



Club Reference Manual & Team Handbook

Updated: October 2024

Mission:

Building a Community of Champions.

Vision:

The place where the shared love for soccer connects us, where we shape future soccer stars and nurture tomorrow's leaders. Empowering, uniting, and inspiring each other to reach our full potential all while creating unforgettable experiences in a fun and professional environment.

Values:

**Empower!
Unite!
Inspire!**



Seasons:

- Indoor (U7 - U13 October to March)
(U13 - U19 November to March)
- Outdoor (Mid/Late April to June)
- PSL (U13 April to July)
(U15, U17 March/April to July)
*Extended to mid-October if team qualifies for CSA [Canadian Soccer Association] Nationals)

Evaluations:

- Indoor - August/September
- Outdoor - Mid/Late March

Aurora Soccer Club welcomes you and thank you for taking on the role of Team Personnel. The information contained in this handbook will help you and your team have a successful season. If there is information that you require, and you are unable to locate it in the Team Handbook please contact the Club Administrator: registrar@aurorasoccer.ca

***Please note: Managers are assigned on the gamesheets and must be crossed off if they are not sitting on the team bench unless they are needed for the Rule of Two. There must be two adults on the bench for games and practices, with one being the same gender as the players. This is for both male and female teams. The Rule of Two policy must be followed before/during/following team practices/games. Please refer to the Rule of Two Policy in appendices.**

Websites:

Aurora Soccer Club - <https://www.aurorasoccer.ca/>
SYSI - <https://saskatoonyouthsoccer.ca/> SSA - www.saksoccer.com

1. Team Information

The Aurora Technical team will provide a roster containing contact information to Team Personnel. Please check information for any errors and notify the Club Administrator with the changes. If any information changes throughout the season please notify the Club Administrator.

***Reminder: Any changes/additions to the roster will solely be done by the Technical team. All coaching changes/additions need to be approved by the club Technical Director, before the changes/additions can be made. All Team Personnel must have been fully**

completed for their Safe Sport Roster items and on file on their RAMP accounts.

If players are injured (medical) or move out of the district and are unable to complete the current season let the Club Administrator know immediately they may be entitled to a pro-rated refund. If a player quits, you must inform the Club Administrator, depending on the withdrawal date, they may be entitled to a pro-rated refund. Please refer to the Aurora Refund Policy found on the Aurora Website under Season and Registration Information and then Refund.

2. Parent Meeting

The Manager is liaison between the Coach and team and the Club and team.

Please ensure you send information out to your whole team that the Club may send to you to distribute to your team.

The team parent meeting can be as simple as meeting before or after the first practice or game or on a separate night. You will need to decide what would work best for your team.

Discuss with your Coach about items and expectations he/she would like presented to the parents before the parent meeting. This includes practice times, expectations, tournaments, provincials (U15 and up), team fees etc. The Coach should attend this meeting. You should discuss all the information with him/her beforehand.

It is important that parents and players understand about committing to tournaments and provincials. This is a suitable time to recruit your parent volunteers for the following: Team Treasurer – setting up and managing the team finances, Windup, Team photos, Fundraising, Field Marshals etc. Only the team Manager and team Treasurer Positions will count towards volunteer bonds. The other things are only if you wish to spread out your duties amongst the parents.

3. Communication Pathway

Aurora Soccer has a communication pathway to ensure information is given to the right person to handle any situation.

This includes any report needed to be delivered. Parents/Team Personnel are not allowed to bypass the following pathway:

**Parent -> Manager -> Coach -> Technical Director
-> Club President -> SYSI -> SSA/CSA**

4. 24-Hour Rule

The 24 hour rule is a standard our club has put into play to prevent discussions regarding playing time, positions, tactics, or general decision making immediately following a game or practice. It's essentially a cool off period that removes emotion from the conversation which allows both parties to collect their thoughts prior to speaking about the events. One of the worst things a parent/guardian can do is storm across a field after a game or seek out the coach in the parking lot to discuss sensitive topics, typically right in front of their child. It is just as bad for coaches to deflect these types of conversations entirely, because they can be very constructive and help parents understand your point of view. After all, the parents truly care about the development of their child within the team, and if they are not getting playing time coaches need to explain why.

