



Lakeland District Soccer Association
Spring Operational Meeting Agenda
Microsoft Teams Meeting
Sunday April 7, 2024 – 7:30pm

1. **Call to order: 7:30 pm**

Roll Call: Those in attendance

LDSA:

Josh Phillips - LDSA President, Bonnyville Technical Director

Melissa Foglietta - LDSA Exec Dir. Bonnyville Registrar

Julie Robicheau - LDSA 1st Vice President, Cold Lake Treasurer

Dora Robinson - LDSA interim secretary, St. Paul Treasurer

Glenda Bouvier - LDSA 2nd Vice President - LLB President

Bonnyville: Myk Morris - President, Curtis Conrad Vice President

Cold Lake: Lori Flanders-Mitford - President

Elk Point: absent

Hardisty: absent

Kitscoty: absent

Lac La Biche: Glenda Bouvier President

St. Paul: Jennifer Graham - President, Lori Cote - Technical Director, Angele Morrison - Vice President

Sedgewick: absent

Vegreville - Shelly Berry - Registrar and Communications Director, Allan Bohrson - President

Vermilion - Danielle Eriksen - Registrar

2. **Approval of Previous Meeting Minutes:** 1st Bonnyville, 2nd St. Paul - all in Favour- approved

3. **Additions & Approval of Agenda:** 1st St. Paul , 2nd Vegreville - all in favour - approved

4. **Ongoing Business**

a. Referee update:

i. Courses Booked as of March 29, 2024:

a. Refreshers: Vegreville April 21st , Vermilion May 3rd

b. Mini: Vermilion May 4th

c. Entry Level: Vermilion May 4th

d. Mini and Entry level in St. Paul - April 27th

ii. Real Gamache took the instructor course, will need some time to shadow but should be able to instruct sometime this year.

b. Technical update

i. Coach Courses

a. nothing approved from ASA, requested in Bonnyville for April 27-28, requesting May 4-5 in St. Paul

b. once courses are approved link to be sent out

c. requesting all courses in both locations

d. instructor course has been scheduled, limited to people with C licences

c. Indoor Lakeland Cup Report: Hosted by Lac La Biche FC



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Lakeland Cup Indoor 2023-24 Recap:

Hosted by Lac La Biche FC

Division	Tournament Placing
U13 Boys	1 st Bonnyville - Jacob 2 nd St. Paul - Cote 3 rd Bonnyville - Hanusz 4 th Cold Lake - Renato 5 th Cold Lake - Koua 6 th St. Paul - Anderson
U13 Girls	1 st Cold Lake 2 nd St. Paul 3 rd Bonnyville - Phillips 4 th Bonnyville - Bordeleau
U15 Boys	1 st Bonnyville 2 nd Cold Lake 3 rd St. Paul
U15 Girls	N/A
U17 Boys	1 st Bonnyville 2 nd Lakeland United
U17 Girls	1 st Bonnyville 2 nd St. Paul
U19 Boys	N/A
U19 Girls	N/A

- went well, may require an additional weekend for future depending on number of teams

d. Indoor Provincials update:

i. Youth: Sent 7 teams to the Tier 4 provincials.

Team	Tournament Placing
U17 Boys Bonnyville	1 st Place
U17 Girls Bonnyville	4 th Place
U19 Girls Lakeland (Cold Lake)	4 th Place
U13 Girls Cold Lake	5 th Place
U15 Girls Bonnyville	6 th Place
U15 Boys Bonnyville	9 th Place
U13 Boys Bonnyville	13 th Place
Fair Play Award Recipients:	
U13 Boys Bonnyville	U19 Girls Lakeland (Cold Lake)
U15 Boys Bonnyville	

ii. Seniors: Sent 1 Men's Team and 1 Women's Team in the Senior Tier 3 division.

- a. Men – 4th place
- b. Women – 8th place

5. New Business

a. Secretary Position – Vote

- i. Outgoing Secretary – Darlene Larocque
- ii. Incoming Secretary – Dora Robinson
 - a. acclaimed due to no other applicants

b. Vulnerable Sector Checks

- i. LDSA Coaching Education Minimum Standards ([See Appendix I](#))
 - a. Minimum coaching standards updated
 - only coaches and assistant require the full roster of training, changed on coaching and mini
 - managers and bench parents will only require criminal record check



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- ii. LDSA Screening Policy - *amendment* (see Appendix II)
 - a. screening appendix matrix - removing vulnerable sector screening from Level 2

Motion to approve the changes to the screening policy - Bonnyville 1st, Cold Lake 2nd

 - discussion - none required
 - All in favour - motion carried

- c. Lakeland Rules – *amendment* (see appendix III)
 - i. Section 4 – Player Eligibility
 - a. suspension included for falsifying birth date

