

CENTRAL QUEENS CLIPPERS SOCCER POLICY MANUAL

1. Registration Policies

1.1 Registration

All Club players must be registered on an annual basis. All registrations must be made on the Club's registration form or using the Club's on-line registration at centralqueenssoccer.pe.ca. Registration fees and dates shall be set by the Executive on an annual basis. Late registrations shall be subject to an increased fee. Payment must be made in full before registration is considered complete. Players are not permitted on the field until registration is completed. Family rate is available for families of 3 or more players. For the third or more players, the registration fee is the PEISA fee only (Club fees are waived).

1.2 Refunds

All refund requests must be made in writing, documenting the reasons for the request, to the CQCSC Registrar at registrar@centralqueensclippersoccerclub.ca

Full refund - Mini and Youth League: If the Player has not participated in a practice, tryout, or game.

Partial refund - Mini League: If the Player has participated in a practice, tryout, or game. 75% of the Club's registration fee will be refunded if they indicate they are not wishing to continue before June 30; no portion of the PEISA fee will be refunded. Season Ending Injury: Where a player receives a season-ending injury, certified by a physician, after June 30 and before July 15, 50% of the Club's registration fee will be refunded; no portion of the PEISA fee will be refunded. No refunds are given after July 15th. Refund cheques will be issued after July 1 for approved refund requests.

Partial refund - Youth League: If the Player has participated in a practice, tryout, or game. 75% of the Club's registration fee will be refunded; no portion of the PEISA fee will be refunded. Season Ending Injury: Where a player receives a season-ending injury, certified by a physician, before June 15, 75% of the Club's registration fee will be refunded, between June 15 and June 30, a 50% refund of the Club's registration fee will be issued. Between July 1 and July 31, a 25% refund of the Club's registration fee is issued. No portion of the PEISA fee will be refunded. No refunds are given after July 31. Refund cheques will be issued after July 1 for approved refund requests. 5

1.3 NSF Cheques

NSF Cheques will be charged a \$20 administration fee. Players will not be permitted to play until registration is paid in full.

1.4 Late Registrations

Late Registration makes it more difficult for CQCSC volunteers to determine numbers of teams, coaches, jerseys and balls required for the season. Knowing player numbers early provides additional time to make decisions based on these numbers. Registration fees will include a regular fee and a late fee penalty. Registration forms will be listed (hard copies and on the website), with the regular fees and the late fee which will be \$25 higher than the regular fees. The dates applicable to the regular fees and late fees will be determined by the CQCSC executive at the start of the soccer year. Late Registrations will be subject to space availability within each division. Space availability is on a First come, First Serve Basis. There will be no pro-rated fees for players only playing part of a season, except when a player sustains a season-ending injury part-way through the season, as explained in section 1.2.

1.5 Registration Fee Receipts

For on-line registrations, retain a soft copy of your on-line registration as your receipt. Print a hard copy, if desired. Electronic duplicate receipts can be obtained from the CQCSC website free of charge. Provision of a hard copy duplicate receipt (upon request) shall be subject to a \$20 administration fee.

2. Player/Team Policies - Youth & Mini League

2.1 Premier teams

1. Fair -Play: All Players on the roster should play for a minimum of 10 minutes per half. During playoff games, tournament cross-over games, or tournament championship games a player may not receive 10 minutes of playing time per the coaches discretion.
2. All Players are expected to notify the team coaches in advance of missing any practices or games. Players that fail to notify team coaches of absences may receive reduced playing time at the discretion of the coach.
3. All Players are expected to wear Club colours, black shorts and black socks, during games unless otherwise approved by the Executive.

2.2 First division teams

1. Fair-Play: All players on the roster should see relatively equal playing time at the discretion of the coach.
2. All Players are expected to notify the team coaches in advance of missing any practices or games. Players that fail to notify team coaches of absences may receive reduced playing time at the discretion of the coach.

3. All Players are expected to wear Club colours, black shorts and black socks, during games unless otherwise approved by the Executive..