Parents: If you are concerned about the playing time, positions, tactics, or general decision making in games or practices of your child, please consider the following before contacting your coach.

1. Game time is not nearly as important as practice time. That may sound completely crazy, because in games you see the results of training and play is typically at a higher rate, but it is true. Well planned out training sessions develop players faster, and challenge players consistently. As players age, U13 and above ideally training sessions should be at a minimum of a 2:1 ratio to games (although it rarely happens due to turf availability). Preparation and learning is so important and that is developed in training.
2. Playing time fluctuates game to game for a variety of reasons. Injury, nutrition, conditioning, roster size, tactics, opponent skill level, missed training sessions, and game day health/energy levels are just a few examples that affect playing time. Coaches balance so many of these factors and it is not always easy to manage playing time from game to game.
3. Where does my kid fit in with the team? This is a hard question to ask yourself as parents. Think of his/her role: are they a central player or outside

player? Who are the players on the team that also play that position?

4. As parents/guardians, we will not always agree with a coach's decision. Coaches too make mistakes and are developing on a daily basis just as the players are. However, it is important to recognize that a coach's role is to make decisions for the team first and player second. Often, we tend to recognize our coaching staff's decisions through our player first and team second.

After thinking about that for a 24 hour period, email your coach and just let them know you would like to speak about your child and specifically what it is regarding. This is a much preferred method over the random phone call so that the coach can collect his/her thoughts and provide an in depth conversation.

If the parent/guardian feels the issue of concern remains and has not been appropriately addressed, the parent/guardian may schedule a call/meeting with the Technical Director.

Coaches: Be open to these conversations and communicate with your parents as needed. Good communication and perspective, as well as addressing the team as a whole can limit some of the extra phone calls coaches receive. Although, when a parent needs to call following a game be prepared and do the following.

1. Take down notes about the last game and the player's training that week. This will help you during the conversation and point out important things the player needs to improve on going forward. What position they played, how they performed, and some key moments during the game will show the parent you are diligent.
2. Be specific and give insight into the player's strengths and weaknesses. Give details only a coach (or soccer savvy parent) would know from different aspects of the game. Technical, Tactical, Physical, and Psychological strengths and weaknesses should all be touched on. Provide insight into the player from a soccer perspective, and relate it to the child's personality. For example, if a goalkeeper is introverted by nature, they are going to have trouble communicating and directing the back line. This can be helpful with parents who always identify with their

child's personality, but don't understand how it affects their play on the field. You are essentially showing the parent you know their child, and that is always a plus for a coach.

3. Communicate – If a player needs to catch up to their peers, be honest and let the parent know that. If they need to do work outside your training sessions, tell them. All this should be done in about 10 minutes – 24 hours after the last training session or game. It is simply a more healthy conversation if you can do it this way and keep the talk short. It will avoid the emotions that typically follow soccer games, and sometimes parents feel the stress more than the players.

5. Team Commitments

- Team events are determined by the coach and parents at the beginning of the season.
- If you are unable to attend an event the team is going to commit to, it is your responsibility to inform the Coach/Manager at the beginning of the season so they know how many players they have for each event and can budget and plan accordingly
- If you commit to the event and then pull out at the last minute or after deadline dates you will still be responsible for your share of the cost the Team incurs for that event.
- If you have committed to provincials and then pull out and the team must withdraw from them after the deadline, the Team will be fined by SSA, and the fine can be \$500.00 - \$1000.00 or more depending on the infraction.
- The Team is responsible for paying that fine and if not paid the players listed on the roster that was submitted for provincials can be listed in bad standing.
- If an Individual Player, Coach or Manager is fined for an infraction it will be up to that individual to pay the fine.
- If listed in bad standing with Aurora/SYSI you will not be eligible to register to play soccer within the City until the debt is cleared up. You will not be provided with a release until the debt is cleared up.
- It is important not to take these commitments lightly as there are consequences, some are costly should your team need to pull out because you didn't let them know of your availability in a timely manner.
- If you miss the parent meeting at the beginning of the season it is your

responsibility to find out from the Manager and/or Coach what was discussed and decided.