Motion to adopt the rules as presented - Vegreville 1st, Cold Lake 2nd

 - All in favour - motion carried
 - ii. Section 6 – Guest/Trialist Players
 - a. would like to place in rules
 - b. motion to adopt section 6 as presented - Bonnyville 1st, Cold Lake 2nd
 - c. discussion -
 - are females allowed to move over to male teams at the same age category
 - Add in any other exceptions must have prior written approval from the district
 - U11 can be pulled straight across, or move up
 - players can only play within 1 Lakeland Cup

Motion to amend the guest/trialist section 6 as presented with the inclusion of 6.1 d) Bonnyville 1st, St. Paul 2nd

 - all in favour - motion carried
 - iii. Section 12 – Provincial Declarations
 - a. 2nd paragraph motioned as presented - Bonnyville 1st, St. Paul 2nd
 - discussion - no one against
 - a community shouldn't receive both spots unless they finish 1st and 2nd
 - all in favour of rule as presented - motion carried

- d. Outdoor Provincials –
 - i. U13: 9v9 or 11v11
 - 1. U13 provincials will be 9v9 in 2025 with all districts by 2026
 - 2. no changes to U13 for this year
 - 3. different sized nets and field dimensions - should be moving to it next year
 - a. 18.5 x 6.5 american size nets as easier to find (canada soccer picked 18 x 6)
 - b. a lot of extra costs will be incurred by having to change field sizes and purchase of new nets
 - c. benefit of 9v9 will be higher likelihood of teams or more teams in communities
 - d. grants for purchasing nets - ASA to look into it, have not heard anything back yet
 - 4. hard to balance teams with more teams and make each team competitive
 - 5. discussion
 - a. we should start the process for next year
 - b. big costs - should go back to the clubs to discuss if it is feasible in their communities
 - c. should need to start for 9v9 for next year, 1 field with proper nets/size for league games
 - d. big undertaking, interested to know what other smaller communities are thinking
 - e. half of the rural communities were already on board before being brought to us
 - f. if everyone else is already planning for it then we have to
 - 6. Motion to adopt to 9v9 for 2025 league play and Lakeland Cup for U13 using ASA recommendations for field and goal size but allowing variance of goal size (18x6 to 18.5x6.5) - Vegreville 1st, Bonnyville 2nd
 - a. discussion - Lakeland Cup could be split between 2 weekends
 - b. all in favour - motion carried
 - ii. Application submitted by SPSA to host 2024 Rural Tier 4 Provincials in all divisions.

CALENDAR of EVENTS

1. Outdoor Admin:



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OUTDOOR 2024	
Provincial Hosting Declarations	March 8, 2024
Lakeland League Declarations	April 15, 2024
Community Registrations	May 15, 2024
Community Registration Fees	May 22, 2024
Lakeland Cup Declarations	June 1, 2024
Lakeland Cup Roster Submissions	June 7, 2024 & June 14, 2024 (7 days prior)
Lakeland Cup Tournament	June 14-16, 2024 & June 21-23, 2024
Provincial Team Declarations:	
Youth Tier IV	May 31, 2024
Youth Tier II-III	June 14, 2024
Senior	June 7, 2024 ¹
Provincial Roster Deadlines:	
Youth Tier IV	June 26, 2024 (10 days prior to tournament)
Youth Tier II-III	July 31, 2024
Senior	July 31, 2024
Provincial Tournament Dates:	
Youth Tier IV	July 5-7, 2024
Youth Tier II-III	August 9-11, 2024
Senior	August 30 – September 2, 2024

¹ All Senior teams wishing to participate in the Alberta Soccer Provincials tournament must declare their interest by this date. Declarations submitted after the due date may not be accepted and/or assessed a late declaration fee.

- Lakeland League Declarations – Can be sent via email to execdir@lakelandsoccer.ca
- Lakeland Cup Declarations – Online declaration – form link will be sent out by May 15th.

2. Mini – Tournaments

- May 11 – Lac La Biche
- May 25 – St. Paul
- May 25 (U7/U9)/26 (U11) – Vermilion
 - U13
- June 1 – Cold Lake (tentative)
- June 8 – Bonnyville

3. Out of District Tournaments

- ASA Tournament Calendar: <https://albertasoccer.com/events/list/>
- Camrose Night Classics – May 31 – June 2
- TRSA Summer Solstice U11 Tournament – June 21-23

4. Outdoor League Play

League Play Registration All Tiers/Communities (U13+)

- Number of teams participating / age group / gender
- Nights/Time of practices
- Field names / Address
- Blackout dates
- Any other information that will help complete the schedule
- League Start Date – Tentative May 6, 2024 (all games start at 7pm)

RAMP Registrations:



