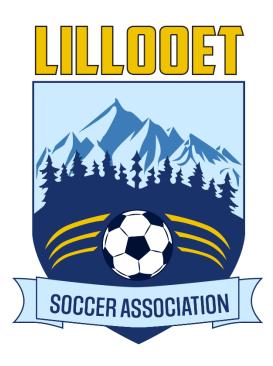
Lillooet Soccer Association Policy and Procedure Manual



***This policy may change and be updated as soccer evolves.

Under the direction and guidance of the Lillooet Soccer Association Constitution and By-Laws and in accordance with the British Columbia Society Act, and BC Soccer, Lillooet Soccer Association guides the operations of amateur soccer within Lillooet and the surrounding area.

Mission Statement

Lillooet Soccer Association believes that soccer should be fun, that it should be experienced by as many people as possible and that soccer can foster important life skills including but not limited to: **sportsmanship, fitness, creativity, and respect for others.**

Therefore, in program and policy development Lillooet Soccer Association will endeavor to:

a. Introduce the largest possible number of children to soccer bearing

in mind the social and economic environment in which we live.

b. Encourage development of important life skills, including

development, support, and recognition of our volunteers and supporters.

c. Provide challenge to our players without sacrificing fun or the safety of the organization as a whole.

d. Maintain a continuum of soccer levels within the organization and as much as possible support the concept of a continuum of recreational soccer levels within the community.

Board of Director Positions and Job Descriptions

President:

The President shall preside at all meetings of the Board of Directors, General, Special, and Annual General Meetings and shall perform the duties usual to the office of President. It shall be the duty of the President, immediately after the close of the Annual General Meeting to:

-Set the date of the first Board of Directors Meeting -Appoint a Finance Committee -Appoint a Discipline Committee

The President shall have the power to suspend any team player or team official for disrespectful or improper conduct on or off the field, abusive language to any official or for failure to comply with the Lillooet Soccer Association Constitution and By-laws and regulations pending review of the incident by the Discipline Committee.

Vice President:

The Vice President shall, in the absence of the President, carry out the same duties as the President.

-Shall Chair the Discipline Committee.

Secretary:

The Secretary's duties shall be to record the minutes of all meetings of the Association,

whether Executive, Board Meeting, General, Special, or Annual General Meeting. -The Secretary shall be responsible for all the correspondence and any other related duties as required

Treasurer:

The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.

-The Treasurer shall provide a financial report at each Board Meeting and a financial statement at the Annual General Meeting.

Directors:

The Directors shall perform such duties and chair such committees as directed by the Board.

Committees

Registrar:

The registration of all team officials, players and volunteers as required by BC Soccer.

Equipment Manager:

-The distribution, maintenance, and collection of equipment owned by the Association.

-The purchasing of all new equipment in conjunction with policy

Coach Coordinator:

-To maintain an effective line of communication between the coaches, the Association and BC Soccer Coaches Certification Program.

-To recommend to the Board of Directors the appointment of Team Coaches and Team Staff. -To organize any clinics the Association needs to offer membership.

Field Scheduling Ambassador:

To facilitate all field booking requests with the District of Lillooet, School District or other agency.

Only the Field Ambassador is authorized to book fields for practices or games in order to ensure that proper insurance is in place and that the event is sanctioned. Team staff and parents are not authorized to act on behalf of the association. Lillooet Soccer Association will not be responsible for the costs of any unsanctioned event, or any liability associated.

Risk Manager:

-To educate the Board of Directors and all members as to good risk management.

-To distribute Risk Management educational material.

-To ensure that all association teams have at least one safety person assigned to the team -Complete regular field safety checks and facilities used by the association and liaise with the facility manager with respect to association safety issues.

-Ensure that all teams have adequate supply of and access to mutual aid/injury report forms; and establish a protocol for handling all injury report forms.

-Communicate with team officials, parents and players should there be a conflict of opinion with regard to removal from/return to play due to an injury.

-Ensure that all Team Officials and volunteers have the necessary certification and requirements as per BC Soccer guidelines while associated to a team.

-Ensure that criminal record checks of potential volunteers are completed.