- It is your responsibility to read all team emails in their entirety so that you can stay informed on what is happening with your child's Team.
- If you do not understand something or feel you missed something, check with your manager and/or Coach.

6. Team RAMP App

Aurora Soccer Club uses the Team RAMP app for all our scheduling and tracking of practices and games. Used for all Club to team and team to families communication. Use of any other apps would result in teams missing information given out by the Club.

If you don't receive an email with how to set up the app please follow these steps;

- Go to the App Store/ Play Store
- Search "RAMP Team"
- The app will be the "T" icon called RAMP Team
- Open the app and either login or create an account using the email you registered with
- When you are added to a team it will now appear here.

***Any email that is included in your child's information will have access to the app after making an account using that email. If you don't find anything or wish to add a new email please contact the Club Administrator.**

7. Refundable Volunteer Bond

Per Player - \$100 (U7-19)

Minimum Hours Required - 4 Hours/child (up to a max of 8 hours)

****If you have more than two children you are only required to volunteer for 8 hours to get back your full bond****

Each player will be charged the volunteer deposit. If the minimum hours required is volunteered the volunteer deposit will be returned. If a member of the player's family does not volunteer, their volunteer deposit will be used to cover the costs required to hire additional resources for the club and will not be returned.

Refundable volunteer deposits are returned after each of the Aurora Soccer Tournaments and at the end of each of the soccer seasons once a 4-hour volunteer commitment is satisfied.

Ways in which your refundable volunteer deposit is refunded:

- Coach or assistant coach your child's soccer team
- Manage your child's soccer team (maximum of 2 manager's or Manager and Treasurer per team)
- Assist with becoming a bench supervisor (maximum of 2 bench supervisor per team and only required with opposite sex coaches)
- Volunteer during the Aurora Soccer Tournaments
- Volunteer on an Aurora Soccer Club committee or as an Aurora Soccer Club board member
- Sponsorship at for the Aurora Soccer Club Tournaments

8. Game & Training Kits

Game Kit - For every game, players will have to bring their uniform kit consisting of; 1 Green Jersey (To be worn all the time unless a colour conflict), 1 Black Alternate Jersey (Used as the training shirt) 1 pair of Black Shorts, 1 pair of Black Socks.

Training Kit - For all Aurora practices player are to wear the Black Alternate Jersey, the pair of Black Shorts, and the pair of Black Socks.

All new players to the club are required to purchase a uniform kit. Aurora's uniform kit cost \$65. If you need extra shorts or socks, they can be purchased at the Soccer Locker Store in the City. Any replacements for uniforms must contact the Club Administrator.

9. Equipment

Equipment will be distributed to the Coach of each team by the Technical team. Technical will contact the Coach and the Manager regarding the return of equipment. Any additional equipment is the team's responsibility.

The home team must provide two game balls during any game, unless stated otherwise (I.e. some tournaments, etc)

If you need anything replaced please contact a member of the Technical team.

10. Practices

Aurora Soccer Club adds all practices to our RAMP Team app and supplies the following;

- 2 Club ran practices a week for U7-U9 Development teams.
- 1 Club ran practice and 1 Team ran practice a week for U11-U15 Alliance teams.
- 1 Club ran practice a week for U17-U19 Alliance/City Rec teams.
- 1 Club ran practice a week for U11-U15 City Rec teams.

Club Practices - Are practices run by our Technical team with the Head Coaches assisting on the field. You don't bring your equipment to these practices unless asked.

Team Practice - Are practices run by the Head Coach/Team Personnel of your respective team. You will use the equipment provided for these practices.

Teams are allowed to pursue additional practices, but this comes at the cost of the team. The Club will provide make up practices in the event of any cancellations (i.e. weather), but will not provide make up practices for teams that cancel their practices or have conflicts with their own events (i.e. tournaments).