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As of April 7, 2024	Cold Lake	Teams	Bonnyville	Teams	Lac La Biche	Teams	St. Paul	Teams	Vermilion	Teams	Vegreville	Teams	Total Players	Total Teams
U13 Boys	35	2	44	3	4		34	2	16	1	22	1	155	9
					with BV?									
U13 Girls	23	1	26	2	5		23	1	14	1	16	1	107	6
					with BV									
U15 Boys	16	1	9	1	5		20	1	8	1	14	1	72	5
					with BV									
U15 Girls	5		10	1	1		8	-	9	-	10	1	43	2
							with U17		with Boys					
U17 Boys	7		12	1	5		15	1	6		7	1	52	3
U17 Girls	9		13	1	1		9	1	10	-	11	-	53	2
					with BV				with U19?		with U19			
U19 Boys	2		6		1		1		4	1	3		17	1
U19 Girls	8		6	1	0		0		4	1	6	1	24	3
Senior Coed			3				18						21	0
	105	4	129	10	22	0	128	6	71	5	89	6	763	31

- Meeting for Thursday April 11 at 8:00 pm to finish discussion

5. Outdoor Lakeland Cup

- Confirmed hosts – Vegreville & Cold Lake
- Dates are:
 - June 14-16, 2024 – U13 & U17 in Cold Lake
 - June 21-23, 2024 – U15 & U19 in Vegreville
- Online Team Declaration Forms completed by - June 1, 2024
 - Clubs will be invoiced – fees due by June 15, 2024
- Roster Submissions – 7 days prior – June 7, 2024 / June 14, 2024

6. Tier 2/3 Teams

- Lakeland FC
 - requests to do tryouts earlier, practicing earlier without interfering with tier 4
 - tryouts after May long weekend and before June, practices Sunday afternoon or evening starting early June
 - coach selection earlier this season
 - U13- U17 6 teams
 - can drop down to correct age group for tryouts if playing up for Tier 4
- U11 Teams
 - BV ran tryouts and put a team in for the Edmonton tournament (that was cancelled)
 - Not something the District will do but can be done by clubs to extend the outdoor season by a couple weeks
- Tournaments:
 - SC Central Summer Supreme: Tier 1-3, U9-U11, June 28-30 (Indoor) at Red Deer Dome
 - Moon Day Tournament: Tier 1-3, U9-U19, July 12-14 in Spruce Grove
 - Warriors Invitational: Tier 1-3, U9-U17, July 19-21 in Edmonton



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Next Meeting – April 11 at 8:00 pm

Adjournment- Motion to adjourn - Vegreville 1st, St. Paul 2nd Meeting adjourned at 9:46 pm



Coaching Education Minimum Standards

All member organizations (clubs and academies) that offer youth soccer programming in a Canada Soccer Member Association Province and Territory will be required to meet the minimum Standards of Quality Soccer to be recognized as Quality Soccer Provider within the Canada Soccer Youth Club Licensing Program and in support of the guiding principles of the Safe Sport Roster. Within the Standards for Quality Soccer, it is required that coaches are trained and/or certified appropriately for the program(s) in which they coach and aligned to the Canada Soccer Safe Sport Roster. The minimum standards are further defined below.

Community

Definition:

- All U11 and below teams who do not leave the district for games or tournaments.

Grassroots – Community/Community Streams*
Modified Safe Sport Roster – Required Training
1. Criminal Record Check with Vulnerable Sector Screen
2. Canada Soccer Grassroots Coach Education – Coaching Soccer in Canada Module
3. Respect in Sport Activity Leader Program
Highly Recommended Training:
4. Stage-appropriate Canada Soccer Grassroots Coach Education – Theory Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
5. Stage-appropriate Canada Soccer Grassroots Coach Education – Practical Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
Recommended Training:
6. Other requirements of the full Safe Sport Roster

Notes:

1. **Coaches** to be certified to the Modified Safe Sport Roster standards, listed above.
 - *Coaching Soccer in Canada Module* can only be obtained by purchasing a Stage Appropriate Theory Module as it is not available on its own.
 - Coaches would be encouraged to take the *NCCP Rule of Two Module*.
2. **Team Managers** will be required to obtain *Criminal Record Check* and *Respect in Sport Activity Leader Program*.
 - Managers would be encouraged to take the *NCCP Emergency Action Plan Module* and *NCCP Rule of Two Module*.
3. **Bench Parents** will be required to obtain *Criminal Record Check*.

Competitive

Definition:

- All U13 and above teams.
- All U11 and below teams who leave the district for games or tournaments.

Grassroots/Competitive Streams	
Full Safe Sport Roster – Required Training	
1.	Criminal Record Check with Vulnerable Sector Screen
2.	Stage-appropriate Canada Soccer Grassroots Coach Education – Theory Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
3.	Stage-appropriate Canada Soccer Grassroots Coach Education – Practical Module (Active Start, Fundamentals, Learn to Train, Soccer for Life)
4.	NCCP Make Ethical Decisions Module and/or Online Evaluation
5.	Respect in Sport Activity Leader Program
6.	NCCP Making Headway Module
7.	NCCP Emergency Action Planning Module
8.	NCCP Rule of Two Module

Notes:

1. **Coaches** to be certified to the Full Safe Sport Roster standards, listed above.
2. **Team Managers** will be required to obtain *Criminal Record Check* and *Respect in Sport Activity Leader Program*.
 - o Managers would be encouraged to take the *NCCP Emergency Action Plan Module* and *NCCP Rule of Two Module*.

