



LEDUC SOCCER ASSOCIATION

Operating Policies

1.0 EFFECTIVE DATE

This policy takes effect December 15, 2018.

2.0 AUTHORITY

Under section 7.4 of the LSA bylaws, the Board has the authority to implement and control policies, finances and general affairs of LSA in discharging its responsibilities to members.

3.0 APPLICATION

These policies apply to members of the Association and the Board.

4.0 PURPOSE

The purpose of these policies is to clearly define the conditions under which Leduc Soccer Association operates.

5.0 DEFINITIONS

“**LSA**” and/or “**Association**” means Leduc Soccer Association

“**ASA**” means Alberta Soccer Association

“**Board**” means Leduc Soccer Association Board as defined by LSA Bylaws

“**District**” example Battle River Soccer Association

“**Member**” means a member of the LSA in good standings as defined in the LSA Bylaws

“**Affiliation**” means Alberta Soccer Association and Canada Soccer Association

6.0 POLICY STATEMENTS

6.1 Roles of LSA Board Members

It is the responsibility of the board to provide all members an opportunity to participate in LSA programs as outlined by affiliates.

1. Board members are expected to attend monthly meetings.
2. Ongoing absences will be addressed.

6.2 Emails

All board members must use their LSA assigned email addresses for all board related business.

6.3 Purchasing

All purchases require Board approval.

All receipts are to be submitted to administrator within 14 days.

6.4 Fundraising

LSA reserves the right to hold fundraisers as required per season.

Each team is permitted to undertake individual fundraisers after obtaining board approval.

6.5 United Program

United Soccer program operates under LSA and follows all LSA policies.

The United program has additional requirements for members (see Leduc United Expectations).

The Board has final say over policy issues which arise within the United Program.

6.6 Registration

All players must register in their correct age division. No player shall be allowed to move up until a review by the age director and head coach has been completed and approved by the Board.

6.7 Refunds

An Association member's request for refund of registration fees will be granted provided this policy requirements have been met and a written request received. Refunds are subject to a \$50.00 administration fee and any other applicable fees on the originally paid registration. Applicable fees may include district and affiliation fees.

6.7.a Requirements:

- Written request for refunds must be accompanied by original receipt.
- Request for refunds that stem from a certified medical reason must be accompanied by a medical certificate stating that the player is unable to participate in the soccer program for reason of illness or injury.
- Any soccer related injury will follow ASA insurance policy.
- All refunds must be approved by two members of the Board with financial signing authority, one of which must be that of the President or Treasurer.

6.7.b Amount of Refunds:

All refunds are subject to a LSA administration fee and any applicable fees on the originally paid registration fee (see section 6.7.a)

The refund paid, for requests reviewed more than 15 days before the first scheduled official league game, will be equal to the originally paid registration.

No refunds will be allowed after the 2nd scheduled league game has been played; any exception to this rule is subject to the approval of the board and subject to the administration fee and any applicable fees.

6.8 Injuries

All injuries shall be immediately reported to the Head Coach. Appropriate first aid shall be administered and parents shall be contacted. Any blood or bodily fluids spilled on indoor surfaces shall require an immediate stoppage of play in order to properly clean spill. Facility maintenance shall be contacted for cleaning.

ASA Policy for all head injuries shall be followed. The Concussion Action Plan shall be enforced.

Coaches will assess injured player at both time of injury and next scheduled event. Parents will determine whether their child is in good physical health to return to play if a doctor has not diagnosed.

Coaches retain the right to supersede parents consent if they have concerns of the player's condition.

6.9 Coaches

It is every coach's responsibility to provide a safe, organized and fun soccer program which follows the Canada Soccer's Long Term Player Development Model.

6.10 Trialists

Coaches will follow the following procedure to utilize trialist players:

1. Discuss with potential trialists Head Coach
2. Upon trialists Head Coach's approval, discuss with trialists parents
3. Coach's to follow affiliation procedures for any approved trialists.

Coaches will follow the following procedure to utilize younger players for entire season:

1. Requesting Coach shall discuss potential with current Coach of Player
2. Once agreement is made, discussion held with relevant age director
3. Obtain Board approval and parental approval
4. In the event of a disagreement between coaches, the Board makes final decision.

6.11 Provincials

All teams wanting to participate in Provincials require board approval.