11. Games

Aurora Soccer Club will have the game schedules in our RAMP Team apps for every team. You will need to check the app to find your schedule. Game schedules can change due to rescheduling so check often to make sure you don't miss a rescheduled game. You are responsible for checking the schedule regularly for updates and/or changes.

Scheduling/rescheduling requests are made through SYSI on their website

<https://saskatoonyouthsoccer.ca/> under the "Forms" then "Coach Forms" will be able to find the rescheduling request form. If your team defaults or forfeits a game, they are responsible for paying the fine levied by SYSI. Scheduling Requests will not be approved if received earlier than 7 days prior. If a coach is unable to attend, coaches should contact the Technical Director to arrange for another coach to cover for them as games will not be rescheduled based on coach availability.

12. Injuries

If a player/team personnel/volunteer is injured during a game or team practice and requires medical attention, please make sure to complete an injury

form and submit it to the SSA found here:
<https://www.sasksoccer.com/content/insurance>.

If a player has been advised by Medical Personnel to refrain from participating for any amount of time, they will need to provide a medical note clearing them to return to participation.

13. Permits

For all league games and Saskatchewan tournaments Aurora Soccer Club adheres to SYSI's permitting standards.

Located [HERE](#)

Manually found:

- Go to SYSI's Website - <https://saskatoonyouthsoccer.ca/>
- Click "Coaches" header and then "Coach Season Info"
- Click either Indoor Rules or Outdoor Rules for your season.
- Locate and click "Memo: Permit Player Rules and Gamesheet Infraction List"

Any infractions or violations will result in fines or forfeit of matches.

This policy outlines the procedures for permitting players between teams and divisions within Aurora Soccer Club, ensuring equitable opportunities for all players and compliance with SYSI regulations.

1. Coach-Requested Permits:

- Coaches may permit players to other teams in line with SYSI's permitted player policy.
- Permitting requests must be coach-to-coach. Coaches are prohibited from contacting players or families directly regarding permits.

2. Timely Response:

- Coaches must respond promptly to all permit requests.
- If a coach does not respond within a reasonable time, the requesting coach should contact the Technical Director (TD) to facilitate the permitting process.

3. Emergency Requests:

- For emergency permit requests (less than 2 hours before a game), the requesting coach must contact the TD directly to expedite the permitting process.

4. Player Permit Limits:

- Coaches are not allowed to permit players if their team's attendance app shows guaranteed availability of:
 - 10 players for 7v7 games,
 - 12 players for 9v9 games, or
 - 14 players for 11v11 games.
- This ensures that permits are only used when absolutely necessary and do not unfairly advantage one team.

5. Fair Rotation of Permit Players:

- Coaches must rotate permit players to ensure equal opportunities for all players. Permitting should reflect the needs of the team requesting help and not prioritize any one player.

6. Feedback and Player Development:

- After a player has been permitted to another team, especially if they played up an age group or division, coaches are required to request feedback to evaluate the player's performance and confidence. This ensures the player's development is positively impacted and helps determine future permitting decisions.

7. Permitting Ethics and Consequences:

- Permitting is a privilege and should not be used to gain unfair competitive advantages. If a coach is found to be permitting players to secure wins or consistently selecting favorites, the privilege will be revoked. In such cases, all future permit requests will be managed exclusively by the TD.

14. Tournaments

Once you and the coach have determined which tournaments your team will be entering, and you have confirmed this with the parents you will need to send in the registration forms for these tournaments as soon as possible. Reminder tournament costs are handled by the teams and not by the Club.

You may need your player cards for all non-SYSI tournaments and may be asked to present them prior to your first game. Tournaments may or may not have a pre-comp meeting. If there is a meeting you will need to attend. If you are unable to attend, you will need to arrange with one of the Coaches to attend.

Out of Province/Country Tournaments There is a Travel Permit required for teams going out of province (domestic) or out of country (International). This is available on the SSA website under Forms and then Travel Permits. There is a cost for these permits and the process is different for domestic and international permits. Please make sure you check the SSA website for the process and cost. Cost is also dependent on when you submit your form. Member organization would be SYSI-Aurora for our teams.