Where to Find Courses:

Respect in Sport for Activity Leaders: https://albertasoccer.respectgroupinc.com/koala_final/

NCCP Courses: <https://thelocker.coach.ca/account/login>

1. Register to obtain an NCCP Number
2. NCCP Rule of Two Module
3. NCCP Emergency Action Plan Module
4. NCCP Making Headway Module
5. NCCP Make Ethical Decisions Module and/or Online Evaluation
 - To take the full 3.5hr course visit: <https://albertasport.ca/coaching/nccp-multi-sport-module-calendar/>

Canada Soccer Grassroots Coach Training (each one includes Coaching Soccer in Canada Module):

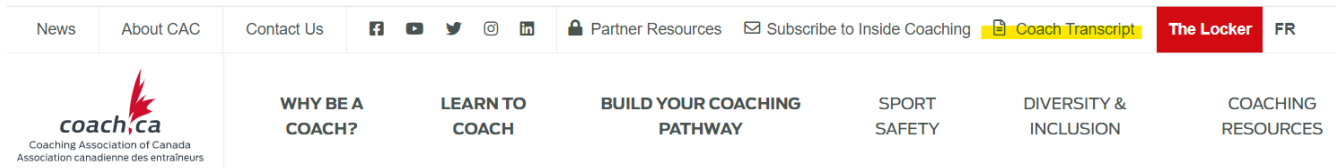
<https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program>

1. Active Start: Designed for coaches of U5 players and consists of completing 1.5 hours of online training followed by a 2-hour Practical On-Field Workshop. No pre-requisites required.
2. Fundamentals: Designed for coaches of Boys and Girls U7-U9. It consists of completing 1.5 hours of online training followed by a 3-hour Practical On-Field Workshop.
3. Learn to Train: Designed for coaches of Boys and Girls U11. It consists of completing 2 hours of online training followed by a 4-hour Practical On-Field Workshop.
4. Soccer for Life: Designed for coaches of Boys and Girls U13+. It consists of completing 2 hours of online training followed by a 4-hour Practical On-Field Workshop.

How to Look up Coaching Transcripts:

NCCP Transcripts - Visit: <https://coach.ca/>

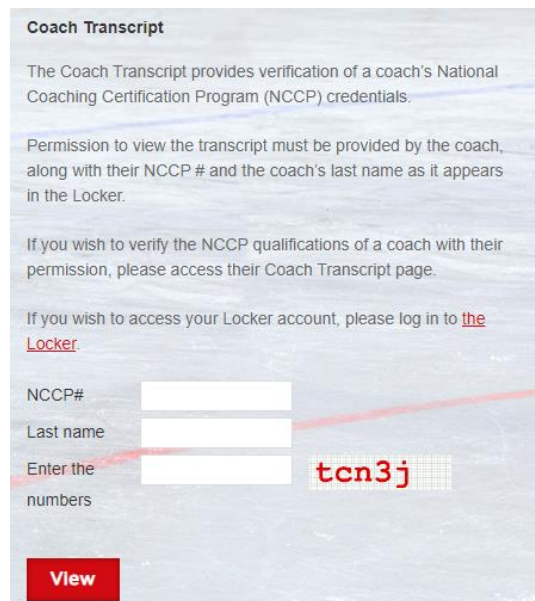
In the top right corner, click the “Coach Transcript” link:



To search your coaches’ transcript, enter:

- Their NCCP number
- Last Name
- and the CAPTCHA numbers

Once entered, you will be able to view the coaches’ completed courses through the locker.

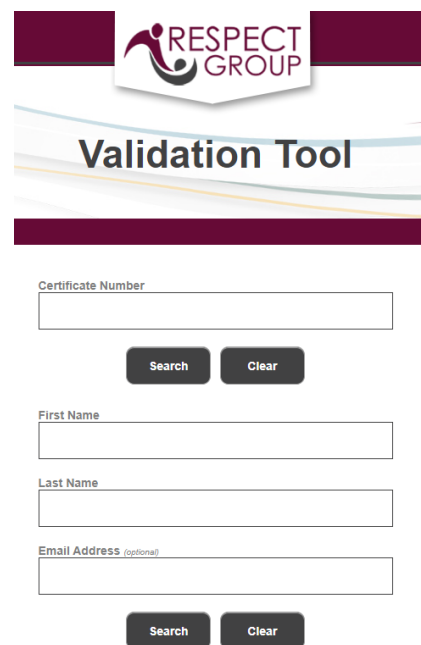


Respect in Sport – Visit: <https://validation.respectgroupinc.com/>

You can search a coaches’ RIS Record by entering:

- Their Certificate Number

Once you select “search” you will be able to see their Certificate Number, Date, Program Type, and Association name under who they completed it.



You can search a coaches’ Certificate Number if it is unknown by entering:

- Their First Name
- Last Name
- and Email (optional)

Once you select “search” you will be able to see their Certificate Number, Date, Program Type, and Association name under who they completed it.