2.3 Roster Numbers

1. The minimum and maximum number of players allowed on team rosters is governed by PEISA rules and regulations.

2. The determination of the final number of players on team rosters is under the authority of the Club Executive subject to the PEISA rules and regulations.

2.4 Equipment

1. Players will abide by the Canadian Soccer Association policies in regards to equipment.

2. No jewelery is to be worn by any player. This includes bracelets of any description (except medical alert bracelets), earrings, necklaces, and any metal hair pins. Senior players are allowed to wear wedding rings only if they absolutely cannot be removed except by amputation, and these must be heavily taped. 7

3. Casts: players are not permitted to play if they have a hard cast, no matter how well wrapped it might be. Soft casts must be checked by the referee before the game to ensure they are safe and there are no hard edges. Metal and plastic knee-braces must be covered.

4. Team jerseys belong to the Club, but are the player's responsibility during the season. Jersey's are to be returned to the Club at the last game of the season.

2.5 Player Transfer Requests

1. Where a player or parent requests that a player moves up an age category, the Executive will appoint a suitable Player Assessment Committee or Individual to determine if the player is qualified to play at the higher level based on a "four corner" approach that includes assessment of the player's physical (size), technical (skill), mental (maturity), and social/emotional (could make friends) attributes . The committee or individual will present their recommendation to the Executive for a decision.

2. Players are not to participate in any further practices or games with the higher team until the request has been approved by the Executive.

2.6 Tryouts

1. Premier teams will have a minimum of 3 tryout session.

2. All Premier teams should play an exhibition game or inter-squad game prior to the initial round of cuts.
3. Tryout schedules are to be posted on the website (centralqueensclippersoccerclub.ca) and e-mails indicating the tryout schedule are to be sent to each eligible player based on information in the Club's registration database.
4. Players must attend at least 2 of the 3 team tryouts to be eligible for selection to the Premier team. If a player cannot attend 2 of the 3 team tryouts, they are to notify the coach in advance with the reason for the absence. The reason must be acceptable, sickness, injury, or out of province, in order for the player to be considered for selection.
5. All players that tryout and are selected for a Premier team must play for the Premier team unless the coach was notified in advance by the player that he/she was not going to play Premier.
6. Where there is only sufficient numbers for only one team at a division and it is decided to be a Premier team, tryouts may be held.

2.7 Mini-League:

1. The U5 and U7 age groups, will be a co-ed program.
2. In mini-league, the coordinators will only entertain one special request from parents regarding team composition.
3. The U9 division will be divided into male and female teams. Teams will be divided equally by gender. If Central Queens participates in an inter-locking schedule with other clubs, teams will need to meet minimum standards to field a team.
 - a. Fair-Play(U9): All players on the roster should see relatively equal playing time at the discretion of the coach.
 - b. All Players are expected to notify the team coaches in advance of missing any practices or games. Players that fail to notify team coaches of absences may receive reduced playing time at the discretion of the coach.
 - c. All Players are expected to wear Club colours, black shorts and black socks, during games unless otherwise approved by the Executive..

3.Coach Selection Policies:

Coaching applications are accepted on an annual basis by the Club. The coaching application form will be available online at www.centralqueenssoccer.pe.ca The Youth League Coordinator will be responsible for gathering the applications and reviewing the applications with the

selection committee (composed of at least three individuals, approved by the Executive, none of whom should have conflicts of interest). These application forms shall be reviewed and the coaches, for acclaimed positions, shall be assigned to teams. However, prior to notification of the coaches the Executive must approve the selection. In the event of two or more individuals have applied for the head coaching position for one team, the Youth League Coordinator will first speak with each candidate. Following this initial contact, interviews before the selection committee may be required. Following the interviews the selection committee will then make a recommendation to the Executive. The Executive will then vote for the final selection. All applicants will be notified personally by a member of the selection committee as to the outcome of their Application. Selected coaches will determine who their assistants and managers will be, with recommendations from the youth league coordinator. Coaches are required to submit a Police Criminal Record Check prior to May 1. They are also required to take appropriate coaching clinics, which will be paid for by the Club.