You can book your hotel rooms and if you are not accepted into the tournament, you can cancel them. If you have games scheduled on the same weekend as a tournament, contact SYSI about rescheduling your games and submit the appropriate request form. Please submit the rescheduling request as soon as you enter but let SYSI know you are waiting to hear about acceptance.

15. Provincials / SSA Events

SSA run events and tournaments will generally have more strict guidelines on coaching requirements (for example requiring a coach with at least a C-Level license to be on the bench) and team personnel. Please review these requirements to see if they can be met before registering as failure to meet them will result in either disqualification, a team fine or both. If requirements can not be met by current coaches or team personnel please contact Aurora Technical Director or Registrar to see if there are others within Aurora who may meet these requirements and be willing to help during the event/tournament. Any fines levied by SSA will be the responsibility of the team to pay and not Aurora.

16. Expectations for competitions Out of Town

Reminder to all parents/players/team personnel; you are representing Aurora Soccer Club when you are out of town with your team. This applies both at the field (on/off) and at the hotel. Be respectful and mindful of all hotel and facility rules.

Curfew should be set to reasonable times for the age group you are with. SSA sets curfew for U15 and older for their competitions at 11:00 PM so your curfew shouldn't go past this.

17. Financial Aid

There are several options for financial assistance for families who need assistance paying for registration fees. These include KidSport, JumpSport, Help One, SYSI Athlete Assistance Fund, and Aurora's Ways and Means Fund.

Details on these options and as well links to applications can be found on the Aurora Web Site at <https://aurorasoccer.ca/content/financial-assistance>

18. Team Personnel Expenses

The team will cover the expenses of up to 4 team staff when traveling to events outside Saskatoon. These expenses will be shared evenly among all players on the team, including the players that are the children of the coach(s) and manager.

Mileage: \$0.42/km for out-of-town travel only.

If team staff travel together then only the team staff whose vehicle it is will be paid the mileage.

If team staff travel with a family (not their own), then only ½ of the mileage will be paid to the team staff to compensate the family they are traveling with.

If team staff travel with team staff from a different team, then each team would pay their team staff half the mileage and the team staff member whose vehicle it is not would pay the team staff whose vehicle it is.

If you require clarification on this or any other expenses, please contact Club Administrator - registrar@aurorasoccer.ca

Accommodation: Hotel rooms will be covered by the team. The coaches/managers' room will be in the same hotel as the rest of the team and be reasonably priced. They will have individual rooms.

Meals: \$75.00 per diem will be provided for meals upon arrival at the hotel.

- **I.E:** if you leave Regina at 11:00 AM on Friday, you will do the \$75.00 for Friday lunch, Friday supper and Saturday breakfast.
- Saturday you will do \$75.00 for Saturday lunch, Saturday supper, and Sunday breakfast. If you are there on Sunday for lunch or are traveling during the lunch hour

you would either prorate the \$75.00 or reimburse by receipt.

- Sample Breakdown/Prorated amount:
Breakfast - \$15.00 Lunch - \$20.00 Supper - \$40.00

Call up players should be included in the budgeting if they were asked to attend at the beginning of the season/or planning of the event. If a call up player is attending due to another player withdrawing from their commitment to the event after budget was determined the call up player would not be responsible for that share of the team staff expenses, it would be the player withdrawing after the fact that would be required to cover that share of the team staff expenses.

19. Fundraising

Teams should choose to fundraise to alleviate a large amount of team fees having to be paid by each family. This also assists any player that may not be able to afford high team fees. This should be discussed with team parents during the player/parent meeting at the beginning of the season.