Search Results:

<i>Cert Name</i>	<i>Cert Number</i>	<i>Cert Date</i>	<i>Program Type</i>	<i>First Name</i>	<i>Last Name</i>
██████████	██████████	██████████	██████████	██████████	██████████



Screening Policy

“Organization” refers to: Lakeland District Soccer Association

Preface: This document applies to the district level and does not supersede club screening policies.

Definitions

1. The following terms have these meanings in this Policy:

- a) **Criminal Record Check (CRC)** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- b) **Local Police Information (LPI)** – Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
- c) **Minor** – Any Individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of majority and the age of the individual
- d) **Vulnerable Sector Check (VSC)** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database
- e) **Vulnerable Individuals** – Includes Minors and adults (people who, because of age, disability, or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)

Preamble

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Application of this Policy

3. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.

4. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (the Organization may vary the guidelines at its discretion):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals.

Examples:

- a) Non-coach employees or managers
- b) Directors
- d) Officials

Level 3 – High Risk – Individuals involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Athlete support personnel (which may include sport scientists, therapists, personal care workers, etc.)

Screening Committee

5. The implementation of this policy is the responsibility of the Screening Committee which is a committee of either one (1) or three (3) members appointed by the Organization. The Organization will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
7. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization in order to assess the individual's suitability for the position that they are seeking.
10. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
11. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
12. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Organization.
13. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
14. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.

15. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the Organization, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
16. An Individual whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the Organization for two (2) years from the date the rejected application was made.

Screening Requirements

17. A Screening Requirements Matrix is provided as **Appendix A**.
18. It is the Organization's policy that when an individual is first engaged by the Organization:
 - a) Level 1 individuals will:
 - i. Complete an Application Form (**Appendix B**)
 - ii. Complete a Screening Disclosure Form (**Appendix C**)
 - iii. Participate in training, orientation, and monitoring as determined by the Organization
 - b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC or Criminal Record Check
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the Organization
 - vi. Provide a driver's abstract, if requested
 - c) Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC or Criminal Record Check, and a VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the Organization
 - vi. Provide a driver's abstract, if requested
 - d) Acceptable E-PICs and Criminal Record Checks must be no more than six (6) months old.
 - e) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization. Additionally, the individual will inform the Organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - f) If the Organization learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Young People

19. The Organization defines a young person as someone who is younger than the age of majority. When screening young people, the Organization will:
 - a) Not require the young person to obtain a VSC; and

b) In lieu of obtaining a VSC, require the young person to submit up to two (2) additional letters of reference.

20. Notwithstanding the above, the Organization may ask a young person to obtain a VSC or if the Organization suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the Organization will be clear in its request that it is not asking for the young person's *youth record*. The Organization understands that it may not request to see a young person's youth record.

Renewal

21. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit a Police Record Check or Screening Disclosure Form are required to submit the documents every three years.

22. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual's suitability for participation in the programs or activities of the Organization or the individual's interactions with other individuals involved with the Organization.

Orientation, Training, and Monitoring

23. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the Organization's discretion.

24. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.

25. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

26. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix D**).

27. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain a VSC

28. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.

29. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

30. The Organization understands that it may be required to assist an individual with obtaining a VSC. The Organization may need to submit a Request for VSC (**Appendix E**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

31. Screening documents must be submitted to the Screening Committee.
32. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
33. The Organization understands that there may be delays in receiving the results of a VSC. At its discretion, the Organization may permit the individual to participate in the role during the delay. The Organization may withdraw this permission at any time and for any reason.
34. The Organization recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
35. Following the review of the screening documents, the Screening Committee will decide:
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
36. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
37. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last ten years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense involving conduct against public morals
 - iii. Any offense involving theft or fraud
 - b) If imposed at any time:
 - i. Any offense involving a Minor or Minors
 - ii. Any offense of assault, physical or psychological violence
 - iii. Any crime of violence including, but not limited to, all forms of assault
 - iv. Any offense involving trafficking or possession of illegal drugs
 - v. Any offense involving the possession, distribution, or sale of any child-related pornography
 - vi. Any sexual offense

Conditions and Monitoring

38. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

Records

39. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.
40. The records kept by the Organization as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
 - b) An individual's Screening Disclosure Form (for a period of three years)
 - c) Records of any conditions attached to an individual's registration by the Screening Committee
 - d) Records of any discipline applied to any individual by the Organization or by another sport organization

Criminal Convictions

41. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization /or removal from designated positions, competitions, programs, activities, and events upon the sole discretion of the Organization:
- a) Any offense of physical or psychological violence,
 - b) Any crime of violence including, but not limited to, all forms of assault,
 - c) Any offense involving trafficking of illegal drugs,
 - d) Any offense involving the possession, distribution, or sale of any child-related pornography,
 - e) Any sexual offense, or
 - f) Any offense involving theft or fraud.



