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# Governance & Operational Policies

Meridian Soccer Association

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# 1 INTRODUCTION

This document sets forth the *Governance Policies* of the Meridian Youth Soccer Association (hereinafter referred to as the Association, MYSA or Meridian Soccer), which define the role that the Board of Directors shall play in the affairs of the Association.

Good governance is vital to the effective and efficient operation of the Association. In a pure governance model the Board's primary role is to govern and provide leadership and direction for the Association in pursuit of the Mission.

However, being an operational board, the Board also plays an active role in the management of the day-to-day operations of the Association.

The purpose of this policy is to clarify the authority, policies and processes that guide the management of the Association including and primarily the functioning of the Board.

MYSA shall be affiliated with the Saskatchewan Soccer Association (hereinafter referred to as SSA), and the Canadian Soccer Association (hereinafter referred to as CSA).

The territory over which MYSA has jurisdiction shall be the City of Lloydminster and an area within 80 kilometers in the province of Saskatchewan.

The objectives of MYSA are to promote, govern and improve soccer in Lloydminster and the surrounding areas.

1. To foster among its members, supporters and teams a general soccer community spirit.
2. To maintain and increase the interest in the game of soccer.
3. To have and exercise a general care, supervision and direction over the playing interests of all soccer players.
4. To foster the development of qualified soccer coaches to serve the sport.

MYSA operates Meridian Soccer, which is made up of recreational soccer, travelling soccer teams, performance; this includes programming for kinder soccer through to U18.

## 2 THE BOARD OF DIRECTORS

### 2.1 Role and Responsibilities of the Board of Directors

#### 2.1.1 Role of the Board

- a) The Board of Directors is vested with full powers to govern the affairs of the Association (as per Association bylaws).
- b) To maintain authority over, and responsibility for, the structures and operations of the Association;
- c) To develop policies and strategies that guide the Association and provide direction for staff;
- d) To ensure that an operational plan for the Association is in place that outlines the authority of those tasked with management the affairs of the Association;
- e) To ensure that there are sufficient and appropriate human and financial resources for the Association to accomplish its work;
- f) To meet all legal requirements that pertain to the Association;
- g) To remain attentive to the changing needs of the Association's membership and key stakeholders;
- h) To operate as a corporate body, speaking with one voice through formal motions adopted at its meetings.

#### 2.1.2 Responsibilities of the Board

- a) Accountability
  - i. Is accountable to maintain the trust and support of the Association's membership;
  - ii. Ensures that Association operates within applicable laws and regulations and requirements of the SSA and CSA and other governing authorities in the Province of Saskatchewan including, but not limited to, Sask Sport, the Non Profit Corporations Act 1995, and the provincial government;
  - iii. Ensures that the overall organizational and staffing structure facilitates the delivery of the Association's Mission and strategic plan;
  - iv. Approves a set of human resource policies for management, staff, and program and administrative volunteers to be administered by the Executive Director, Board or Volunteer Development Committee;
- b) Planning
  - i. Determines priorities, develops, approves, and ensures the implementation of strategic plans, and monitors performance against plans;
  - ii. Approves annual capital and operating plans and monitors performance against those plans;
- c) Selection, Support and Evaluation of Staff
  - i. Selects the Staff, determines the Staff's compensation, and sets out in clear terms the Staff's authority, responsibilities and accountability.
  - ii. Provides every support to the Staff to enable him/her to carry out his/her responsibilities;
  - iii. Develops and employs effective procedures and processes for the monitoring and evaluation of the staff, and as required for their termination;
  - iv. Conducts a formal evaluation of the Staff on an annual basis;
  - v. Makes provision for the Staff's professional development.

- d) Financial Oversight and Development
  - i. Approves Association's audited year-end financial report, annual operating budget, and other financial reports as required.
  - ii. Approves policies that implement sound financial controls for the Association and ensures policy compliance;
  - iii. Approves the Association's fee
  - iv. Approves major financial decisions and actions as provided for in the Operational Authority section of this policy;
- e) Board of Governance and Development
  - i. Governs in accordance with Governance and Operational Policies and ensures compliance with the Non Profit Corporations Act 1995, Association's Articles of Incorporation and Bylaws, and forwards proposed amendments to the Articles and/or Bylaws to the membership for approval;
  - ii. Approves and updates the Policies of the Association;
  - iii. Approves the members of the Standing, Operational and Special Committees of the Board of Directors;
  - iv. Assesses the performance of the Board and its Committees on an annual basis;
  - v. Develops a recruitment, orientation and training process for new Directors;
- f) External Relations
  - i. Develops policies regarding relationships with external agencies, corporate partners and stakeholders;
  - ii. Develops policies regarding the protection and enhancement of the Association's image and reputation.

### **2.1.3** Composition and Structure of the Board of Directors

- a) The MYSA is made up of Executive Directors, Directors and Members at Large
  - i. Executive Directors (Executive) – There are four Executive Members which are comprised of the President, Vice President, Secretary and Treasurer.
  - ii. Directors – There are six Board Members in which are comprised of Referee Director, Equipment Director (2), Fundraising and Events Director (2), Media and Advertising Director.
  - iii. Member's At Large – The MYSA Board allows five vacant members at large positions for individuals who wish to help were required.

### **2.1.4** Meetings of the Board of Directors

- a) The Board of Directors shall meet according to the needs approved in the annual calendar but at minimum 3 times per year.
- b) Meetings may be conducted by conference call or other appropriate electronic means.

### 2.1.5 Preparations for Board Meetings

- a) The agenda for the Board meetings shall be set by the President in consultation with the Executive and, with requested items from the Directors.
- b) When possible, the agenda and supporting documents shall be delivered to the Directors at least two (2) days in advance of the Board meeting.
- c) All regular Board meetings shall include, at a minimum, an agenda that includes the following items:
  - i. Year-to-date financials;
  - ii. Written Presidents Reports
  - iii. Written Director Reports
  - iv. Written reports submitted by Staff, Standing, Operational or Special Committee;
  - v. Minutes of Board meetings not previously adopted;
  - vi. A status report of action items

### 2.1.6 Board Meeting Rules and Procedures

- a) The quorum for meetings shall be a majority (2/3) of the Directors then in office.
- b) The rules of procedure for meetings shall be *Robert's Rules of Order*.
- c) The meetings shall be chaired by the President. In the President's absence, the Vice-President shall serve as Chair. If neither is present, the Directors may elect another Director, by majority (50% +1) vote, to serve as Chair.
- d) In chairing the meetings, the Chair shall:
  - i. Guide the discussion so that it proceeds in an orderly and efficient fashion, relates to Motions, respects *Roberts' Rules of Order* and Association Board Meeting Code of Conduct, and deals with Board business;
  - ii. Ensure that all views are heard, that the Board reaches decisions through formal motions, and that the will of the majority prevails;
  - iii. Vote only in the event of a tie;
  - iv. Be responsible primarily for facilitating debate.
- e) The minutes and a list of Board Action items arising out of each Board meeting shall be forwarded to Directors as soon as possible following the meeting.
- f) The agenda for Board meetings shall have the following format: the topic; the presenter; and the desired outcome (e.g., received for information, board discussion, and board decision).

### 2.1.7 Board Meeting Code of Conduct

- a) Each Director shall attend Board meetings regularly and participate fully in Board deliberations.
- b) Each Director shall conduct himself/herself in Board meetings with a view to furthering the general interests of the Association and not their personal interests or that of other groups or stakeholders.
- c) Each Director shall respect confidentiality of Board business and Board deliberations.
- d) Each Director shall support the majority decisions of the Board and speak with a unified voice to the membership and the community.
- e) Each Director shall conduct himself/herself in Board meetings in a manner exhibiting courtesy, goodwill, objectivity, frankness, openness to new ideas, constructiveness, independent-mindedness, restraint, effective communication, willingness to compromise, and respect for others.
- f) Each Director shall ensure that all business of the Board is conducted at the Board table.

- g) Each Director shall adhere to the conflict of interest requirements as they relate to Board meetings.
- h) Each Director shall notify the President in advance of a Board meeting if he or she is unable to attend.

**2.1.8** Email Voting of the Board

- a) The President is authorized to initiate email voting on matters before the Board if one or more of the following circumstances are in place:
  - i. Where a motion has been approved at a Board meeting allowing a vote on a specific topic;
  - ii. For matters that are determined to be administrative or that lend themselves to being resolved by a vote without the need for further in-depth debate;
  - iii. Where it has been determined that timelines must be met that make “all present” debate challenging either electronically or in-person;
  - iv. To resolve motions/topics that have been presented to the Board in advance where discussion has already occurred;
  - v. Where the Directors; unanimously agree to waive their right of further debate.
- b) In order for an email motion to be approved quorum must be achieved through the email vote process.
  - i. Should the number of votes not result in “quorum” by the specified deadline then the vote shall be declared null and void and the matter will be referred to the next Board meeting.
- c) All email votes shall be by “reply to all” or other such electronic means that allow all Directors to see the votes that were registered. In all cases there must be a verifiable record of the votes and the results.
- d) Unless a mechanism is provided in advance all email votes shall occur without further discussion through electronic or other means.
  - i. Should a discussion mechanism be allowed it must ensure that all Directors be able to see all discussion content.
- e) Email vote shall be set up with a specific deadline for completion.

**2.1.9** Email Voting of the Standing Committees

- a) The Chair shall be authorized to initiate email voting on matters before any Standing Committee.

## 3 BOARD OFFICERS AND DIRECTORS

### 3.1 Role and Responsibilities of the President

#### 3.1.1 Role of the President

- a) To keep the Board focused on advancing the Mission and plans of the Association.
- b) To ensure the Board develops policies and strategies that guide Association.
- c) To ensure the relationship between the Board and Executive Director/Staff remains positive, constructive and professional at all times.
- d) To represent the collective will of the Board in communicating with the Staff/Executive Director.
- e) To represent the Association at all SSA functions including meetings and events.
- f) They shall carry out their duties and responsibilities as a Director and Officer of the Association.