-Ensure that criminal record checks of returning volunteers have not expired.

Discipline Committee:

The Discipline Committee shall consist of the Vice-President, Coach Coordinator and one other member or the Board or Committees appointed by the President at the first Directors meeting.

The duties of the Discipline Committee shall be:

-To review all soccer penalties assessed to players and team officials of the association and to suspend and/ or take disciplinary action that may be deemed necessary against such individuals.

-To assist coaches in enforcing the player discipline policy. *see 21.0 for Guidelines and Policies*

Registration Policy

Each player registered with the Society shall be assessed an annual registration fee, set by the Board of Directors, prior to the current season's registration period. This fee will include any assessments by BC Soccer and/or Mutual Aid registration.

-Players can register using the registration link provided by the association.

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Refund of Registration

-Full refund for the up coming season before a player goes on the field providing the request meets the standards set below:

-The refund of registration money shall only be if the registrant moves or is unable to continue playing due to injury or medical condition.

-Refund due to injury or medical condition will require a letter from a doctor notifying the date of injury and must indicate that it is a medical condition. The refunds will then be pro-rated less an

administrative and insurance fee of 50.00 from the date of injury.

-If a player has attended the field, registration refunds shall be pro-rated with no refunds after May 30th of the current year.

-The date that the request is made is the date from which the refunds will be adjusted. *Times actually on the field will not be considered*.

-Requests are to be made by notifying the Board in writing via e-mail.

Program Guidelines

This program is the type played by the majority of amateur players. It is fun soccer with the emphasis on fitness, relaxation, and fellowship.

The objectives are to promote a game to fit the need of the Participants, to be open to all ages, to allow player equal field time, deemphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, and allow an individual to participate freely in other sports and activities

Team Officials:

All Teams require at minimum, the following:

- 1. Head Coach
- 2. Manager

All team officials including Field Volunteers require the following prior to being allowed to participate with any team:

- Criminal Record/Vulnerable Sector Check -expires after 3 years on July 31st of that year.
- 2. Respect in Sport
- 3. Basic First Aid

-Individuals wishing to volunteer for a team position must fill out the Lillooet Soccer Association application form and forward it to the Coach Coordinator no later than March 1st of the upcoming season.

-The Coach Coordinator along with the Board of Directors will assign team staff positions. -Only players and team staff that are registered and insured by Lillooet Soccer Association and BC Soccer may help on the playing field during practices and games. Spectators are allowed at all practices and games, on sidelines only.

Coach and Staff Guidelines.

Without prejudice Lillooet Soccer Association has the right to revoke an application made by an individual for a position as a team official should they feel that this persons use/consumption of alcohol or legal drugs compromise their role as a "person in trust." *Rationale: The Board of Directors is mandated to ensure that all players are provided a* safe and healthy environment where they can participate and play the sport of soccer and team officials are a representation of the association as a whole. -see also Alcohol/Drug Policy

All coaches who wish to be a part of the Lillooet Soccer Association must apply to the following protocol.

-All persons interested in being a coach must fill out a volunteer application form and submit it to the Coach Coordinator no later than March 1st of the upcoming season.

-All coach applicants must submit to and clear a criminal record check once every three years

-The Coach Coordinator along with the Board of Directors will choose and approve Head coach positions for every team prior to the start of the soccer season.

-Volunteers will be assigned as Head Coach for one division only in order to avoid scheduling conflicts and to ensure the association maintains a strong core volunteer base.

-Only in the event that there are not enough volunteers to facilitate a team, the Board may assign a Head Coach to more than one division.

-The Association will contact all applicants before the season starts

-Must retain all appropriate certificates that are required by BC Soccer

-Adhere to the direction of the Lillooet Soccer Association Coach Coordinator

-It is the duty of the Team Head Coach attempt to teach all appropriate SKILLS to all the players in that division.

-Skills development is the basis of developing a good soccer program.

-The head coach must help in the advancement of all coaching staff on the team

-Any person that has not been approved by the Coach Coordinator prior to going on the field will receive discipline from LSA

-The Coach Coordinator along with the Board of Directors may review all coaches' conduct at the end of the year

-Any individuals wanting Lillooet Soccer to pay for any high-performance coaching levels or additional training must get approval from the Board of Directors first and will be at the discretion of the Board only.