Fundraising ideas:

- Steak Night
- Gift Cards
- Raffle Tickets for various items
- Bottle Drives
- Cookie Dough
- Pizza (Yellowhead, Little Caesar's)
- Anything else you feel would be a great fundraiser

20. Safe Sport Roster

Aurora Soccer Club follows Canada Soccer guidelines and requires all Team Personnel to have their Safe Sport Roster items completed. Please see to the requires and following steps;

Safe Sport Rostered Items

- **Coaches (Head and/or Assistant)** - Must complete all the items below to be considered done.
- **Managers and Gender Reps** - Must complete items #1, #2, #3, and #7 To be considered done, you will have to create an NCCP number by making your account on theLocker.

theLocker is where to check to see if you have completed your courses and under "E-Learning" you

can do items #5-8. Can be found here:

<https://thelocker.coach.ca/account/login?ReturnUrl=%2fonlinelearning#MED-E>

****For new coaches theLocker is where you can get started by creating your first NCCP number and access the online training****

1. Registered in RAMP, Click here and register under "Staff Participant":
<https://www.rampregistrations.com/login?v3=a1866de3f6>
2. Respect in Sport Valid within the past 5 years **AND** updated on your RAMP account (Can't expire until after the season). Click here if you need to complete one:
https://sasksrc.respectgroupinc.com/koala_final/
3. Criminal Record Check/CRC valid within the past 2 years **AND** photo uploaded to your RAMP account. - Email registrar@aurorasoccer.ca and we can provide a letter for you to bring into the police station.
4. NCCP Age Appropriate Coach License (Email us a screenshot of their online course completion if it doesn't show in your Locker).
5. Making Ethical Decisions course (found in theLocker or SYSI Course).
6. Making Head Way course (found in theLocker under E-Learning)
7. Understanding Rule of Two course (found in theLocker under E-Learning)
8. Emergency Action Plan course (found in theLocker under E-Learning)

Aurora Soccer Club and SYSI will send out communication closer to season start regarding when and where some of the in-person courses can be completed. Please stay tuned for this, as these courses offered by SYSI and/or Aurora will be free and not require payment.

Aurora Soccer covers any expenses needed to sit on a bench for individuals that are assigned to teams.

21. Criminal Record Check (CRC)

All team personnel are to have a CRC with a Vulnerable Sector completed. CRCs (Criminal Record Check) are good for two years and can't expire before the end of a given season.

CRC Letters are given during the Club's team personnel meeting or by request to Technical/Club Administrator.

CRCs can be completed by:

- Taking the CRC Request letter that is provided by Aurora Soccer to the local Police Station.
- Take the CRC Request letter to the local RCMP detachment if you live outside of Saskatoon.
- You must have the CRC completed for the Vulnerable Sector. (i.e CRC's done as a Teacher or through Schools usually don't have a Vulnerable Sector)
- Aurora's CRC Letter covers the cost.

22. Manager Duties

Manager duties include, but are not limited to:

Communication - Main source of communication for team and coaches. Communication of games, practices, tournaments and general information via RAMP Team App.

Practice Times - Aurora provided practice times will be emailed to your coach prior to the start of the season. Each team will be provided one assigned practice per week. If your team wishes to practice additional times, it is recommended to rent a school gym. Link:

[https://www.spsd.sk.ca/Contact/facilityrentals/Pages/default.aspx#/=](https://www.spsd.sk.ca/Contact/facilityrentals/Pages/default.aspx#/)

Please be sure to enter all practice times into the RAMP App that the team gets for themselves.

Games - Games dates, times and venue are located on the Saskatoon Youth Soccer;
website:<http://saskatoonyouthsoccer.ca>

- Click on "Schedules/Stats"
- "Youth Soccer"
- Age and Division that applies to you
- Click on "Team Schedule"
- Select your team

Game Sheets - It is the responsibility of the manager to complete the game sheet for each game. If the manager is unable to be at the game, it is his/her responsibility to ask another parent to do so. Please try not to ask your coach or assistant coach to complete the game sheet as they are extremely busy preparing for the game. The HOME team accesses a

game sheet from the Admissions Booth at the SaskTel Sports Centre/Soccer Centre (150 Nelson Road) or Henk Ruys Centre (219 Primrose Drive). *During Indoor*

It is recommended that the manager is at the soccer facility AT LEAST 30 minutes to complete this task
During Indoor

Referees will have the gamesheets prior to the game
During Outdoor

Game sheets require player names and jersey number as well as a signature from the coach and manager.