#### 3.1.2 Responsibilities of the President

- a) Leadership of the Board
- b) Ensures that the Board carries out its responsibilities as defined in Association's Bylaws and Governance Policies and other policies of the Association;
- c) Ensures that the Board provides orientation of new Board Members
- d) Ensures the Board evaluates its own performance;
- e) Shall recommend to the Board; the appointment of Committee chairs and members.
- f) Receives copies of all reports from Board committees in advance of Board meetings, except as may be determined by the Board;
- g) Serves as one of the Association's Signing Officers;
- h) Remains familiar with all policies and procedures of the Association;
- i) Prepare the agenda and related documents for meetings of the Board of Directors and for General Meetings of the Association.
- j) Evaluates the Performance of the Staff and delivers the Staff's performance review as prepared by the Board of Directors.
- k) Chairing Meetings
  - i. Chairs meetings of the Board of Directors, the Emergency Committee, and General Meetings of the Association;
  - ii. Ensure that meetings of the Board are conducted in accordance with *Robert's Rules of Order*, the Board Meeting Rules and Procedures, and the Board Meeting Code of Conduct.
- l) Exercise the power of the Executive in case of an emergency.
- m) Suspend clubs/teams, players or referees, subject to ratification at the next following meeting of the Executive.
- n) The President shall ensure that our partnerships with Saskatchewan Soccer Association, Lakeland College, and Lakeland Rustlers United Soccer Program (Known as LRUSP) are maintained.
- o) Shall perform such duties as shall be necessary for the good and welfare of the Association.



- p) External Relationships
  - i. Serve as the Association's official contact with Saskatchewan Soccer.
  - ii. Speaks and votes on behalf of the Association at SSA and other external meetings always in a manner that is consistent with the will of the Board of Directors.
  - iii. Ensure that decisions reached by SSA that are applicable to the Association are brought to the attention of the Board of Directors for consideration.

## **3.2 Role and Responsibilities of the Vice-President**

### **3.2.1 Role of the Vice-President**

- a) They shall work closely with the President in providing, leadership and direction for the Association.

### **3.2.2 Responsibilities of the Vice-President**

- a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.
- b) To carry out the responsibility of the President should the President be absent or unable to act.
- c) They shall be one of the individuals with signing authority for the association.
- d) They shall ensure that each new Director receives a full orientation to the Board.

## **3.3 Role and Responsibilities of the Secretary**

### **3.3.1 Role of the Secretary**

- a) They shall work closely with the President in providing, leadership and direction for the Association.
- b) They shall keep document records for the board and provide the information as required.

### **3.3.2 Responsibilities of the Secretary**

- a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.
- b) They shall work with the President to prepare board meeting and AGM agenda's.
- c) They shall be one of the individuals with signing authority for the association.

## **3.4 Role and Responsibilities of the Treasurer**

### **3.4.1 Role of the Treasurer**

- a) They shall work closely with the President in providing, leadership and direction for the Association.

### **3.4.2 Responsibilities of the Treasurer**

- a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.
- b) They shall be one of the individuals with signing authority for the association.
- c) Shall keep a record of all monies received and disbursed through MYSA accounts following accepted accounting practices.
- d) Shall provide updated financial statements at each board meeting.
- e) Shall provide recommendations for the annual budget and present to the Board for approval.
- f) Shall present at each Annual Meeting, a report of the year's operations duly examined and audited.
- g) To process bank deposits and manage payment of invoices on a weekly basis.
- h) To pay staff and referees on a monthly basis.

## **3.5 Role and Responsibilities of a Director**

### **3.5.1 Accountability of a Director**

- a) Each Director and Officer of the Board, in exercising his or her powers and discharging his or her duties, shall:
  - i. Act honestly and in good faith while demonstrating the highest ethical standards with a view to the best interests of the Association; and
  - ii. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
  - iii. Submit their signed Directors Code of Conduct and Disclosure of Interest form as soon as possible, but no later than one week after the Annual General Meeting
  - iv. Acknowledge that decisions of the Board are not appealable outside of the Board;
    - a. Shall respect, support and abide by the majority decisions of the Board; except when there are reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations; in such circumstances, asks for a review of the decision by the Board.
  - v. Resign if unable to respect, support and abide by the majority decision of the Board.

### Responsibilities of a Director

- b) As guided by the expectations outlined in 3.4.1 (a)( i & ii) each Director and Officer of the Board, to the best of their abilities:
  - i. Take every measure to ensure that Association is governed effectively and, in particular, that the Board of Directors carries out those responsibilities with which it is entrusted;
  - ii. Ensure that Association's financial affairs are conducted with due regard for all fiduciary and operational responsibilities;
  - iii. Contribute skills, knowledge, influence and other assets that allows Association to carry forward with its priorities, plans and policies;
  - iv. Keep generally informed about the activities of the Association and about general trends and issues that affect the sport community;
  - v. Demonstrate high ethical standards and integrity as a Director of the Association.

### **3.5.2 Roles of a Director**

#### **a) Referee Director**

- i. The Referee Director shall train and supply sufficient referees to satisfy the demands of the Association.
- ii. The Referee Director shall provide opportunities for the referees to develop through evaluations, meetings, and clinics.
- iii. Shall provide regular and on-going communication with referee's within the association
- iv. Shall communicate regularly with Saskatchewan Soccer Association to ensure up-to-date information and opportunities are provided to referee's.
- v. Shall have the authority to recommend dismissal of a referee deemed incompetent or unreliable to the board.
- vi. Shall perform such duties as shall be necessary for the good and welfare of the Association.
- vii. To Submit referee hours to the Administrator by the 15<sup>th</sup> of each month.

#### **b) Equipment Director (2)**

- i. Shall arrange for the handling and storage, repairing, cleaning and inventory of equipment at the end of each season.
- ii. Shall arrange for the distribution and collection of equipment.

- iii. Shall recruit volunteers to support the management of equipment, as needed.
- iv. Shall perform such duties as shall be necessary for the good and welfare of MYSA.
- v. Shall be responsible for procurement of new equipment (jerseys, training kits, balls, nets, etc.) as required approved by the board.

**c) Fundraising/Events Director (2)**

- i. Shall organize and oversee the fundraising for MYSA.
- ii. Shall apply for the Lottery License on behalf of MYSA.
- iii. Shall assist with the distribution and collection of lottery tickets.
- iv. Shall assist with the reconciliation of the tickets for the draw and coordinate the draw/presentation to the winner.
- v. Shall file the reports to the Lottery Board following the draw.
- vi. Shall seek out and assist with other fundraising opportunities as they arise and work with the Administrator to ensure adequate volunteers are available for fundraising opportunities.
- vii. Responsible for the financial management of fundraising activities and will work in cooperation with the Treasurer.
- viii. Will work in cooperation with the Treasurer to determine fundraising needs for the year.
- ix. Shall organize and oversee club events such as awards night, club BBQ's, etc.
- x. Shall perform other duties as shall be necessary for the good and welfare of the Association.

**d) Media/Advertising Director**

- i. Shall work with the Head Coach, Administrator and Board to create media interest in MYSA.
- ii. Shall work with the local media to engage them in the events and activities of MYSA.
- iii. Shall submit articles/photos to the local media to promote MYSA programming, team success, player success, and member success (Head Coach, Referees, coaches, board members, etc.).
- iv. The media director will be an administrator on the MYSA Facebook and Twitter pages so that they can update and provide information in a timely manner.
- v. Shall be an administrator of the Club Website, ensuring it stays up to date.
- vi. Shall work with the Club Administrator to ensure that registration nights and other special events are advertised in an effective matter.
- vii. Shall perform other duties as shall be necessary for the good and welfare of the Association.

**3.5.3 Misconduct of a Director**

- a) In accordance with the Bylaws of the Association (BYLAW ARTICLE 12.0), a Director may be removed from participation at the Board for:
  - i. A breach of Association Bylaws, Policies and Procedures, and/or Governance Policies; or
  - ii. Conduct that is deemed by the Board to be detrimental to Association; or for
  - iii. Lack of fulfillment of their responsibilities as a director. This includes a lack of participation (without notice) in three consecutive Board meetings.
- b) The investigation and determination of Misconduct of a Director are handled internally by the Board.
- c) In the event of an allegation of misconduct (as per 3.4.3 a.), the Board:
  - i. Shall advise the Director in writing of the nature and extent of such allegations and provide the Director with an opportunity to make representations. They shall also advise the Director in writing of any step or measure the Board might take if it determines that the allegation is valid.
  - ii. May investigate and determine the validity of such allegation upon receipt of the Director's response and/or in the absence of the Director's response by the specified deadline. As warranted by the investigation, may take such steps or measures as it determines appropriate, including and

without limitation, declaring that a Director has breached these guidelines and is no longer qualified to actively serve as a Director and is required to provide his/her resignation.

- iii. If the Director does not provide their resignation according to the terms outlined by the Board, the Board may release the findings of the investigation to the Members and make a recommendation that the Members approve a resolution to remove the Director at a Special Meeting of Membership.

#### **3.5.4 Participation in Board/Committee Meetings**

- a) Plans time prior to Board/Committee meetings to review the meeting agenda and accompanying documents and thus be prepared to engage in an informed discussion on the matters before the Board/Committee.
- b) Participates in Association events and activities when required.
- c) Respects Association Board Meeting rules and Procedures (2.1.6) and Board Meeting Code of Conduct (2.1.8) at all times.
- d) Asks questions when the information provided at a meeting is inadequate or the question before the meeting is unclear, and voices clearly and explicitly any opposition to a decision being considered at the meeting.
- e) Takes every measure to ensure that the Board remains attentive to the Association's priorities and plans and informs the President of identified failures as these become apparent.
- f) Reads and understands Association's financial statements and financial reports and otherwise helps the Board fulfill its fiduciary responsibilities;
- g) Helps develop and maintain a spirit of collegiality and positive interpersonal relationships within the Board.

#### **3.5.5 Communications**

- a) All communications at all times are expected to meet the standards of conduct outlined in the Association Bylaws, Policies and Governance policies.
- b) Never speaks for the Board of Directors or Association unless authorized to do so.
  - i. Discussions will occur between Directors, with Members and with staff outside of the Board Room. However, it must be understood that this is not official Board business.
  - ii. Discussions with staff should not include directives so that the lines of accountability, Board to Executive Director and Executive Director to Staff, remain clear.
- c) Fosters and promotes a positive image of the Board and Association with its stakeholders and in the community.
- d) Represent the Association in the community effectively by focusing on the accomplishments, needs, and challenges.
- e) Online communications, unless authorized to do so, should:
  - i. Not include reply to all emails
  - ii. Not encourage online debate outside of the Board;
  - iii. Ensure that requests for additions to the Agenda, clarification or further discussion on topics are directed to the President and/or Executive Director and not the Board as a whole.

## **4 Operational Authority**

### **4.0 Documentation of Authority**

- a) This policy section intends to outline the authority granted to individuals and/or committees by the Board so that the work of the Association can be managed without the need to convene Board meetings.

- b) It is understood that not all situations are covered; therefore, this policy describes the protocols in place when this occurs.