6.12 Play Time

LSA firmly believes that in order for players to properly develop their skills, they need to receive fair playing time and coaches are expected to utilize players equally. However:

- The Board understands that "fair playing time" does not necessarily mean equal.
- The Board recognizes that playing time may be dependent on the position of the player.
- The Board recognizes that there may be the occasional situation in which it may be necessary to play the best mix of players in order to achieve specific and unique goals (i.e. winning a play-off berth, making Provincials, tournament finals, etc.)
- The Board will not support the consistent practice of short-shifting players particularly within community teams or in the lower aged United teams.
- Players shall not be punished with decreased playing time for accepting opportunity to play as a trialist. This applies to ALL age levels.
- If it is determined that a coach is not adhering to the spirit of developing players through the use of fair playing time, disciplinary action will be taken.

6.13 Discipline

All alleged violation of Operating Policies shall be dealt with as follows:

1. Incident Report filled out and sent to Disciplinary Adjudicator (discipline@leducsoccer.ca) and administrator (info@leducsoccer.ca)
2. The Disciplinary Adjudicator would then review and gather further information. The Discipline Adjudicator will then present their findings to the Discipline Committee comprised of 3 board members including: President, Vice President and Ref Director to determine a resolution. This process will be completed within 7 days.
3. The President will present the findings to all people involved in the incident.
4. The Discipline Adjudicator will provide a monthly briefing at board meetings.
5. If the person or persons involved in the incident are not satisfied with the findings they can then take it to Battle River Soccer Association.

6.14 Harassment / Electronic Communication

LSA does not tolerate or condone any degree of harassment by any member. It is the responsibility of all LSA members to promote and ensure a harassment free sport environment.

Members of LSA include (but not limited too) LSA Board of Directors, staff, coaches, managers, parents, relatives and players (regardless of whether they are on a team roster or not).

Members shall all be deemed spokespersons of the LSA league and their respective team.

Regardless of the context, all LSA members must not do anything that could harm the reputation of the LSA, their respective teams or otherwise bring the game into disrepute.

MISSION STATEMENT:

LSA believes in the prevention of harassment and promotes a harassment free soccer environment in which all people respects one another and works towards a common goal.

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

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

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

LSA encourages members to use the following **GUIDELINES** to ensure proper social medial behavior of all members:

- Any online posting must be consistent with LSA Harassment Policy
- League related social media content.
- The LSA logo cannot be used without LSA board approval
- All posted content is subject to review
- LSA encourages its members to use social media but reminds members that at any time they are spokespersons for LSA.

Should a member leave a team for any other reason besides medical, LSA has the right to remove such member from TeamSnap.

The LSA Board, and any individual appointed by the Board, shall have the authority to remove any inappropriate or offensive comments and to block any individual from posting on any official LSA media platform (including TeamSnap, Facebook) if they determine that such

removal or blockage is in the best interest of LSA or LSA members. The failure of any LSA member to adhere to this TeamSnap Policy shall be considered a violation of the LSA Code of Conduct. LSA members who fail to adhere to this policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in LSA; in accordance with LSA Disciplinary Procedures.

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

6.14.a Violations / Procedures

Any violation of the LSA Harassment Policy is subject to investigation and sanction by the LSA Board. The LSA Discipline Committee reserves the right to determine appropriate sanctions for any violation of this Policy including but not limited to: fines, removal of objectionable social media material, member suspension or member expulsion. A database of care precedents will be maintained by the Board in order to ensure continuity and even-handed application of sanctions under this policy.

Anonymous complaints will not be accepted. An Incident Report must be completed and the Incident Policy Procedure will be followed.

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

All members have an obligation to promote and abide by ALL LSA POLICIES, RULES AND REGULATIONS. The primary contact for all alleged Harassment Policy complaints is the Administrator, who will then pass on to the discipline committee (as per LSA incident policy). No absolute confidentiality may be made by LSA, particularly in circumstances where the matter warrants police, other regulatory or administrative body intervention.

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

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

6.15 Privacy

In your dealings with LSA, you will provide personal information. LSA will not sell, trade, or rent your personal information to any third party unless we have your consent. We will only use and/or disclose personal information in order to:

- Understand and meet members needs and preferences;
- Develop new and enhance existing service and product offerings;
- Manage and develop LSA operations;
- Meet legal and regulatory requirement; and/or
- Registration with affiliations.

7 RECOURSE

The Board has final say on any LSA issues which arise. Should any issues fail to reach a satisfactory resolution; members have the option of pursuing recourse through Battle River Soccer Association. Battle River Soccer Association procedures shall be followed.

8 REPORTING REQUIREMENTS

All board members, as defined by LSA Bylaws, shall provide briefings of their roles at monthly board meetings.

9 ENQUIRIES

All enquiries shall be submitted to LSA Administrator (info@leducsoccer.ca).