Coach Requirements

Youth Team Coaches

All Head Coaches of any youth team and/or soccer programs must obtain certification as required by BC Soccer

Volunteer Screening Policy:

All volunteer coaches, managers and safety personnel assigned to Lillooet Soccer Association teams will be required to pass a Criminal Record /Vulnerable Sector Check. Any volunteer who does not submit to the Criminal Record/Vulnerable Sector Check or is revealed to have a Criminal History that would put children at risk shall be deemed ineligible to continue as a volunteer.

The Risk Manager shall be the individual who receives and keeps the Criminal Record/Vulnerable Sector Check documents.

The Risk Manager may consult with BC Soccer Association using the Back Check Process and may contact the individual to discuss any concerns outlined in the results of the Criminal Record/Vulnerable Sector Check.

Any individual who refuses to discuss concerns with the Risk Manager and/or BC Soccer Representative will be deemed ineligible to continue as a volunteer.

In the case where a volunteer is identified individual who may put children at risk, the Risk Manager will tell the individual they are deemed not suitable to continue in their role. Should they refuse to cooperate, the Risk Manager will bring the matter to the President for disposition. The President may involve the authorities in the matter should the need arise. These records shall remain private and confidential.

Team Formations and Player Placement Policy: U=UNDER (has not reached that age)

before the first day of January of the current registration year. If registration takes place in 2024, that player must have reached their age division on December 31st of 2023.

U19: U19: Players who are born in 2005 will be 19 years old during the playing season, they will play on the U19 team

U15: Players who are born in 2009 will be 15 years old during the playing season, they will play on the U15 team- LSA does not have a U15 team, these players will move up to U19

U13: Players who are born in 2011 will be 13 years old during the playing season, they will play on the U13 team

U10: Players who are born in 2014 will be 10 years old during the playing season, they will play on the U10 team

U7: Players who are born in 2017 will be 7 years old during the playing season, they will play on the U7 team

U6: Players who are born in 2018 will be 6 years old during the playing season, they will play on the U6 team – LSA does not have a U6 team, these players will move up to U7

U5: Players who are born in 2019 will be 5 years during the playing season, they will play on the U5 team

U4: Tiny Tots- 3 year olds

Lillooet Soccer Association:

-Will endeavor at all times to find a place for every child to play soccer;

-Will endeavor to have every child in an age-appropriate division;

-Will endeavor to have as little player movement between divisions as possible;

-Will not dictate what team a player is assigned to based purely on gender;

-Will endeavor to form teams based on the best interest of the whole association and find a place for every player to play on at least one team;

-Will not place a child in a division that is not age appropriate to accommodate families with more than one child

-Will not place a player on a team where they may be subjected to an undue level

of risk

Attending Tournaments:

Other associations will have their own set of policies regarding tournaments. LSA will comply with those policies while participating in tournaments outside their own association.

Donations and Sponsorship

Monetary donations by individuals or Corporations to Lillooet Soccer Association belong to the association as a whole and cannot be allocated to a specific team. The money will be deposited into the association bank account and the Board of Directors will vote on how the funds will be used based on the needs of the association.

Complaint Policy:

All complaints must in writing, clearly outlining the basis of the complaint and forwarded to Lillooet Soccer Association by email or postal delivery. Telephone calls, text messages

and any other means of communication other than in writing to the Board will not be accepted.

Contacting any outside party, including associations that Lillooet Soccer Association operates under will result in that individual being expelled from participating as a member of the association for the following reasons:

- 1. It does not allow the Board of Directors the opportunity to discuss the concern.
- 2. It does not allow the Board of Directors to ensure that policy is being followed
- 3. Creates a situation where only one side of the concern is being heard by individuals who are not aware of the policy.

In a situation where an individual wishes to lodge a complaint, the following guidelines must be followed:

a. The complainant must wait 24 hours (a cool down period) before lodging the complaint.

b. The complainant must bring their concern **in writing** to the association secretary.

c. If the complaint is directed at an individual that represents the association ie: team staff, director, committee member, parent, player or spectator, the complainant must name the individual.