## **4.1 Director of Player and Coaching Development (DPCD)**

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

### **4.1.1 Roles and Responsibilities of the DPCD**

#### a) Programs and Services

- i. This position reports directly to the President who is accountable to the Board.
- ii. Assist the Registrar as required with providing information about the registration database.
- iii. Work as required with the MYSA Board for programming and player development.
- iv. Oversee all programming and schedules for MYSA including practices, games and tournaments for Recreational, Grassroots, Travelling and High-Performance Athletes.
- v. Provide the President with regular technical reports for inclusion in monthly reporting to the Board of Directors.
- vi. Review and update the MYSA Technical Manual on a yearly basis.
- vii. Other ad-hoc tasks as agreed upon by the President and DCPD.

#### b) Coaching and Technical Development

- i. Recruit, develop and directly manage the performance of the coaching staff, and technical matters of the Club.
- ii. Provide Support for all coaches on technical components.
- iii. Directly manage education and development opportunities for the club’s coaches and coaching staff through the training policy.
- iv. Paid or honorarium soccer positions within MYSA will report directly to DPCD.

#### c) Player and Technical Development

- i. Liaise with SSA and CSA as required to develop optimal player development pathways for the Club’s player base.
- ii. Continue to develop and encourage the advancement of the club's soccer talent to a higher level or further opportunities.
- iii. Work with MYSA to develop and run a Performance Development Center within the organization.

- d) Communications
  - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on club-level technical development matters,
  - ii. Provide a report for the MYSA Annual General Meeting.
  - iii. Treat all players, parents, staff and board with integrity and respect.
  - iv. Work with other staff.
  - v. All player and parent information collected at registration is the property of MYSA and should not be used without consent of the club.
  - vi. All technical material (except the Technical Manual which is the property of MYSA) and information collected is property of DPCD and should not be used without consent of the DPCD.
  - vii. Social media, web site, promotion, email correspondence will now fall under the DPCD to oversee regarding programing and soccer promotion.
  
- e) Budget
  - i. Assist the club in budgeting through the development and sharing of ideas with the President including technical items or overall club procedures to which may assist in becoming more viable and economically efficient.

## 4.2 Club Head Coach (CHC)

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

### 4.2.1 Roles and Responsibilities of the Club Head Coach

- a) Programs and Services
  - i. This position reports directly to the Director of Player and Coaching Development (DPCD) who is accountable to the President of MYSA.
  - ii. Work with the DPCD, as required, to review and update the MYSA Technical Manual.
  - iii. Other ad-hoc tasks as agreed upon with the DPCD.
- b) Coaching and Technical Development
  - i. Recruit, develop and directly manage the performance of the coaching staff, and technical matters of the Club as Directed by the DPCD.
  - ii. Provide Support for all coaches on technical components as directed by the DPCD.
  - iii. Help recruit Coaching staff for all programming under DPCD recommendations.
- c) Player and Technical Development
  - i. Continue to develop and encourage the advancement of the club's soccer talent to a higher level or further opportunities.
  - ii. Work with DPCD as requested to run a Performance Development Center within the organization.
- d) Communications
  - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on club-level technical development matters, as requested by the DPCD.
  - ii. Treat all players, parents, staff and board with integrity and respect.
  - ii. Work with other staff.
  - iii. All player and parent information collected at registration is the property of MYSA and should not be used without the consent of MYSA.
  - iii. All technical material and information collected is the property of DPCD and should not be used without the consent of the DPCD.

- e) Budget
  - iv. Assist the DPCD as required.

### **4.3 Technical Coach/Travelling Team Administrator**

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

#### **4.3.1 Roles and Responsibilities of the Technical Coach/Travelling Team Administrator**

- a) Programs and Services in the Technical Coach Role
  - i. This position reports to the Director of Player and Coaching Development (DPCD) who is accountable to the President of MYSA.
  - ii. Work with the DPCD as required, to review and update the MYSA Technical Manual.
  - iii. Other ad-hoc tasks as agreed upon with the DPCD.
- b) Programs and Services in the Travelling Team Administrator Role
  - i. This position reports to the DPCD, who is accountable to the President of MYSA.
  - ii. This position will book facility and field times as required/requested by the DPCD.
  - iii. Complete required admin work as directed by the DPCD and/or Club Head Coach.
  - iv. Act as travelling teams Manager.
  - v. Register all travelling teams for tournaments as requested by the DPCD.
  - vi. Provide information to travelling players and parents as directed by the DPCD and/or Club Head Coach.
  - vii. Collect Travelling Team Fees and Bonds as directed by the DPCD and Club Head Coach.
- c) Coaching and Technical Development
  - i. Support coaches on technical components as directed by the DPCD and Club Head Coach.
- d) Player and Technical Development
  - i. Continue to develop and encourage the advancement of the club's soccer talent to a higher level or further opportunities.
  - ii. Work with the DPCD as requested to run a Performance Development Center within the organization.
- e) Communications
  - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on club-level technical development matters, as requested by the DPCD.
  - ii. Treat all players, parents, staff and board with integrity and respect.
  - iii. Work with other staff.
  - iv. All player and parent information collected at registration is the property of MYSA and should not be used without the consent of MYSA.
  - v. All technical material and information collected is the property of DPCD and should not be used without the consent of the DPCD.
- f) Budget
  - i. Assist the DCPD as required.

## 4.4 Registrar and Fund Development

Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.

Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.

### 4.4.1 Roles and Responsibilities of the Registrar and Fund Development

- a) Registrar Role
  - i. This position reports directly to the President, who is accountable to the Board.
  - ii. The Registrar shall provide information about the registration database to the Director of Player and Coaching Development (DPCD) as required.
  - iii. Collect, administer, registration and fundraising fees.
  - iv. Provide the President with regular reports for inclusion in monthly reporting to the Board of Directors.
  - v. Other ad-hoc tasks as directed by the President or requested by the DPCD.
- b) Fund Development
  - i. Create a fully sustainable Board Approved Fund Development Model which will incorporate (at a minimum) the following events:
    - a. A 50/50 Raffle for each Season.
    - b. A major fund development event for each season.
    - c. Development of a Sponsorship Plan and Package.
    - d. Other potential Fund Development Initiatives.
  - ii. Advertise, prepare, administrate and oversee all registration sessions for MYSA.
  - iii. Apply for all grants as they are made available for the club.
  - iv. Prepare reports as required and requested for MYSA to send them to SSA.
- c) Communications
  - i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on the Fund Development and Registrar Roles.
  - ii. Communicate as requested to the Membership or Key Stakeholders as requested by the Club President and the DPCD.
  - iii. Treat all players, parents, staff and board with integrity and respect.
  - iv. Work with other staff.
  - v. All player and parent information collected at registration is the property of MYSA and should not be used without the consent of MYSA.
- d) Budget
  - i. Provide fiscally beneficial fund development options in order to assist MYSA in being economically efficient.
  - ii. Work with the Treasurer and Club President in the budget planning to allow the club to grow and reach its financial and project goals.



## 4.5 Authority to Manage Between Board Meetings

- a) Between meetings the President, Staff and/or Committees shall manage the activities of the Association within the scope of their authority.
- b) When circumstances arise that are outside of any of these individual or group's authority a Board meeting shall generally be convened to manage that matter.
- c) Should a decision be required which does not allow for a Board meeting to be convened, the President or designate shall take what action is determined by them to be in the Association's best interest at that time. For learning purposes, urgent decisions shall be reviewed at the next available Board meeting as per Article 4.4.
- d) The individuals or committees authorized to make decisions and carry out Association activities shall do so without interference. Individual Directors shall not interfere or engage in matters between Board meetings that are not assigned to them.

## 4.6 Review of Decisions

- a) All decisions that are made provide learning opportunities for the Board and Staff. Should decisions be made that warrant further discussion once implemented, these matters can be added to a Board agenda.
- b) The purpose of any review is educational, not critical, to improve policy, process or assignment of authority.
- c) Staff are held accountable for their decisions and actions through formal performance review processes initiated by the Board and will be acted on by the President and Executive.

# 5 COMMITTEES

## 5.1 General

### 5.1.1 Purpose

- a) The Board of Directors shall establish Standing and Special Committees to assist it with its work.
- b) Committees of the Board may contain volunteers who are external to the Board that provide expertise and increase the Board's capacity to manage the Association's activities.
- c) Standing Committees of the Board are permanent and have a governing function: they assist the Board in carrying out its responsibilities, including oversight, planning, risk management, policy development, Director Recruitment and Board self-evaluation. Standing Committees make recommendations which require Board approval.
- d) Operational Committees of the Board are in place to undertake the day-to-day activities of the Association according to the authority that has been granted to them by the Board.
- e) Special Committees of the Board are struck periodically to undertake a specific task or project that is to be completed within a defined period of time; they have such authority as approved by the Board and are dissolved after they have completed their work.

### 5.1.2 Authority

- a) Standing Committees are advisory to the Board. Except where so authorized, they do not have the authority to make decisions or act for the Board.
- b) Operational Committees generally have the authority to carry out their mandate without requiring additional approval from the Board;
- c) Committees are to operate within their approved budgets.

### 5.1.3 Meetings

- a) Background information for committee meetings is to be forwarded to committee members in advance

- of the meetings in a timely fashion.
- b) Committee members are expected, before meetings, to review all background information sent to them.
  - c) Committee members are expected to notify the committee chair in a timely fashion if they cannot attend or participate in a meeting.
  - d) At meetings, the committee chair shall:
    - iv. Guide the discussion so that it proceeds orderly and efficient.
    - v. Respect *Robert's Rules of Order* and Association Board Meeting Code of Conduct and deal with committee business.
    - vi. Ensure that all views are heard and the committee formulates recommendations reflecting the majority's will.
  - e) All members of Committees must abide by the principles of the Association Board Meeting Code of Conduct.
  - f) Committees report to the Board by means of written reports, which should be forwarded, together with any committee meeting minutes, to the President at least ten days before a Board meeting for inclusion with the Board meeting materials.
  - g) Committees may establish sub-committees to assist them with their work.
  - h) Committees may invite individuals who are not committee members to meetings to assist them with their work.
    - vii. Should Committees require additional staff support, staff may be assigned by the President.
  - i) Committee meeting minutes should be approved by the Chair and forwarded President within one week of the meeting.
  - j) Standing Committees, except Emergency Committee, are expected to prepare an annual work plan to be forwarded to the Board for approval.

## 6 Standing Committees

### 6.0 Governance – Standing Committee

#### 6.0.1 Composition and Eligibility

- a) Comprised of no fewer than three voting members, which include the President a second Executive member (or designate), and one director.
- b) Committee may include members who are not Directors to expand its expertise.
- c) Committee Chair must be a member of the Board.
- d) Committee members should possess an understanding of the committee's terms of reference and also should have a basic understanding of the requirements of effective Board governance and related issues of organizational effectiveness.

#### 6.0.2 Role of the Committee

- a) Assist the Board in developing, implementing and reviewing the Bylaws and governance policies of the Association.