It is strongly encouraged to ask all parents to place their player's jersey number into RAMP App so this can be easily accessed to complete the game sheet in a timely manner

It is best to fill out the game sheet on the sidelines near the pitch you will be playing on as the completed game sheet will need to be handed over to the opposing team to fill out.

Once the home team completes the roster, the game sheet will need to be handed over to the visiting team to complete. The visiting team manager or coach should be waiting on the sidelines to enter the pitch or in their change room.

If you are the home team, communicate with the visiting team to hand the game sheet to the ref prior to the start of the game.

If you are the visiting team, please be sure you hand the game sheet to the ref prior to the game.

Tournaments - Manager gathers information regarding tournaments in Saskatoon, outside of Saskatoon or in another province. This is brought to the parents and coach to decide which tournaments your team will enter. It is the responsibility of the manager to enter the team into the chosen tournaments and to collect fees to pay for the tournaments

Manager is responsible for filling in rosters for tournaments.

Below is a link to tournaments hosted in Saskatoon
http://saskatoonyouthsoccer.ca/page.php?page_id=85770

If the tournament is out of province you will be required to get a travel permit through SYSI- see their website for details

Fee Collection/ Team Budget - Additional collection of fees for tournaments, gym rentals, year-end party and coach gifts (if desired) and any other collection of fees is the responsibility of the manager.

Fundraising - Organizing and planning Fundraising.

Team Bonding - Some teams choose to gather their players together and create team bonding opportunities or community services. This option is entirely up to the coach and manager who will present ideas to families to see whether there is enough interest.

23. Code of Conduct

Aurora Soccer Club's Code of Conduct is posted on the Aurora website

(<https://aurorasoccer.ca/content/code-of-conduct>).

It is also located on the registration form including SSA's Code of Conduct that players, parents, and team personnel all agree to abide by when they complete the online registration.

24. Dressing Room Policy

- **Dressing Room Monitoring**

Players should be supervised at all times. A lone personnel member should never be in any part of the dressing room, including any washroom or showering facilities, with any players at any time.

Two (2) adults should be present together for supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision; the Rule-of-Two policies and procedures must be adhered to.

- **Injury Treatment**

The safety person should avoid treating injuries out of sight of others.

- **Teams with Opposite Gender Coaches**

When the coach of a female team is male (or male team with female coach), the team should strive to have two (2) adult female (male) team personnel with the male (female) coach. If not possible there may be one (1) male and one (1)

female team personnel. The male (female) coach / team personnel however, may not enter the dressing room until such time all players are fully clothed and ready for the game. He (she) would be permitted to be within hearing distance to protect team personnel or players.

- **Road Trips**

Team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. Unless the player and the adult are related as parents and children.

- **Physical Contact**

Team personnel should avoid touching a player. IN the case of an emergency / injury the comfort level and dignity of the player should always be the priority. Limit touching to "safe areas" such as hand to shoulder.

- **Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member.

- **Sport and Training Facilities**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or team personnel

- **Parents in Dressing Rooms**

Except for players at the younger age groups Under 10 and younger, we discourage parents from entering the change rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the dressing room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

- **Smart Phones and Other Mobile Recording Devices**

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the change room. If Mobile devices need to be used within the Dressing Room (eg for justifiable uses such as playing music, Health checks such as diabetes, etc) players must request approval from team personnel to use them and then only use them for the approved purpose.

- **Team Talks**

Aurora believes in the importance that all participants are treated as valued members of a team. Therefore, coaches and team personnel should only engage in pre- and post-game talks when all athletes are present in the dressing room.

- **Violent Activities in Dressing Rooms**

To ensure the safety of all participants in the dressing room, no type of violent conduct is permitted. It is the responsibility of coaches and team personnel to ensure that no such violent behavior is taking place in dressing rooms.