Rationale: The Board has an obligation to respond to all complaints in accordance to policy and everyone has the right to be heard.

Law states that if a complainant is not willing to name the individual that the complaint is against, the Board will consider the complaint unsubstantiated and hearsay.

d. The secretary will forward the information to the appropriate member of the Board

(ie)If the concern is about a coach or coaching decision, the complaint should be forwarded to the Coach Coordinator, if the complaint is regarding safety, it will be forwarded to the Risk Manager etc.

- e. The complainant and delegate should attempt to resolve the situation if possible.
- f. If a resolution can not be found, the complaint will be forwarded to the Board of Directors.

Complaints regarding policy, procedure and bylaws will be forwarded to the President who will be provided an opportunity to respond based on the policy. If the President is unable to provide a response, the complaint will be brought to the Board of Directors for discussion.

All information gathered regarding complaints shall remain confidential within the parties involved.

Media Release Policy:

a. The Board of Directors must approve any information given to the media on behalf of the Lillooet Soccer Association. High Risk Incidents regarding a LSA member (Team official, Field Official, volunteer or player that may create negative publicity shall be turned over the BC Soccer Association who will act as the media spokesperson for Lillooet Soccer Association.)

The President or Designate shall act as the spokesperson for incidences specifically associated to Lillooet Soccer Association. The only exception to this policy is if a team wants to disseminate any information about games or tournaments.

Social Media Policy

Lillooet Soccer Association holds the entire soccer Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

- 1. Comments or remarks of an inappropriate nature, which are detrimental to a team, the Association or an individual, will not be tolerated and will be subject to disciplinary action.
- 2. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- 3. Refrain from divulging confidential information of a personal or team related nature. Only divulge information that is considered public.
- 4. Use your best judgment at all times pause before posting. Ultimately, you are solely responsible for your comments and they are published for the public record.

Social Media Violations

The following are examples of conduct through social media and networking mediums that may result in disciplinary action:

-Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.

-Negative or derogatory comments about any of the Team, Association, League

and/or

staff, programs, stakeholders, players or any member of Lillooet Soccer.

-Any form of bullying, harassment or threats against players or officials.

-Photographs, video or comments promoting negative influences or criminal

behaviour, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.

-Inappropriate, derogatory, racist, or sexist comments of any kind.

-Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Alcohol and Drug Policy:

Alcohol, drugs (legal or otherwise), and tobacco, including e-cigarettes and vaping products have no place in youth sports. LSA is committed to providing all our players with an alcohol and drug free environment. LSA's alcohol and drug policy will be strictly enforced.

Players:

Any player caught under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs, or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the discipline committee. This includes documented off-field behaviour and LSA events found in violation of the policy disciplinary consequences are as follows:

a. First Violation: Suspension from the Association - 15 days

b. Second Violation: Suspension from Assoc. - 30 days

c. Third Violation: Permanent expulsion from LSA

Coaches, Team Officials and Field Volunteers

As role models, coaches are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol or drug consumption by coaches should be limited to adult establishments. Under no circumstances should a coach interact with the team or a player if they are under the influence of alcohol or drugs. Additionally, coaches should not engage in any alcohol or drug consumption around the players: including hotel during tournaments or game travel.

a. First Violation: Suspension from the Association - 15 days

b. Second Violation: Suspension from Assoc. - 30 days

c. Third Violation: Permanent expulsion from Lillooet Soccer Association

Parents:

LSA asks parents to observe the high standards set forth by our Association at the field, hotels, and during LSA events. If you are drinking or partaking in the consumption of drugs in or around the field or you enter any building associated to the event, intoxicated by alcohol or drugs you will be asked to leave the

premises. If you refuse to leave the area the police will be contacted to remove you. Please do not jeopardize your child's future with LSA by violating this policy.

a. First Violation: Suspension from the Association - 15 days.

b. Second Violation: Suspension from Assoc. - 30 days

c. Third Violation: Permanent expulsion from Lillooet Soccer Association

Discipline

Due to the transient nature of a volunteer organization, significant personnel changes can and do occur on a regular basis. As a result, this policy has been prepared to provide guidance and ensure a degree of consistency with respect to player and parent discipline. It is not intended to replace or to affect a coach's ability to evaluate and deal with issues independently through the use of more soft discipline. It is recognized that the circumstances pertaining to each incident can be radically different and that wherever possible issues should be dealt with through positive reinforcement as opposed to discipline. However, it is imperative that when applied, discipline should be consistent to negate the perception of either favoritism or persecution of individual players.