#### 6.0.3 Responsibilities of the Committee

- a) Host a committee meeting to develop an annual work plan for Board consideration.
- b) Reviews and proposes amendments to the Bylaws of the Association.
- c) Develops reviews and updates Association *Governance Policies* for the approval of the Board and other policies as assigned by the Board.
- d) Develop an orientation process for new Directors.
- e) Assist the Board in conducting an annual evaluation of the Board's performance and other Board evaluation processes as required.

#### 6.0.4 Procedures

- a) A Quorum will be a majority (50%+1) of the voting members of the Committee.
- b) Decisions to be made by a majority vote (50%+1), of the eligible voting members, with the chair having a vote only in the event of a tie.
- c) Committee members are to be appointed by the President with the approval of the Board of Directors within one month of the Annual General Meeting.
- d) In the chair's absence or inability to act, one of the other committee members shall serve as chair.
- e) When necessary, a meeting may be held by conference call, with decisions made by either an oral or email vote.
- f) Meeting minutes shall be taken and made available at the next meeting of the Board.

## **6.1 Emergency Committee**

### **6.1.1 Composition and Eligibility**

- a) Shall comprise the President and two Executive Directors of the board.
- b) Committee members should understand the committee's terms of reference.

### **6.1.2 Role of the Committee**

- a) Exercises specified powers of the Board of Directors in critical emergency situations where it is impossible for the Board to be convened either in person or using teleconferencing or other comparable means of communication.

### **6.1.3 Responsibilities of the Committee**

- a) Makes decisions in critical emergency situations except in relation to any of the following matters:
- b) Dissolution of the Association.
- c) Negotiation of contracts or approval of mergers or partnerships.
- d) Changes to the organizational structure of the Association.
- e) Approval or alteration of a Board-approved budget.
- f) Adoption or elimination of major Association programs.
- g) Appointments and/or nominations to external bodies.
- h) Selection of the Association representatives to the Association National Team competitions.
- i) Purchase or sale of the Association property.
- j) Amendment of the Bylaws and the Rules and Regulations of the Association.
- k) Amendment of the Association policies that require Board approval.
- l) Discipline which includes; suspension or removal of any member or persons holding an official position in the Association.

### **6.1.4 Procedures**

- a) A quorum shall be all Committee voting members.
- b) All decisions shall be made by unanimous vote of the Committee.
- c) Meetings may be held by conference call.
- d) Minutes of the meeting shall be taken and made available at the next meeting of the Board.
- e) All decisions or actions by the Committee must be ratified by the Board of Directors by a majority (50%+1) vote within seventy-two (72) hours.

## **6.2 Discipline Committee**

### **6.2.1 Composition and Eligibility**

- a) Shall be comprised of, the Executive Directors.

### **6.2.2 Role of the Committee**

- a) Exercises specified powers of the Board of Directors in critical emergency situations where it is impossible for the Board to be convened either in person or using teleconferencing or other comparable means of communication.

### **6.2.3 Responsibilities of the Committee**

- a) Makes decisions about discipline within the Association, including but not limited to:
- b) Discipline includes suspending or removing any member or persons holding an official position in

the Association.

- c) Discipline, including suspending or removing any of the following: player, parent, guardian, or coach.

#### **6.2.4** Procedures

- a) A quorum shall be for all Committee voting members.
- b) All decisions shall be made by unanimous vote of the Committee based on the SSA Discipline Policy.
- c) Meetings may be held by conference call.
- d) Minutes of the meeting shall be taken and made available at the next meeting of the Board.

### **6.3 Technical Committee**

#### **6.3.1** Composition and Eligibility

- a) Comprised of the President (or designate), Vice-President (or designate), MYSA Club Head Coach and the LRUSP Director.

#### **6.3.2** Role of the Committee

- a) To perform a yearly review of the Technical Manual and update it as required.

#### **6.3.3** Responsibilities of the Committee

- a) Review the MYSA Club Technical Manual.
- b) Update the manual as required.
- c) Provide the updated documents to the Club Admin to back up the manual on a server.

#### **6.3.4** Procedures

- a) A quorum shall be for all Committee voting members.
- b) All decisions shall be made by unanimous vote of the Committee.
- c) Meetings may be held by conference call.

## **7 OPERATIONAL COMMITTEES AND ADVISORY GROUPS**

### **7.1 General**

#### **7.1.1** Purpose

- a) The general purpose of Operational Committees and Advisory Groups is to bring together the leadership of the Association and the expertise and knowledge of the Association's program volunteers to develop and deliver programs that further the mission, vision and priorities of the Association Strategic Plan.
- b) The Board/President shall form such Operational Committees and Advisory Groups as are required to fulfill the mandate of the Association.

#### **7.1.2** Authority

- a) Operational Committees and Advisory Groups shall operate only under the authority granted to them by the Board.
- b) Operational Committees and Advisory Groups have no authority to make decisions or act for the President.
- c) Operational Committees and Advisory Groups shall have a stated role or purpose that shall be approved by the Board.

### 7.1.3 Meetings

- a) Background information for committee meetings is to be forwarded to committee members in advance of the meetings in a timely fashion.
- b) Committee members are expected, before meetings, to review all background information sent to them.
- c) Committee members are expected to notify the committee chair promptly if they cannot attend or participate in a meeting.
- d) At meetings, the committee chair shall:
  - viii. Guide the discussion so that it proceeds in an orderly and efficient fashion, respects *Robert's Rules of Order* and the Board Meeting Code of Conduct and deals with committee business. Ensure that all views are heard and that the committee formulates recommendations that reflect the majority's will.
- e) All Operational Committees and Advisory Groups shall keep meeting minutes and produce written reports for the President promptly.

## 7.2 Operational Committees

could include, but are not limited to:

- a) Team Selection – Player Evaluation Committee
- b) Tournaments Committee
- c) Strategic Planning Committee
- d) Audit and Finance Committee

## 8 FUNCTIONING POLICIES

These policies are implemented to ensure transparency, accountability, fairness, and efficiency within the soccer organization. They serve as a framework for managing various aspects of the sport, both on and off the field, and help maintain the integrity of the game.

### 8.1 Codes of Conduct

It is the intention of this pledge to promote fair play and respect for all participants within the soccer club. All coaches, volunteers, players and parents must sign this pledge stating that they will observe the principles of the Code of Conduct before being allowed to participate in soccer in the soccer club.

8.1.1 Code of Conduct in Sport – Appendix A

8.1.2 Code of Conduct: Social Media: Players and Coaches – Appendix A

8.1.3 Code of Conduct: Players – Appendix A

8.1.4 Code of Conduct: Parents and Guardians – Appendix A

8.1.5 Code of Conduct: Coaches, On-field Support & Volunteers – Appendix A

### 8.2 Policies

8.2.1 Mandatory Reporting of Child Abuse Policy – Appendix B

8.2.2 Reporting Inappropriate Conduct Policy for Parents, Coaches, and Team Personnel – Appendix B

8.2.3 Conflict of Interest Policy – Appendix B

8.2.4 Education/Training Policy – External – Appendix B

- 8.2.5 Refund Policy – Appendix B
- 8.2.6 Weather Policy – Appendix B
- 8.2.7 General Expense Policy – Appendix B
- 8.2.8 MSA – Meridian Soccer Association – General Expense Form – Appendix B

### **8.3 Guidelines**

- 8.3.1 Rule of Two – Appendix C
- 8.3.2 Guideline to Sport Accessibility – Appendix C

### **8.4 Resources**

- 8.4.1 [Coaching Association of Canada](#)
- 8.4.2 [Responsible Coaching Movement \(RCM\)](#)
- 8.4.3 [Coaching Athletes with a Disability](#)
- 8.4.4 [Coaching Kids of All Abilities](#)

Appendix 'A'  
Codes of Conduct

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# CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

Effective Date: July 1, 2023

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## Introduction

Meridian Soccer Association has developed the following Child Protection Code of Conduct to guide our employees/ volunteers in their interactions with children. The safety, rights and well-being of the children we serve are at the core of our daily programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

### **Designates for Meridian Soccer Association:**

President: [registrar@meridiansoccer.ca](mailto:registrar@meridiansoccer.ca) or 306-830-8030

Treasurer: [treasurer@meridiansoccer.ca](mailto:treasurer@meridiansoccer.ca)

## Why a Child Protection Code of Conduct is important?

Our organization is committed to ensuring all children are protected and safe. A Code of Conduct is an important part of creating safe environments for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations.

The intent of the Code of Conduct is to guide our staff/volunteers in developing healthy relationships with the children involved in sport programs delivered by our organization and to model appropriate boundaries for children.

## Treating Children With Dignity and Maintaining Boundaries

All staff/volunteers must:

- Treat all children with respect and dignity
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization

It is important to monitor your own behaviour towards children and pay close attention to the behaviour of your peers to ensure that behaviour is appropriate and respectful and will be perceived as such by others.

All of your interactions and activities with children:

- should be known to and approved by the board, where applicable, and the parents of the child
- tied to your duties, and
- designed to develop the child's skills in the sport program.

Always consider the child's reaction to any activities, conversations, behaviour or other interactions. **If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the designated person within your organization.**

Examples of unacceptable behaviour toward a child:

- embarrassing
- shaming
- blaming
- humiliating
- putting them down

## General Rules of Behaviour

Staff/volunteers of the organization must not:

- Engage in any sort of physical contact with a child that may make the child or a reasonable observer feel uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any communication with a child within or outside of duties with the child, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behaviour that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are serving the organization at that moment.
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour – it is a staff/volunteer's duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate.

## What Constitutes Inappropriate Behaviour

Inappropriate behaviour includes:

1. **Inappropriate Communication.** Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For example:
  - Personal phone calls not tied to duties with the child.
  - Electronic communications (email, text message, instant message, online chats, social networking including "friending", etc.) not tied to duties with the child.
  - Personal letters not tied to duties with the child.
  - Excessive communications (online or offline)
2. **Inappropriate Contact.** Spending unauthorized time with a child outside of designated duties with the organization.
3. **Favouritism.** Singling out a child or certain children and providing special privileges and attention. (for example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate.)
4. **Taking Personal Photos/Videos.** Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behaviour also includes:

5. Telling sexual jokes to a child, or making comments to a child that are or is in any way suggestive, explicit or personal.
6. Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child, or making such material available to a child.
7. Intimidating or threatening a child.
8. Making fun of a child.

**Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the sport organization.**

Whether or not a particular behaviour or action constitutes inappropriate behaviour will be determined by the organization having regard to all of the circumstances, including past behaviour and allegations or suspicions related to such behaviour.

## Reporting Requirements

All staff and volunteers must report suspected child sexual abuse, inappropriate behaviour or incidents that they become aware of, whether the behaviour or incidents were personally witnessed or not.