4.Facility Policies:

4.1 Pets

Pets are permitted provided they are on a leash and owners clean up after their pet. We do not encourage pets to be on the fields and we ask owners respect visitors, personal boundaries regarding pets. This policy is designed for the safety of the players, spectators, and pets.

4.2 Smoking

Please refrain from smoking at our fields and facilities. The Club wishes to create a healthy environment for all our participants and given that the vast majority of our 400 players are youth, setting an example is important. If you absolutely must smoke, do so in your vehicle.

4.3 Parking

Parking is permitted only in designated parking areas. Parking in 'NO PARKING' areas may result in the vehicle being towed at the owner's expense.

4.4 Nets/Equipment

Climbing on nets, equipment or any other potential dangerous behaviour is prohibited.

4.5 Unauthorized Use

The fields and the complex are for the use and enjoyment of the Club's teams and the Club's members. Unauthorized use is not permitted. Non-club members must obtain authorization from the Club's executive prior to use.

5. Privacy/Website Policies

5.1 Information Collection and Use

The Club collects personal information about its members during the registration process. It is always the member's choice whether or not to participate in the Club's soccer program, without this information the Club would not be able to provide services to its members. The Club collects this information because it is essential to the soccer activities provided and for the following purposes: Determining what level and group your son or daughter will play for, providing the Club with appropriate contact information, Meeting regulatory requirements for registration with the PEI Soccer Association.

5.2 Website Player Identification

Player information posted on the Club's team web pages will be limited to player names and jersey numbers.

5.3 Website Links

The Club's web site contains links to other sites. The Club does not screen these links, however, please be aware that the Club is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects identifiable information

6. Fiscal Policies

6.1 Budget

A budget for the following year shall be prepared by the Treasurer and presented for the approval of the Executive at the Club's annual general meeting.

6.2 Expenditures

The Executive shall have the authority to initiate and approve any expenditure of funds. Budgeted expenditures may be authorized by a simple majority of the Board.

6.3 Bank Accounts

Organizational funds shall be promptly deposited in the Club's checking account. Two signatures are required on any cheque written. Any two of the following four are acceptable, Treasurer, President, Vice President, and Secretary

7. Volunteer Policies:

7.1 Volunteerism

The Club is a volunteer run organization and without your help would not exist. It collectively relies on volunteers to enable the Club to provide the program and facility to its members to enjoy the game of soccer.

7.2 Agreement to Volunteer

By registering and becoming a member of the Club, every parent agrees to be a volunteer. This will ensure that the Club can execute the programs to its best advantage if volunteers are not forthcoming.

7.3 Ways to Volunteer

There are many ways to volunteer including, but not limited to:

1. A position on the Executive
2. Represent the Club at higher Association boards
3. Assist the Club by organizing and conducting activities at tournaments, Club fundraising, cleanup days, and other functions as required
4. Become a head coach or an assistant coach
5. Fill a team staff position such as manager
6. Participate as a team volunteer

7.4 Criminal Records Check

All Executive members and team management (coaches, manager, trainer, are required to undergo a criminal records check and submit the appropriate documentation to the Club.

8. Social Media

8.0 As a member of the PEI Soccer Association, tThe Central Queens Clippers Soccer Association will abide by the policy adopted by the PEI Soccer Association

9. Discipline Policy

9.0 As a member of the PEI Soccer Association, tThe Central Queens Clippers Soccer Association will abide by the policy adopted by the PEI Soccer Association

10. Complaints Policy

10.0 As a member of the PEI Soccer Association, tThe Central Queens Clippers Soccer Association will abide by the policy adopted by the PEI Soccer Association

11. Policy Review:

11.1 Scheduled Review

This policy manual will be reviewed at least once every 3 years. Revisions may be made more often, on an as-needed basis.