Risk Level	Roles (Note Young People Exception Below)	Training Recommended / Required	Screening
Level 1 Low Risk	Parents, youth, or volunteers acting in non-regular or informal basis	Refer to current LDSA Coaching Education Minimum Standards document	<ul style="list-style-type: none"> -Complete an Application Form (Appendix B) -Complete a Screening Disclosure Form (Appendix C) -Participate in training, orientation, and monitoring as determined by the Organization
Level 2 Medium Risk	Non-Coach employees Managers Directors Officials	Refer to current LDSA Coaching Education Minimum Standards document	<ul style="list-style-type: none"> -Level 1 Requirements -Provide Criminal Record Check with Vulnerable Sector Screen -Provide one letter of reference related to the position, if requested -Provide a driver's abstract, if requested
Level 3 High Risk	Full-time Coaches & Assistant Coaches Coaches who travel with Athletes Coaches who could be alone with Athletes Athlete support personnel	Refer to current LDSA Coaching Education Minimum Standards document	<ul style="list-style-type: none"> -Level 2 Requirements -Provide Criminal Record Check with Vulnerable Sector Screen

Young People: The Organization defines a young person as someone who is younger than the age of majority. Young people may not be able to obtain an E-Pic, Criminal Record Check, or VSC. In such cases the Organization will require the young person to submit up to two (2) letters of reference instead.



Note: Individuals who are applying to volunteer or work within certain positions with the Organization must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS: _____
Street City Province/Territory Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the Organization’s policies and procedures, including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy*. The Organization’s policies are located at the following link:

<http://lakelandsoccerca.msa4.rampinteractive.com/content/bylaws-and-policies>

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____

DATE: _____

SIGNATURE: _____



NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province/Territory Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Do you have a criminal record? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal, or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check, Criminal Record Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the Organization's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, clubs, and other organizations involved in the governance of sport. The Organization does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



1. I have the following role(s) with Lakeland District Soccer Association (circle as many as apply):

Parent/Guardian

Coach

Director/Volunteer

Athlete

Official

Committee Member

2. As an individual affiliated with Lakeland District Soccer Association, I acknowledge that I have completed the following orientation and training:

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



Appendix E – Request for Vulnerable Sector Check

“Organization” refers to: Lakeland District Soccer Association

The Organization is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

The Organization is a not-for-profit district organization for the sport of Soccer located in the Lakeland area.
[Insert additional description]

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____
[insert individual's role]. In this role, the individual will have access to vulnerable individuals.
[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from the Organization, please contact the Screening Committee Chair:

Signed: _____ Date: _____



Lakeland Rules

April 7, 2024

Introduction

All rules and “Laws of the Game” from FIFA will be adhered to except as set out in the following Competition Rules. The main exceptions to FIFA rules are as follows:

- Changes to the number of substitutions; at the referee’s discretion.
- Changes to the number of players allowed to dress per game; maximum 20 players dressed per game.

1. Provisional Rules

- 1.1.** These rules will apply to all Lakeland League Play & Lakeland Cup Championships.
- 1.2.** The Lakeland Soccer Executive Committee is responsible for the management and control of Lakeland League Play and Lakeland Cup.
- 1.3.** These rules are subject to Lakeland Soccer Bylaws and the Alberta Soccer General Rules and Regulations.
- 1.4.** Within the constraints for Rule 1.3, the Lakeland Soccer Executive Committee may make temporary rules to govern specific situations not otherwise provided for within this rule book and in the interest of fair play.
- 1.5.** The Executive Committee will be empowered to move any event to a location more suitable to the contesting teams or combine locations for certain age groups of the same level where an insufficient number of teams are competing.

2. League Play & Lakeland Cup Declarations

- 2.1.** The final deadline for Communities to declare their teams for Lakeland League Play and Lakeland Cup will be set at the Lakeland Spring Planning Meeting for outdoor and the Fall Planning Meeting for indoor.
 - 2.1.1.** The community will be assessed a \$250 administrative fee per declaration for late declarations and the Executive Committee will determine whether the late entry is to be accepted or denied.
- 2.2.** Communities will submit their fees and declarations according to the dates set at the Lakeland Spring Planning Meeting for outdoor and the Fall Planning Meeting for indoor. There will be no refund for a team that withdraws after the declaration date.
- 2.3.** League games where travel over 175 km between communities should take place at a neutral location, where possible.

3. Team Eligibility

- 3.1.** Any team affiliated with a Community Association within Lakeland District parameters and in good standing will be eligible to participate in any competition under the jurisdiction of Lakeland Soccer, subject to declaration limits set out in this rule book.
- 3.2.** All community teams must participate in and fulfill their league play set out by the Executive Director.
- 3.3.** No registered Youth team or player will be eligible to compete in more than one (1) Lakeland Cup Competition in any one (1) season. There are no trialist players permitted at Lakeland Cup.
- 3.4.** All teams will be charged an entry fee set by the Executive Committee, based on a minimum two game playdown.
- 3.5.** All teams must compete in the Lakeland Cup at the same level at which they compete throughout the playing season.
- 3.7.** No Lakeland Soccer registered team assembled by an unsanctioned academy by its own name or under any other guise will be permitted to participate in any Lakeland League, club, or participate in any Lakeland Cup Championship.
- 3.8.** The Community will provide a certified team roster for each team participating in a Lakeland Cup in the manner prescribed by Lakeland Soccer by the roster submission deadline. (7 days prior to Lakeland Cup)
- 3.9.** A representative from each team participating in a Lakeland Cup will check in with the Lakeland Rep at tournament headquarters prior to their first game.