Where to report:

1. All allegations or suspicions of **potentially illegal behaviour** (for example, child sexual abuse) that a staff/volunteer witnesses first-hand, must be promptly reported to police and/or child welfare.
2. To ensure the protection of all children in our care, all allegations or suspicions of **potentially illegal behaviour** that a staff/volunteer learns of must also be promptly reported to police and/or child welfare. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation.
3. All allegations or suspicions of **inappropriate behaviour** (see above examples), that a staff/volunteer learns of or witnesses first-hand, must be reported to the designate for the sport organization.

Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party, or you may witness it first-hand. Examples of the type of behaviour you may learn of or witness and that you must report as set out above includes:

- a. Potentially Illegal behaviour by a Staff/Volunteer of the organization.
- b. Potential Illegal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach.

**If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with the designated person within your organization who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or child welfare.**

## Follow up on Reporting

When an allegation or suspicion of potentially illegal behaviour is reported, police and/or a child welfare agency will be notified. The sport organization will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, the sport organization will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.

In the case of inappropriate behaviour, if:

- multiple behaviours were reported,
- inappropriate behaviour is recurring, or
- the reported behaviour is of serious concern

the organization may refer the matter to child welfare agency or police.

I agree to comply with the Code of Conduct to Protect Children for Meridian Soccer Association.

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Signature (Coaches/Staff/On-Field Support/Volunteer's)

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Date

# Social Media Policy: Players and Coaches

See section 8.0 of the MYSA Governance and Operational Policies document. The Code of Conduct is included in registration and is agreed to as part of registration.

Do not use information technology to make or post inappropriate comments against players, clubs, club officials, or match officials which is discriminatory or offensive. Information technology includes but is not limited to email, instant messaging, text messages, phone messages, digital images, and website postings (including social media such as Snapchat, Instagram, TikTok, Facebook, Twitter, YouTube and blogs).

**SOCIAL MEDIA GUIDELINES FOR COACHES AND ATHLETES** set out by Meridian Soccer Association (MSA). The Social Media Guidelines for Coaches and Athletes is a document within our MYSA Governance and Operational Policies.

1. The following term has this meaning in these Guidelines: "Social media" shall be used moving forward in this document - The catch-all term that is applied broadly to new computer-mediated communication media such as email, instant messaging, text messages, phone messages, digital images, website postings (including social media such as Snapchat, Instagram, TikTok, Facebook, Twitter, YouTube and blogs).
2. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the guidelines set forth by Meridian Soccer Association (MSA)
3. Given the nature of social media as a continually developing communication sphere, Meridian Soccer Association trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather ideas that will inform coaches' and athletes' best judgment.

## Social Media Guidelines for Coaches

4. The following tips should be used by coaches to inform their own strategy for social media use:
5. Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media;
6. Despite what Facebook says, you are not actually "friends" with athletes. Resist commenting on athletes' personal activities, status updates, or Instagram Posts;
7. Consider monitoring or being generally aware of athletes' public social media behaviour to ensure compliance with MSA's Code of Conduct and Ethics;
8. Coaches may not demand access to an athlete's private posts on social media;
9. Do not "friend" athletes on Facebook unless they request the connection. Never pressure athletes to "friend" you;
10. If you accept some "friend" requests, or follow one athlete on Instagram, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media;
11. Consider managing your social media so that athletes do not have the option to follow you on social media or "friend" you;
12. Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube;
13. Do not use social media to 'trap' athletes if they say one thing to you in person but their social media activity reveals they were doing something different;
14. Keep selection decisions and other official team business off social media;
15. Never require athletes to join Facebook, join a Facebook group, subscribe to a social media feed, or join a Facebook fan page about your team or organization;
16. If you create a fan page on Facebook for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email);
17. Ensure that parents are aware that some coach-athlete interactions may take place on social media;
18. Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes;

19. Avoid association with groups or social media feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship;
20. Never misrepresent yourself by using a fake name or fake profile;
21. Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip);
22. Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media - athletes may wish to have this easy and quick access to you - but avoid imposing yourself into an athlete's personal social media space unless explicitly requested to do so. Social Media Guidelines for Athletes.

I agree to comply with the Player Code of Conduct for the Meridian Soccer Association.

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Coach/Volunteer Signature

Player Printed Name

Date

### **SOCIAL MEDIA GUIDELINES FOR ATHLETES**

5. The following tips should be used by athletes to inform their own strategy for social media use:
6. Set your privacy settings to restrict who can search for you and what private information other people can see;
7. Coaches, teammates, officials, or opposing competitors may all add you to social media or follow you on Instagram. You are not required to follow anyone or be social media friends with anyone;
8. If you feel harassed by someone in a social medium, report it to your coach, club official, or to Meridian Soccer Association;
9. Do not feel pressure to join a fan page on Facebook or follow a social media feed;
10. Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post;
11. Avoid posting pictures of, or alluding to, participation in illegal activity such as speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana;
12. Model appropriate behaviour in social media, befitting your status as a) an elite athlete and b) a member of your club and of MSA. As a representative of MSA, you have agreed to MSA's Code of Conduct and must follow that Code when you post material and interact with other people through social media;
13. Be aware that your public Facebook page, Instagram or social media feed may be monitored by your club, coach, or by MSA and content or behaviour demonstrated in social media may be subject to sanction under Meridian Soccer's Discipline Policy and Club Responsibilities.
14. Clubs should not attempt to impose social media restrictions on coaches or athletes. There are many situations where social media contact is desirable and necessary, yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to Meridian Soccer Association's Code of Conduct, to navigate social media using their best judgment.
15. Clubs should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to MSA's Code of Conduct.
16. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed by contacting the Meridian Soccer Associations Board of Directors.

I agree to comply with the Player Code of Conduct for the Meridian Soccer Association.

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Player Signature

Player Printed Name

Date

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Parent/Guardian Signature

Parent/Guardian Printed Name

Date

# Code of Conduct: Players

See section 8.0 of the MYSA Governance and Operational Policies document. The Code of Conduct is included in registration and is agreed to as part of registration.

It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

**Player Code of Conduct:** The following code of conduct has been developed to provide players with guidelines outlining the behavioural and procedural responsibilities of playing with the Meridian Soccer Association (MSA).

1. I will play by the rules of soccer and in the Spirit of the Game.
2. I will act in a respectful and responsible manner. Abusive language and disruptive behaviour will not be tolerated. I will be removed from the program if my behaviour is not acceptable.
3. I will respect my opponents and teammates. Acknowledge all good plays and performances - those of my team and opponents.
4. I will do my best to be a true team player and strive to give my best for the good of the team.
5. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
6. I will acknowledge all good plays and performances - those of my team and opponents.
7. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to comply with the Player Code of Conduct for the Meridian Soccer Association.

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Player Signature	Player Printed Name	Date
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Parent/Guardian Signature	Parent/Guardian Printed Name	Date
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# Code of Conduct: Parents and Guardians

See section 8.0 of the MYSA Governance and Operational Policies document. The Code of Conduct is included in registration and is agreed to as part of registration.

It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

**Parent(s) and Guardian(s) Code of Conduct** The following code of conduct has been developed to provide parents and guardians with a clear set of guidelines outlining the behavioural and procedural responsibilities when participating with the Meridian Soccer Association (MSA).

1. Let the coaches do the coaching for all team members.
2. Support the program by volunteering to assist the team somehow.
3. Be your child's best fan; support him or her unconditionally.
4. Acknowledge your child's effort, as well as his or her support of team members, adherence to player responsibilities, etc.
5. Support and root for all team members. That fosters teamwork.
6. Be enthusiastic for all kids' efforts, successes, and hard work.
7. Support your team, coaches, players and referees in all situations. Model good sportsmanship at all times during practices and competitions.
8. Orient your child to the enjoyment of participating and his or her responsibility to the team.
9. Encourage direct communication. If your child has difficulties in practice or games or can't make a practice, encourage him or her to speak directly to the coaches.
10. Understand and display appropriate game behaviours (e.g., watch, make positive remarks; don't berate players, officials or coaches). Remember, your child's self-esteem and game performance are at stake. Be supportive.
11. Keep sport in its proper perspective: Sport should be fun for you and your child. Highly skilled children and their parents must be especially careful to maintain a balanced view.
12. If your child's performance produces strong emotions in you, maintain a calm demeanour. Your relationship with your child remains long after competitive sports days are over. Keep your goals and needs separate from your child's experience.
13. Reality test: If your child's team loses but has played its best, help your child see that as a "win." Remind him or her to focus on the "process" and not only "results." Children should derive fun and satisfaction from "striving to win" and playing well and hard.
14. Let other family members and friends who might attend your child's games know what constitutes appropriate and supportive behaviour. You are responsible for their behaviour.
15. Have fun. Remember, children play organized sports for fun, first and foremost.
16. Encourage your child to play by the rules and to resolve conflict without resorting to hostility or violence.
17. Teach your child that doing one's best is as important as winning so that your child will never feel defeated by the outcome of the game. Make your child feel like a winner every time by offering praise for competing fairly and hard.
18. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
19. Never question the referee's or coach's judgment or decision.
20. Respect the official's decision, respect the players, and respect the coaches in all situations.
21. Respect and show appreciation for the volunteers who give their time to soccer for my child.
22. Support your team, coaches, players and referees in all situations.
23. Meridian Soccer wants to adopt a behavioural stance against persons who insult, harass, threaten or assault other persons at any event involving a Meridian Soccer team.
24. If someone is acting in an unacceptable manner, they may be instructed to leave the area immediately. If the behaviour continues in any way, shape, or form during the game and is documented, the MSA Board will take appropriate action toward said person or persons.
25. If the person is identified as a parent, friend or family member of a Meridian Soccer athlete, the parent and possibly their child will be suspended from any and all Meridian Soccer activities for the season or longer if needed and will be subject for a behavioural bond before their child or children are allowed to play again.
26. Upon suspension or any other discipline from the Meridian Soccer Association, there will be no refund provided for any fees paid.



I agree to abide by the principles of the CODE OF CONDUCT as set by Meridian Soccer Association. I also agree to abide by the rules, regulations and decisions of the Meridian Soccer Association.

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Parent/Guardian Signature	Printed Name	Date
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Only one parent's signature is required. However, this agreement covers all family and friends of the stated player.

# Code of Conduct: Coaches, On-field Support & Volunteers

See section 8.0 of the MYSA Governance and Operational Policies document. The Code of Conduct is included in registration and is agreed to as part of registration.

It is the intention of this pledge to promote fair play and respect for all participants within the soccer club.