The Discipline Chair may request the Committee to meet where they find that an incident is serious enough to warrant the meeting.

Discipline Guidelines for Parents and Spectators

It is the intent to promote the game of soccer and this extends to the parents, guardians and spectators who attend games. LSA will endeavor to stop all negative and abusive language and/or actions towards any person during all events. Types of unacceptable behavior are:

- Use of obscene language or abusive behavior to any person on or off the field
- Continued disruptions that may cause a delay in a game
- Continued disruptions that do not allow other spectators to enjoy the game
- Repeated disrespect towards the rulings of an official

-Parents/Guardians of players are required to uphold their signed "Fair Play Contract" -Any Director of LSA can ask a parent or spectator to leave the event for the above reasons. It is suggested that a warning be given.

-If the individual refuses to leave the RCMP can be contacted

-Where an action is taken to eject an individual from a soccer event, a detailed written report must be provided to the Head of Discipline as soon as possible

-If an individual is asked to leave the event, they will be prohibited from attending any soccer events until they have met with the Discipline Committee for review.

Harassment Policy

This policy includes and is not limited to telephone, email and any other communications between the Board, Executive, members and parents.

The Society agrees that the purpose of this policy is to ensure that parents, players, and volunteers operate in an environment free from any form of discrimination or harassment, and to be treated with dignity and respect. This policy also underlines the seriousness of harassment either as a participant or as an observer and to work toward the elimination of harassment. There is no acceptable level of harassment. In the context of this policy, the person filing a complaint shall be referred to as the Complainant and the alleged harasser shall be referred to as the Respondent.

Definition of Harassment

a. Harassment is any improper behaviour directed at another person and that the other person finds offensive. It is also behaviour that the person knew or ought reasonably to have known would be unwelcome. Harassment can be a remark or a gesture -made once or many times -that demeans, belittles, or causes personal humiliation or embarrassment. b. Discriminatory grounds under the Canadian Human Rights Act:

Race, National or Ethnic origin, Colour, Religion, Age, Sex, Marital status, Family status, Pardoned conviction, Sexual orientation, Physical or mental disability (including alcohol or

drug dependency)

c. Grounds for harassment are not limited to the discriminatory grounds under the Human Rights Act.

Team Rules & Expectations

The following are rules that apply to all teams within the association.

- a. All players and parents will be expected to follow the principles of Soccer Fair Play Contract and show respect to others both on and off the field. This includes hotels and restaurants while traveling as well as the field facilities of other associations.
- b. Players seen to be purposefully acting in an unsafe manner may be asked to leave the field and any official team staff member of the association can make this request.
- c. Team Official will not tolerate behavior that is overtly disrespectful of the team staff, Referees, teammates or opposing players.
- d. At the discretion of the Coaches, there will be a consequence for disrespectful behavior and these consequences will gradually increase, starting with a warning then being asked to sit out for some portions of practices and/or games and may include being asked to leave a practice or a game. If called for Coaches may apply to the board to have the player go before the Discipline Committee for possible suspension.
- e. Hazing, Bullying or harassment will not be tolerated at any level. Consequences are spelled out in this policy.
- f. Players are expected to attend all practices and games and arrive on time. Parents must make every effort to contact Coaches or Managers if players are unable to attend. Coaches have the discretion to ascribe consequences for non-attendance or tardiness, which should be discussed and agreed upon at team meetings.
- g. Players should be fully dressed and ready for practices and games at the time set by Coaches

Players must wear properly fitted certified equipment. Parents are responsible to ensure that children have transportation to practices and games

MEDIA RELEASES

The Board of Director's must approve any information given to the media on behalf of the association. The President shall act as the spokesperson for the association. The exception to this is where teams want to disseminate information about games or tournaments.