4. Player Eligibility

- 4.1.** Players must be registered with Lakeland Soccer by the registration deadline set by the Executive Committee. All players and teams are subject to Lakeland Soccer’s roster and transfer deadlines.
- 4.2.** Players in age categories who reach the limiting age after the first day of January will continue to be eligible to play in that age category for the remainder of the playing season.
 - 4.2.1.** U19: Players under nineteen (19) years of age before January 1st of the current year
 - 4.2.2.** U17: Players under seventeen (17) years of age before January 1st of the current year
 - 4.2.3.** U15: Players under fifteen (15) years of age before January 1st of the current year
 - 4.2.4.** U13: Players under thirteen (13) years of age before January 1st of the current year
- 4.3.** Any team that includes a player who is over the age limit as defined in **4.5 4.2** will forfeit all games concerned and will be subject to disciplinary action.
- 4.4.** Any player/parent who has knowingly falsified birth dates in their registration will be subject to a suspension from participating in the Lakeland District for the remainder of the current season.
- 4.5.** Only players listed on the District certified roster will be considered eligible to participate in the Lakeland Cup and/or Lakeland League Play.
- 4.6.** A Youth player (age 16 or older) may register with and play for both a Youth team and a Senior team and maintain their eligibility to compete in both Youth and Senior Provincials.

4.7. A registered Youth player will not be considered cup tied for Provincial purposes to any team they have participated with as a trialist as long as the trialist rules have been followed (no more than 2 league games)

4.8. Eligible players properly registered with both a Youth and a Senior team may compete in one Youth Provincial Championship and one Senior Provincial Championship.

4.9. No player can compete in more than one (1) Youth Provincial Championship, except as outlined below:

4.9.1. Rural players who compete in a Tier IV Rural Provincial Championship will not be considered cup tied if their District wishes to form a legally declared Tier I, II or III team. Such players will be considered eligible to compete in Tier I, II or III Provincials, but not more than one (1).

5. Transfer of Players

5.1. All player transfers must take place no less than 1 week prior to Lakeland Cup, subject to the usual Alberta Soccer cup tied rules and transfer deadlines.

5.1.2. Once transferred that player is considered cup tied.

5.2. All players competing in Lakeland Cup leading to the Provincial Championships shall be considered cup tied for that age and tier, regardless of when the regional play down or tournament occurs.

6. Guest/Trialist Players

6.1. Youth: For regular league play, any registered player may play in a higher tier or higher age category provided that the movement occurs with prior written approval of the coach or designate of the team for which the player is registered. Exceptions:

a) U11 - any registered player may play at the same age category to assist another team in fielding a team with an appropriate number of players. Below rules to be followed and completed guest player forms are required.

b) At any age category - if at game time, or during a match, should both teams agree, one team may send players from their team to the other to even out playing time should one team be short players. Completed guest player forms will not be required.

c) For out of district tournaments, a team may obtain a guest player from the same age category. All other rules to be followed and completed guest player forms are required (tournament provided guest forms acceptable).

d) Any other exceptions must have prior written District approval.

6.1.2. No more than a total of 3 such players can be recruited for any 1 game.

6.1.3. The player(s) will be noted as "Trialist or Guest" on the game sheet.

6.1.4. Any player can be brought up for a maximum of two (2) League Play games per season at which time the player needs to make decision to play on this team or return to their original team.

6.1.5. Higher Tiered Players are ineligible as "trialists" on any lower tiered team. Example: A player that is rostered on a U15 Tier II team cannot play as a trialist at the U15 Tier IV level but can play as a Trialist at the U17 Tier IV Level.

6.1.6. A registered Youth player may participate for a Senior league team and will not be considered cup-tied for a Provincial Championships to any team if they have participated on as a trialist prior to having registered with a Senior team. All other LDSA Trialist/Guest player rules should be followed.

6.1.7. There are no trialist players permitted at Lakeland Cup.

6.2. Senior: See current General Rules for Senior/Adult House League Rules.

7. Team Staff

7.1. All players, team staff and other persons involved in Lakeland Cup are required to conduct themselves in a manner which will bring credit to themselves, their teams, the Host Association, the Lakeland District Soccer Association, the Alberta Soccer Association, and the sport of soccer.

7.2. At all official and civic functions associated with the competition, participants must be present and dressed appropriately.