**COACHES, ON-FIELD SUPPORT AND VOLUNTEERS CODE OF CONDUCT** THE FOLLOWING CODE OF CONDUCT HAS BEEN DEVELOPED TO PROVIDE COACHES WITH A CLEAR SET OF guidelines outlining the behavioural and procedural responsibilities of coaching with Meridian Soccer Association (MSA).

1. I understand that I am representing the Meridian Soccer Association (MSA) as well as my team and will act accordingly at all times. Any inappropriate conduct directed towards members of the MSA Board of Directors, or the representatives of other associations, other volunteers, parents, players and officials will not be tolerated.
2. I understand that coaching is a position of trust and leadership. Therefore, I will be a positive role model for my players and will maintain my personal integrity and dignity at all times.
3. I understand that being a coach means being, first and foremost, a teacher. I will teach my players basic soccer skills, techniques and strategies and will give all my players the opportunity to improve their skills, gain confidence and develop self-esteem.
4. I will not swear, use profanity or make obscene gestures, or engage in any inappropriate behaviour or conduct while acting in a coaching capacity or representing the MSA.
5. I am aware of the Saskatchewan Soccer Association, CSA, and tournament bylaws, policies, rules and regulations and I agree to abide by them and to be bound by them and shall support and uphold them to the best of my ability. I understand I may be disciplined (suspended) if I violate the bylaws, policies, rules and regulations.
6. I will respect the referees and game officials and their authority during every game. I will not dispute, challenge, or excessively argue any decisions made by them or confront any referee or league official at the field before, during or after a game. If necessary, I will take the time to calmly and rationally discuss any situation or call made during a game with a tournament official or by utilizing proper channels with the Director of Soccer for Meridian Soccer Association.
7. I will always display good sportsmanship and fair play and will encourage the same from my players, colleagues, opponents, parents and spectators.
8. I understand that the game of soccer is a team sport, and I will treat all my players in a fair and equal manner.
9. I will have a positive attitude and will always praise my players for trying hard, playing fair and doing their best, regardless of the outcome of the game. I will not criticize or yell at any player for making a mistake or losing a competition. I will not tolerate physical or verbal abuse in youth sports.
10. I will maintain an open line of communication with my player's parents. I will explain my goals and objectives for the team.
11. I shall discuss openly with Parents about items specific to their child's needs. Not other children.
12. I will maintain an open line of communication with the Director of Soccer at all times.
13. I will be humble in victory and gracious in defeat.

I agree to abide by the principles of the CODE OF CONDUCT as set by Meridian Soccer Association. I also agree to abide by the rules, regulations and decisions of the Meridian Soccer Association.

---

Volunteer Signature

Player Printed Name

Date

Appendix 'B'  
Policies

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# **Mandatory Reporting of Child Abuse Policy**

## **Purpose:**

This policy aims to establish a clear and unambiguous requirement that any suspicion of child abuse must be promptly reported to law enforcement authorities. The safety and well-being of children are paramount, and it is the responsibility of all individuals to take immediate action when child abuse is suspected to protect the child from harm and ensure appropriate investigation and intervention.

## **Policy Statement:**

Any individual who, in the course of their professional or personal duties, has reasonable suspicion or knowledge of child abuse must report it to the appropriate law enforcement agency without delay.

## **Scope:**

This policy applies to all staff, coaches, board members, volunteers, and other individuals affiliated with Meridian Soccer. It encompasses any suspected incidents of child abuse that may occur within the organization's premises or activities or come to the attention of individuals while representing the organization.

## **Definitions:**

**Child Abuse:** Any act or failure to act that causes harm or risk of harm to a child's physical, emotional, or mental well-being. This includes but is not limited to physical abuse, sexual abuse, emotional abuse, neglect, and exploitation.

**Reasonable Suspicion:** A credible belief based on observations, information, or statements that lead a person to suspect or believe that a child has been or may be subjected to abuse.

## **Reporting Procedure:**

Immediately after becoming aware of or suspecting child abuse, the individual must report the incident to the local law enforcement agency or child protective services as required by law.

If suspected child abuse occurs within the organization's premises or during its activities, the individual must also notify their immediate supervisor or designated authority within the organization.

The individual reporting the suspected abuse must provide as much information as possible about the incident, including details about the child, alleged abuser, and any witnesses or evidence that may assist in the investigation.

Reporting individuals should cooperate fully with law enforcement and child protective services during any subsequent investigations.

## **Protection of Reporting Individuals:**

Confidentiality will be maintained to the extent possible during investigations, and information related to the report will only be disclosed on a need-to-know basis.

## **Consequences of Non-Compliance:**

Non-compliance with reporting laws may subject individuals to legal penalties in accordance with applicable laws and regulations.

# **Reporting Inappropriate Conduct Policy for Parents, Coaches, and Team Personnel**

## **Purpose:**

This policy outlines the steps to be taken if any parent, coach, or team personnel of Meridian Soccer witnesses or becomes aware of any inappropriate conduct within the organization. This policy aims to ensure the safety and well-being of all participants and maintain a respectful and inclusive environment for everyone involved.

## **Scope:**

This policy applies to all parents, coaches, and team personnel associated with Meridian Soccer during any activities, events, or functions related to the organization.

## **Definition of Inappropriate Conduct:**

Inappropriate conduct encompasses any action, behaviour, or communication that is deemed harmful, abusive, or disrespectful towards others. This includes but is not limited to, harassment, discrimination, bullying, physical or verbal abuse, sexual misconduct, and any behaviour that violates the organization's code of conduct.

## **Reporting Procedure:**

**Immediate Action:** If you witness or experience any inappropriate conduct, take immediate action to ensure the safety of those involved and others at risk. If necessary, remove yourself and others from the situation.

### **Report the Incident:**

a. For Parents: Parents should report the incident to their child's coach or team manager as soon as possible. If the alleged misconduct involves the coach or team manager, the parent should report directly to the Meridian Soccer President, [registrar@meridiansoccer.ca](mailto:registrar@meridiansoccer.ca) or Treasurer, [treasurer@meridiansoccer.ca](mailto:treasurer@meridiansoccer.ca)

b. For Coaches and Team Personnel: Coaches and team personnel who witness inappropriate conduct should report the incident directly to the Meridian Soccer President, [registrar@meridiansoccer.ca](mailto:registrar@meridiansoccer.ca) or Treasurer, [treasurer@meridiansoccer.ca](mailto:treasurer@meridiansoccer.ca)

## **Confidentiality:**

All reports of inappropriate conduct will be treated with utmost confidentiality to the extent allowed by law. Information will be shared only on a need-to-know basis to conduct a fair and thorough investigation.

## **Investigation Process:**

The Meridian Soccer President and/or Treasurer will initiate a prompt and impartial investigation upon receiving a report of inappropriate conduct.

All individuals involved, including witnesses and the accused, will be afforded the opportunity to provide their account of the incident during the investigation.

The investigation will be conducted with fairness and respect for the rights of all parties involved.

Upon conclusion of the investigation, appropriate actions will be taken, which may include disciplinary measures, counselling, or involving law enforcement, depending on the severity of the incident and in accordance with applicable laws.

# **Conflict of Interest Policy**

## **Policy**

The association recognized the importance of protecting the agency while preserving the rights of employees and board members to participate as private citizens in the life of the community.

## **Procedures**

1. As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labour/skill and attention will be devoted to the business of the association as specified by the employment contract.
2. The association's property, materials and services will be utilized only as requested or authorized by the employment contract.
3. Participation of the employee in other businesses, organizations or activities that compromise the employment relationship or disadvantage the association will be considered a conflict of interest.
4. Supervisors (President, Vice President, and the MSA Board) shall identify potential conflict of interest activities to employees and board members. The executive director is to be informed when an individual persists in activities that may disadvantage the association. Employees must consult with the board before engaging in any activities that may be seen as a conflict of interest, such as, but not limited to:
  - Having a vested interest in an external business that may provide the association materials or services.
  - Being offered services or materials as a result of employment or position with the association.
  - Making use of a position with the agency to solicit services or materials for personal gain.
  - Utilizing association equipment, services or materials for an external business.
  - Pursuing personal gain over the well-being or needs of people supported.
5. Individuals who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with the Association and may be subject to disciplinary action up to and including termination of employment.

## **Board members**

1. Members of the Board of Directors shall disclose to the Board, prior to engaging in any activities that may be seen as a conflict of interest, such as, but not limited to:
  - Having a vested interest in an external business that may provide materials or services to the Association.

- Being offered services or materials as a result of employment or position with the Association.
  - Making use of a position with the agency to solicit services or materials for personal gain.
  - Utilizing association equipment, services or materials for an external business.
  - Pursuing personal gain over the well-being or needs of people supported.
2. At any time, any non-compliance with this policy and procedures about conflict of interest on the part of the board members shall constitute cause for immediate removal from the board.
  3. Board members shall confirm in writing that they have received and read this policy and procedure at the first meeting of the board of directors that they attend following their election.
  4. The board has the right to dismiss any board member should the said board member not attend two consecutive meetings unless there has been reasonable dialogue with the president or board.
  5. There shall not be more than one married couple on the board at any one time to ensure that the board operates freely and with integrity.



## **Education/Training Policy – External**

The Employee and Volunteer Learning & Development program provides MSA employees and volunteers with opportunities to develop and continue advancing their skills, knowledge, and experience. Assistance is provided through the guidelines and policies that comprise the program. The MSA employee and volunteers development program is designed to enhance individual's skill sets to enable MSA to meet its club objectives better today and in the future.

### **COURSES, SEMINARS, AND CONFERENCES**

MSA reimburses the fees for approved related courses, seminars and conferences conducted by external firms and recognized educational institutions when no comparable in-house courses are available. No extra pay will be provided for the time incurred for attending such sessions.

#### **Eligibility**

All employees and volunteers are eligible, subject to specific course restrictions.

All courses, seminars and conferences, along with travel-related to courses and seminars (any learning related), require the prior written approval of the Club President and Director of Soccer, who will have decided with the MSA board.

Participant selection is based on business and operational needs and the criteria outlined by the CSA, SSA and any other governing body to which we adhere to.

All training requests must be submitted in writing at least two weeks prior to the President for it to be raised as an agenda item to the board. The request must include details of what is being attended and a cost estimate of travel, accommodations, training, seminar or conference costs.

#### **Registration and Costs**

To enroll in an external course, seminar or conference, you must:

- receive authorization from the Club President and Director of Soccer.
- register for the course.
- book accommodations.
- attend and complete the course, seminar or conference.

You will be reimbursed for the registration costs and approved expenses after you have successfully completed the course. All receipts, course outline, and course completion certificate must accompany the expense request for payment on the General Expense Form.

Upon course completion, you are responsible for communicating and sharing learnings with appropriate colleagues and the board.

