initially attend the tryout for the team which is chronologically appropriate. Thereafter, the athlete may also tryout for an older-aged team. Attending the try out of an older age team is to be approved by the LSA Executive Board prior to the try-out.

## **Club Funding (Provincials and Nationals)**

For all teams qualifying for Provincials Leduc Soccer Association will pay the admission fee to the provincial or national tournament. Should a team decide once declaring their participation not to compete, the team will be liable for the paid admission fee and liable for any fine issued by Alberta Soccer Association. Fines can be issued up to \$2500.00.

## **Fundraising**

Leduc United has established a policy document for fundraising. Please refer to the **Leduc United Fundraising Policy**. Leduc United or LSA will not be held liable for any dispute arising over team funds and bank accounts. Federal, Provincial and Municipal grant applications being made by a Leduc United Team, must be pre-approved by the LSA Board, NO exceptions.

## **Fees**

Leduc United Player Fees must be paid prior to the start of the season. If there is an issue of finance parents are encouraged to contact the board administrator for options.

## **Refunds**

Players who suffer serious injury at beginning of season (or before season starts) or whom suffer career-ending injuries will be assessed as per the LSA refund policy. All refund requests will be assessed per the LSA refund policy.

## **Coach Remuneration**

Leduc United Head Coaches may be given an honorarium \*. The LSA Board reserves the right to with-hold or apportion the honorarium if (a) the Coach does not finish the season either by choice or after being released by the Club or (b) the Coach moves to another Club in the season immediately following or (c) the Coach behaves in a manner that undermines the team or the Club.

- An **honorarium** is an ex gratia payment (i.e., a payment made without the giver recognizing himself as having any liability or **legal** obligation) made to a person for his or her services in a volunteer capacity or for services for which fees are not traditionally required.

As per the fundraising policy Head Coaches may also be given honorariums or have expenses paid for as decided on by the team each season.

## **109. Leduc United Fundraising / Sponsorship Policy**

(as of August 20,2017)

All Leduc United teams will take part in fundraising and sponsorship. All United Members ("Members" includes coaches and other team officials, players and parents) are expected to participate, as this is part of being on a Leduc United Team.

- A. Monies collected by Leduc United can be used for such things as;
- i. United team gear
  - ii. Tournament fees
  - iii. Specialty player training
  - iv. Coach expenses
  - v. Coach honorariums

All Leduc United team gear will be the same for all teams. Some of this gear will be purchased with United monies from fundraising and sponsorship and there will be gear available to be purchased as individuals as well. Game jerseys, shorts and socks will be provided for by Leduc Soccer Association ("LSA").

All monies collected will be distributed in an even manner amongst the teams, after a discussion with the sponsors and a formal meeting with representatives from Leduc United and LSA Executive Board, for teams to use for the above mentioned (i-v).

Upon the selection of teams, each team will appoint a Team Representative (cannot be a coach or other team official) that will attend (non-negotiable) the formal meeting where the distribution of funds will be discussed and decided upon prior to any spending.

Team officials will need to fill out and submit a request to the United Treasurer before any purchases are made. It is advisable to get approval from at least 75% of team members before requesting money. Each request will also require two (2) other team member signatures. These cannot be other team officials.

### **B. Fundraising Plans**

#### **Bottle Drives**

Leduc United will arrange for one bottle drive before the start of each Outdoor season and before the start of each Indoor season. The Outdoor season bottle drive will be held no later than after the weekend that Easter falls on and the Indoor season bottle drive will be held no later than the end of September. Each team is expected to provide at least 10 team members to participate. It is however strongly recommended that all team members participate.



### **Fan Apparel**

United Apparel will be sold through an approved supplier with a percentage of money given back to the United Program. ***This money can only go towards team apparel purchases and will not be paid out as cash and will be deducted from the final amount owed for practice jerseys.***

### **Other Fundraising Events**

Leduc United may also plan other fundraising opportunities to raise funds for the United program. Some examples of such events may be and not limited to:

Pub Nights	Meat Sales
Golf Day	Grocery cards
Chocolate Sales	

*If, as a member of Leduc United, you are unable to attend or participate in the fundraising events, there is a \$100 "opt out" fee payable to Leduc United to cover your participation for the season.*

### **C. Sponsorship**

All sponsorship money collected by United Teams will go towards the Leduc United Program as a whole and will be collected by the United Treasurer. Teams who do not collect sponsorship will still receive sponsored gear. However, if a team does not participate in any fundraising events planned by Leduc United, that team will not be eligible for any share of any funds raised. All sponsors will receive a tax receipt issued by LSA.

### **D. United Monies**

- i) \$500 to be kept in bank account for admin purposes
- ii) Leduc United to purchase practice jerseys for all new members
- iii) Teams to decide on what the rest of the team allocated money is used for see "A." for instructions on accessing team monies
- iv) Any money not used or requested at end of season goes back into the pool to start the next season. No money is to remain with any Member. If a team is using all it's money, there must be at least 75%