Lines of Communication:

It is encouraged that Managers and Coaches use the proper lines of communication within our association; Contacting BC Soccer should never be the first line of communication.

President	Fallon Flann	fallonflann@shaw.ca	
Vice President	Albert Naknakin	certifiedbaker@hotmail.com	

Secretary	Taylor Ferron	taylorferron887@gmail.com
Treasurer	Taylor Ferron	taylorferron887@gmail.com
Head Coach	Vanessa Wolfe	ness_444@hotmail.com
Equipment Manager	Lynda Dawkins	lyndadawkins@hotmail.com
Field Ambassador	Rajinder Dhatt	rajinderlawyer@gmail.com
Risk Manager	Holly Jezovit	¹ holly.norris@gmail.com
Registrar		
Director	Jamie Riddalls	jriddalls@yahoo.com
Director	Theresa Michel	theresa.michel13@gmail.com
Director	Nicole Spinks	spinks_nicole@outlook.com
Director	Joe Valdez- Priske	jpriske@gmail.com
Director	Guy Moonan Woods	guy@tattershalls.com
Policy & Procedure		

¹ Updated

ADDENDUMS:

Lillooet Soccer Association January 2025

Lillooet Soccer Association Code of Conduct: Fair Play

As a player, coach, team staff, official, volunteer or parent;

I agree to adhere to the Lillooet Soccer Association Code of Conduct set out below.

I understand that failure to adhere to this code may bring disciplinary actions.

1. Treat everyone fairly within the context of their activity, regardless of; race, colour, ancestry, place of original, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons, religion, politics or economic status.

2. Refrain from the public criticism of fellow members be they staff, volunteers, athletes, coaches, or officials.

3. Respect the dignity of others and refrain from verbal or physical behaviours that constitute harassment or abuse.

4. Refrain from the use of profane, insulting, harassing or otherwise offensive language while representing Lillooet Soccer Association.

5. Direct any comments or criticism at the performance rather than the person.

6. Take the initiative to learn, respect, communicate and adhere to the rules and regulations for the sport and the spirit of such rules, while encouraging other participants to do the same.

7. Abstain from the use of non-prescription drugs, tobacco products (or vapes) and from the drinking of alcoholic beverages while conducting Lillooet Soccer Association duties and responsibilities.

8. Discourage the use of non-prescription drugs and alcoholic beverages or the use of tobacco products in conjunction with athletic events or celebrations.

9. Ensure that the activity being undertaken by members and participants is suitable to the age, experience, ability and fitness level of the individual and is conducted in a safe environment.

10. Be aware of and respect the pressures that may be placed on all participants as they strive to balance the physical, mental, emotional and spiritual aspects of their life. Conduct practices and participation in competition in a manner so as to allow success in all areas of their lives.

11. Consider the athletes' future health and well-being when making decisions regarding an injured player's ability to continue playing or training.

Player Agreement & Fair Play Code

I will play soccer because I want to. I do not play because others, including coaches or parents, want me to.

I will play by the rules of soccer, and in the spirit of the game.

I will come to the field prepared to listen to my coaches, and provide 100% of my best efforts.

I will respect the coaches, volunteers, referees, my teammates, and my opponent both on and off the field. I will abide by the Association's Social Media Guidelines.

I will control my temper and behaviour.

I will not use foul, racist, sexist or profane language.

I will respect myself by not using tobacco, alcohol or drugs.

I will follow Lillooet Soccer Association's zero tolerance policy.

I will be respectful of the facilities and fields that we are allowed to play on.

I will never damage or deface any of the property.

I will do my best to always have a positive attitude, and show excellent sportsmanship.

I have read and understand the Association Social Media Policy and agree to respect those rules.

I, ______ confirm I have read the above and agree to abide by the principles of the Fair Play Code as set by Lillooet Soccer Association.

I also agree to abide by the Association Code of Conduct, Policies, Bylaws, Rules, Regulations and Decisions as set by the Association.