# MSA – Meridian Soccer Association– Education/Training Request

(all receipts must accompany the form)

Name: _____	Position Title: _____
Address: _____	Home Number: _____
City: _____	Cell Number: _____
Postal Code: _____	Email: _____

Course Title: \_\_\_\_\_

Course Start Date:(yy/mm/dd) \_\_\_\_\_ Course End Date:( yy/mm/dd) \_\_\_\_\_

Offered by: \_\_\_\_\_ Location: \_\_\_\_\_

Course  Training Program  Seminar  Conference  Other

Reason for Attending:

How does this help MSA and its Programming:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Training Required for Certification? Yes  No

Is this recommended by CSA or SSA? Yes  No

**Estimated Costs:** Course Fees \$ \_\_\_\_\_ Books \$ \_\_\_\_\_ Hotel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total Estimated Costs \$ \_\_\_\_\_

Attendee Signature \_\_\_\_\_ Date (yy/mm/dd) \_\_\_\_\_

Director of Soccer Approval \_\_\_\_\_ Date (yy/mm/dd) \_\_\_\_\_

President Approval \_\_\_\_\_ Date (yy/mm/dd) \_\_\_\_\_

## Refund Policy

Once the last day to register for the season has passed (excluding late registration timelines), please note that all fees are non-refundable and non-transferable. By completing your registration, you are making a firm commitment to participate in the activities associated with the season.

The process of evaluations and team setting incurs significant volunteering efforts and substantial operating costs. In extenuating circumstances where withdrawal from a program is necessary, the following course of action will apply:

- Refund requests can be submitted to the Registrar by email @ [registrar@meridiansoccer.ca](mailto:registrar@meridiansoccer.ca) or by mail to
  - MSA Box 2486 Lloydminster, SK S9V 1W5
- Refund requests will be submitted to the Board for final decision.
- A 25% non-refundable administration fee will be assessed on all registrations, regardless of cancellation date.
- Medical Refund: A prorated refund, including any late fee, will be issued if a player is unable to participate for medical reasons. To qualify for a medical refund, a note from a physician stating that the player should not participate in soccer must be submitted with the refund request.
- Please allow 30 days to process the refund once approved.

## **Weather Policy**

Cancellation of soccer due to weather will be posted on the website and/or social media by 4:00 pm. Due to the short outdoor season, NO soccer will be rescheduled due to the weather.

After 4:00 pm, soccer cancellation is at the coach's discretion. Meridian Soccer Association follows the [Canadian Soccer Association Lightning Safety / Severe Weather Policy](#).

### **CITY OF LLOYDMINSTER INCLEMENT WEATHER POLICY:**

#### **Inclement Weather Guidelines**

The decision to make a short-term closure of a field and cancellation of permitted play is made when the fields are considered unsafe, and there is potential for long-term damage that could affect other permitted long-term use. The City of Lloydminster makes its best effort to inform user groups by 4:00 pm of a City cancellation.

## General Expense Policy

In accordance with our guidelines, significant purchases such as laptops, computers, printers, pizza parties, functions, and similar items must undergo a formal approval process.

Before any purchase occurs, these purchases must be submitted to the MSA President and subsequently reviewed and approved by the MSA Board. This procedure ensures responsible financial management and promotes transparency in our organization's decision-making process.

In adherence to our general expense policy, all purchase requests must be submitted in writing to the president with a minimum of two weeks' notice before the intended purchase date. The request must provide comprehensive details, including the item(s) to be purchased, their respective costs, and a clear rationale for the purchase. The President will raise the request as an agenda item to the board.

Upon receiving approval for the purchase, individuals responsible for the expenditure must complete a general expense form. This form, accompanied by all relevant receipts, should be promptly submitted to the treasurer at [treasurer@meridiansoccer.ca](mailto:treasurer@meridiansoccer.ca). This process ensures accurate record-keeping and facilitates efficient financial tracking within the organization.

The following outlines specific requirements for various expenses, including gas, meals, and hotels. Adhering to these guidelines will help maintain accurate records and streamline the reimbursement process for everyone involved. Please carefully review the following expense reimbursement guidelines.

### Gas Expenses: (Receipt required)

- Gas tanks must be filled before departing from Lloydminster and filled again upon returning within the same day.

### Meal Expenses:

- For weekend trips spanning Friday to Sunday, the maximum meal reimbursement is \$100.

### Hotel Expenses: (Receipt required)

- The maximum allowable hotel expense is \$160 per night, including taxes and fees.

**Receipts Requirement:** All expenses, except meals, must be supported by valid receipts. Reimbursement requests must have proper receipts to be processed.

By adhering to these guidelines and promptly submitting all required documents, we can ensure a seamless and efficient reimbursement process while maintaining fiscal responsibility within the organization. If you have any questions or require further clarification, please do not hesitate to contact the president or treasurer.

# MSA – Meridian Soccer Association – General Expense Form

(all receipts must accompany the form)

Name:		Coach	Assistant	Board Member	DOS	Staff
Mailing Address:						
Email:		Phone:				
Date of Expense:		Expense Type:				
Supporting Documentation Included: (list)						

*Please see the policy for maximum amounts and requirements.*

EXPENSES	Date	Amount	Details
ie. Meals, hotel, gas	Jan. 1, 2018	\$100.00	SSA Annual General Meeting
	<b>TOTAL</b>	\$255.01	

**\*\* Hand in your completed form with RECEIPTS to Deanna, treasurer@meridiansoccer.ca \*\***

\_\_\_\_\_  
Signature Date

**Gas:** Receipt required. Must be filled up before leaving Lloydminster and filled up upon returning within the same day.

**Meals:** \$100 for weekend Fri-Sun.

**Hotels:** Maximum \$160/night incl. taxes and fees

**No expenses with the exception of meals will be reimbursed without receipt.**

<p><b>For MSA use only:</b></p> <p>Approved by: _____ Signature: _____</p> <p>Cheque#/Transfer#: _____ Amount: _____</p> <p>Date: _____</p>
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Appendix 'C'  
Guidelines

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# RULE OF TWO GUIDELINES

MERIDIAN SOCCER IN COOPERATION WITH CANADA SOCCER



## RULE OF TWO GUIDELINES

### Purpose

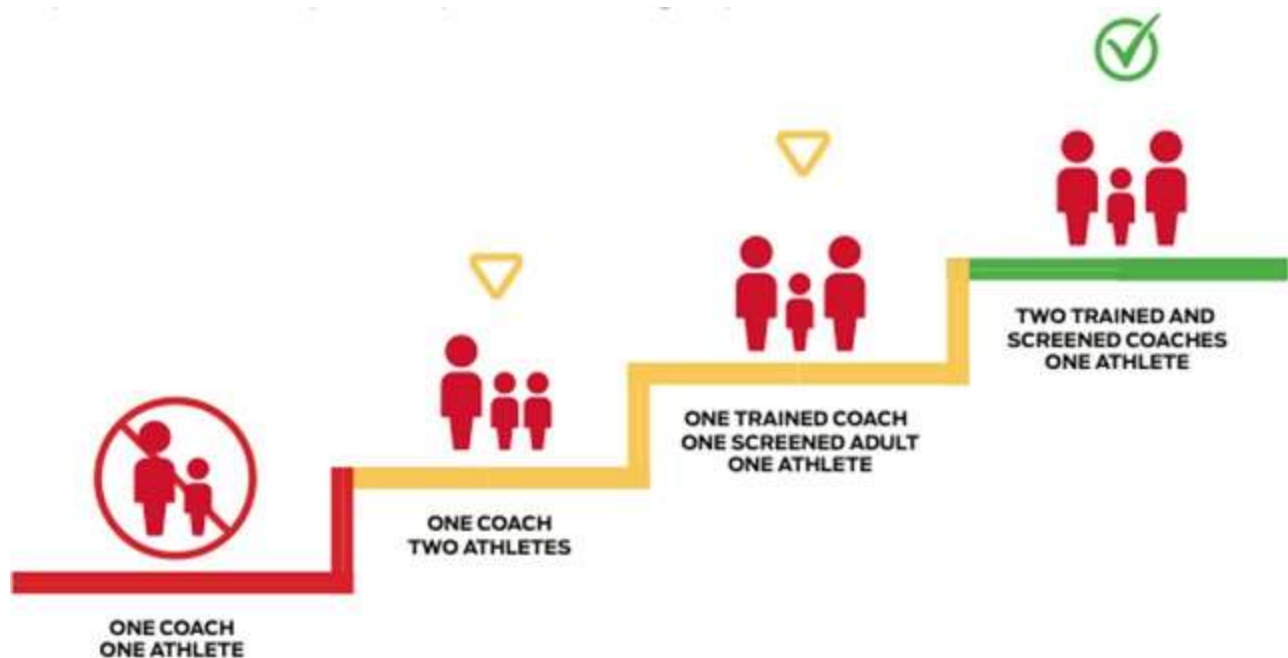
The Coaching Association of Canada and the Canadian Centre for Ethics in Sport support the Canadian sporting community in improving practices that ensure the health, safety and well-being of all participants.

The Responsible Coaching Movement (RCM) is a call to action for sport organizations, parents/guardians, and coaches to enact responsible coaching across Canada – on and off the field. Meridian Soccer Association has pledged to be an active member of the RCM. The three pillars of the RCM are: Background Screening, Ethics Training and the Rule of Two. The Rule of Two helps to ensure that participants and coaches benefit fully from sport participation.

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring that a coach is never alone with an athlete. There may be exceptions for emergency situations. The Rule of Two states that there will always be two screened and NCCP-trained or certified coaches with an athlete in situations where the athlete is potentially vulnerable. One-on-one interaction between a coach and an athlete, without another individual present, must be avoided in all circumstances except medical emergencies.

### Standards

The following standards have been developed for the Rule of Two. Meridian Soccer is striving to uphold the Rule of Two for all settings.



Canada Soccer expects that all organizations will work toward the safest possible environment by having two screened and NCCP-trained or certified coaches always present with an athlete. If NCCP-trained or certified coaches are not available, a screened “Person in Authority” (such as managers, support personnel, chaperones, or director of the club or organization) should be present instead. If a screened Person in Authority or other volunteer is not available, another adult (such as a parent/guardian of another athlete in a youth environment or another athlete in a senior environment), should be asked to temporarily substitute. If another adult is not available, there should always be more than one athlete with the coach (this is the lowest standard and is not recommended).