7.3. A maximum of four (4) non-playing personnel may be on listed on the team's official roster and are the only team personnel allowed on the team bench during the competition.

7.3.1. In accordance with the Rule of Two, all teams with Youth female members must have an adult female on the official roster and bench at all games. All teams with Youth male members must have an adult male on the official roster and on the bench at all games.

7.3.2. Teams may name one alternate team staff member who may only replace the initial four in the case of an absence.

7.4. All Coaches and Staff listed on a Lakeland Cup roster are required to be certified according to the LDSA Coaching Education Minimum Standards.

8. Tier II-III Programs

8.1. All tier II-III tryouts must go through Lakeland District Executive Committee for approval.

8.1.2. All tryouts must be open to any player registered with Lakeland District Soccer Association and advertised throughout the district.

8.1.3. All tryouts are open to a player registered in a different district, but still within the Alberta Soccer Association.

8.1.4. Any out of district players that make the Lakeland Team must receive a full release from their district.

8.2. Coach Selection will be made by resume (coaching application) review by the Lakeland Executive and/or District Head Coach(es).

8.2.1. All coaches and team staff chosen must be certified according to the LDSA Coaching Education Minimum Standards.

8.3. All players that try out for a Tier II-III team must first register and participate in the Lakeland Tier IV League Play program in order to be eligible for Tier II-III.

8.3.1. If there is not a team in the players home community at the corresponding age group, then Lakeland will assist with finding a team in a different community.

8.4. Tier II-III programming such as practices and tournaments will not interrupt the Lakeland League Play or Lakeland Cup program.

8.5. Successful players to be selected by the coaching staff for that team with final approval required from District Head Coach(es) or Lakeland Executive/Board approved designate.

9. Rescheduling of League Games

9.1. Blackout dates must be provided prior to the deadline set by the Executive Director. Indoor-Fall Planning Meeting Outdoor-Spring Planning Meeting

9.2. Indoor Season: All game rescheduling for the indoor schedule must go through the Executive Director to ensure field availability and referee scheduling.

9.3. Outdoor Season: The team needing a game changed is to contact the coach of the team they are scheduled to play. Together they come up with a suitable date that does not conflict with any other Lakeland games already scheduled. Once the date is set, the home team must contact their referee director to inform them of the change and to ensure a referee will be booked for the new game and cancelled for the game that was moved. Next the Executive Director must be informed of the change, make sure you include all game details: original date of game, new date of game, location of new game, age group and community the teams are from, which team is home vs away, and confirmation that a referee is booked for the new game. At that point the Executive Director will adjust the website to reflect the changes.

9.4. Game Cancellations due to Severe Weather: Club presidents (or designate) contact each other to discuss cancelling due to weather, once confirmed they turn it over to the coaches to try and find an alternate date to reschedule. Next the Executive Director must be informed of the change, and all game details: original date of game, new date of game, location of new game, age group and community the teams are from, which team is home vs away, and confirmation that a referee is booked for the new game. At that point the Executive Director will adjust the website to reflect the changes.

9.5. Every attempt to reschedule league games should be made. Cancellations will only be accepted should there be no alternate options and approved by LDSA executive.

10. Lakeland Jerseys

10.1. Lakeland District issued jerseys will be reserved for a Single Team within an age group/gender per district, and/or a Single Mixed team within an age group per district.

10.2. Deposits are required on jerseys purchased by Lakeland District Soccer Association and are to be returned to LDSA, in field presentable condition, by the end of the season.

11. Referees

11.1. Refer to current LDSA Referee Payment and Mileage Chart.

11.2. Mileage for travel will be paid for referees travelling to other communities, except for referees who are also team staff, players, parents of players, or siblings of players (under the age of 16) who will already be at the game/event.

11.3. Referee mileage pay is indexed to the Government of Canada's automobile allowance rates, updated to the most recent rate at the AGM.

12. Provincial Declarations

12.1. Where The Alberta Soccer Provincials Tournament is hosted outside the Lakeland District, eligible teams will be determined by the first-place standings at that season's Lakeland Cup Tournament.

12.2. Where there is no Lakeland Cup Competition in a division due to only one (1) team declared, the one (1) team in the division will automatically attend the Alberta Soccer Provincial Tournament.

12.3. Where LDSA is granted hosting privileges for the Alberta Soccer Provincials Tournament, the two teams eligible to move forward will be determined by the first and second place standings at that season's Lakeland Cup Tournament. Should Alberta Soccer offer a third declaration to LDSA. The third place team will attend – and so on.

OR

12.3. Where LDSA is granted hosting privileges for the Alberta Soccer Provincials Tournament, the host community club will be granted one automatic entry to the Provincials Tournament in divisions for which they have registered youth teams.

12.3.1 The additional declaration will be determined by the first place standing at that season's Lakeland Cup.

12.3.2. Where the host community obtains first place at Lakeland Cup, the second-place team will attend for the second declaration.

12.3.3. Should Alberta Soccer offer a third declaration to LDSA. The third-place team will attend – and so on.