## Good Rule of Two Implementation Practices and Practical Tips

Clubs and teams can consider the following practical tips when working toward implementing the Rule of Two:

- a. Take the [Responsible Coaching Movement Pledge](#).
- b. The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- c. Allow training environment to be open to observation.
- d. Inform parents/guardians and players (particularly in a senior environment) that the club or team is aiming to achieve the highest expectation for the Rule of Two; that is, that two screened and NCCP-trained or certified coaches should always be present with an athlete
- e. To hold the club or team accountable, share these guidelines with parents/guardians and players and ask them to help identify situations, and acknowledge instances, when the club or team was not following the Rule of Two
- f. If a participant rides in a coach's vehicle, another adult should be present (see Guidelines-Travel below).
- g. Consider the gender identity of the participant(s) when selecting the screened coaches and volunteers who are present. For teams that only have coaches who do not share the same gender identity of some or all the athletes (i.e., for girls' and womens' teams with male coaches), ask a parent/guardian or other volunteer of the gender identity of the athletes to serve as a regular volunteer or 'bench parent/support' with the team (see Guidelines-Gender Identity below).
- h. Recruit a Team Liaison or other individual to help find parents/guardians or volunteers to assist in situations where two screened and NCCP-trained or certified coaches may potentially not be present.
- i. Ask parents or other individuals who volunteer with the team to participate in the organization's screening process and obtain a criminal record check.
- j. Provide parents/guardians and other volunteers with information about the NCCP so that they can become NCCP-trained or certified coaches (even if they are not actively coaching the team).
- k. Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents/guardians (see Applying the Rule of Two in a Virtual Setting below).
- l. Follow the requirements described in Canada Soccer's Club Licensing Program, which requires all clubs to have:
  - i. A Code of Conduct to Protect Children
  - ii. Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children
  - iii. A policy and procedure, provided to parents and Persons in Authority, that outlines what to do if inappropriate conduct is witnessed
- m. Adopt a Discipline Policy that includes the appropriate processes for addressing misconduct and failures to follow these Rule of Two Guidelines

## Guidelines

Meridian Soccer will adhere to the guidelines below to ensure we follow the Rule of Two. The guidelines below define a 'Person in Authority' as an NCCP-trained or certified coach, a screened volunteer, or another adult. The organization meets the highest standard for the Rule of Two if the Person in Authority is always a screened and NCCP-trained or certified coach.

### Travel

The following guidelines are strongly recommended during travel with athletes:

- a. A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent/guardian.
- b. A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian.
- c. Room or bed checks during overnight stays must be done by two Persons in Authority.

### Locker Room / Changing Area / Meeting Room

The following guidelines are strongly recommended for locker rooms, changing areas, and meeting rooms:

- a. Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy, such as the locker room, meeting room, washroom, or changing area. A second Person in Authority should be present for all necessary interactions in any such room.
- b. Locker room or changing area should be supervised by two Persons in Authority of the same gender identity as the players whenever possible.

- c. If a second Person in Authority is not available, the Person in Authority supervising the locker room or changing area should never be alone with an individual athlete.
- d. If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required; however, this would not be deemed to be a best practice.

### **Training / Competition Environment**

The following guidelines are strongly recommended for the training and competition environment (including before, during, and after practices and games):

- a. A Person in Authority should never be alone with an athlete prior to or following a game or practice unless the Person in Authority is the athlete's parent or guardian.
  - a. If the athlete is the first athlete to arrive, the athlete's parent/guardian should remain until another athlete or Person in Authority arrives.
  - b. If an athlete would potentially be alone with a Person in Authority following a game or practice, the Person in Authority should ask another Person in Authority (or a parent/guardian of another athlete or another athlete in a senior environment) to stay until all the athletes have been picked up. If an adult is not available, then another athlete should be present in order to avoid the Person in Authority being alone with a single athlete.
- b. Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority.

### **Gender Identity**

A Person in Authority who is interacting with athletes should be of the same gender identity as the athletes. The following guidelines are strongly recommended:

- a. For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction.
- b. For teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identity should be available to participate or attend every interaction.

## Safety in Numbers

# Rule of Two



The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.

The Rule of Two is a leading practice to ensure a safe sport environment for all.

### INTERACTIONS



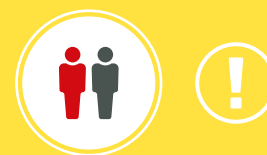
- Two trained and screened coaches
- One participant



- One trained coach
- One screened adult
- One participant



- One coach
- Two participants



- One coach
- One participant

## How the Rule of Two works



**Work as a team.** A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.



**Remain open to the public.** Have a training environment that ensures all situations are open, observable and justifiable.



**Plan transportation.** Have two adults present when traveling with a participant(s), and refer to your club travel policy.



**Be sensible.** Be considerate of the gender of the participant(s) when selecting coaches or volunteers.



**Transparent communication.** Ensure that all communications are sent to a group and/or include parents/guardians, without one-to-one messaging.

## The Rule of Two in virtual settings

In addition to the recommended guidelines, virtual training sessions also entail the following:



**Parental awareness.** Obtain consent for virtual sessions, plus inform parents of activities that will occur.



**Record each session** and they should be in a professional setting (not a bedroom).



**Weekly debriefing.** Encourage regular check-ins with parents, coaches, and participants about the virtual training.

Whether you are a coach, participant, parent, or volunteer, we are all on the same team to make sport safe and fun for everyone.



Keep Sport Safe, Smart and Secure

For more information, visit  
[coach.ca/RCM](https://coach.ca/RCM)

# GUIDE TO ACCESSIBILITY

## **Introduction**

Meridian Soccer believes that a quality soccer environment embraces diversity, supports accessibility, and demonstrates inclusion. Since participants' first sport experiences usually happen at the community level, we must ensure that these experiences are positive, enjoyable, developmentally appropriate, and safe. In addition, access to sport should be as barrier-free as possible through programs, services, and support that meet individual needs and interests.

### **Accessible, Inclusive, and Welcoming Environments**

Meridian Soccer is a welcoming environment that ensures everyone involved in, or participating in, soccer is made to feel actively encouraged, included, and valued. It involves actively seeking to understand and remove barriers to full and meaningful participation and bridges the gap for people who may have previously felt excluded. These changes help to ensure that soccer is seen as more appealing to potential participants.

## **Financial Barriers to Participation**

### **KidSport**

KidSport is a national not-for-profit organization that provides financial assistance for registration fees and equipment to kids aged 18 and under. Through a confidential application process, they provide grants so kids can play a season of sport. Nationally, KidSport is comprised of a network of 11 provincial/territorial KidSport chapters and 166 community KidSport chapters. Since its creation in 1993, over 750,000 kids across the country have been given the chance to play sport through KidSport grants and sport introduction programming.

For more information on KidSport visit [www.kidsportcanada.ca](http://www.kidsportcanada.ca)

### **JumpStart**

Founded in 2005, Jumpstart Charities helps kids overcome financial and accessibility barriers to sport and recreation to provide inclusive play for kids of all abilities. Jumpstart is more than just about getting kids active. It's about giving kids from families in financial need the same chance to participate as their neighbours, their classmates, and their friends. Whether it's the chance to try a new sport or to continue with a favourite one, no kid should be left out.

For more information on JumpStart visit <https://jumpstart.canadiantire.ca>

### **Meridian Soccer**

We want to work with every family to ensure that they have the ability to participate in sport. If you have a financial barrier and need assistance with options, please email [treasurer@meridiansoccer.ca](mailto:treasurer@meridiansoccer.ca) or [registrar@meridiansoccer.ca](mailto:registrar@meridiansoccer.ca)

Appendix 'D'  
Resources

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# Empowering Coaches

# Ethics Training



Ethics training ensures coaches have the knowledge, confidence and skills needed to effectively manage challenging situations.

Lifelong learning through numerous training modules helps coaches to:



**Expand their knowledge throughout their career**



**Identify legal, ethical, and moral implications**



**Recognize and prevent maltreatment**

Support existing and new coaches in their training or certification

## NCCP Training

- ➔ [NCCP Make Ethical Decisions training and online evaluation](#)
- ➔ [NCCP Creating a Positive Sport Environment eLearning module](#)
- ➔ [NCCP Making Head Way in Sport eLearning module](#)
- ➔ [NCCP Leading Drug-free Sport eLearning module](#)
- ➔ [NCCP Emergency Action Plan](#)

## CAC Training

- ➔ [CAC Safe Sport training](#)
- ➔ [CAC Mental Health in Sport eLearning module](#)
- ➔ [CAC Leading a Return to Sport](#)
- ➔ [CAC Support Through Sport Series — Understanding Teen Dating Violence and Gender-based violence in sport](#)

## Other Training / Resources

- ➔ [Respect in Sport](#)
- ➔ [Commit to Kids training — Canadian Centre for Child Protection](#)
- ➔ [Commit to the True Sport Principles](#)
- ➔ [NCCP Code of Ethics](#)

Additional training workshops and modules are added on a regular basis.



Keep Sport Safe, Smart and Secure

For more information, visit  
[coach.ca/RCM](http://coach.ca/RCM)



# Responsible Coaching Movement



The Responsible Coaching Movement (RCM) helps sport organizations in Canada ensure the health, safety, and well-being of all participants, both on and off the field of play.

## The Responsible Coaching Movement Pillars

The Responsible Coaching Movement includes three distinct pillars, each serving to create a sport environment that is safe, smart, and secure. Each pillar provides crucial elements, resources and processes to ensure sport participation is a safe and positive experience for all.



### Rule of Two

A **SAFE SPORT** environment ensures all coaches, staff, and administrators apply the Rule of Two.

Interactions with participants occur in settings that are:

- Open
- Observable
- Justifiable

When following the Rule of Two all interactions with participants are in open, observable, and justifiable settings, and two responsible adults — whether a coach, parent, staff or screened volunteer — are present.

Check with your sport organization as to how the **Rule of Two** is enforced.



### Ethics Training

A **SMART SPORT** environment ensures coaches are trained and have the confidence and skills needed to effectively manage challenging situations. Lifelong learning through numerous training modules helps coaches expand their knowledge.

**Ethics training** includes the following, among others:

- **NCCP Make Ethical Decisions (MED) module**
- **NCCP Creating a Positive Sport Environment**
- **Safe Sport Training** on abuse and harassment prevention
- **Respect In Sport**
- **Commit To Kids for Coaches**

Search for NCCP and CAC Multi-sport **training opportunities** in the Locker or connect with your Provincial/Territorial Coaching **Representatives**.



### Background Screening

A **SECURE SPORT** environment is one where all coaches, volunteers and sport organization leaders meet important requirements to be involved in sport.

Screening includes:

- Comprehensive job postings
- Visible policies and processes
- Conducting comprehensive background and reference checks
- Interviews
- Police information checks

These should all be completed at regular intervals. View the suggested Background Screening Resources on **[coach.ca/background-screening](https://coach.ca/background-screening)**.

The Responsible Coaching Movement ensures a safe, positive sport environment for all. Whether you are a coach, participant, parent, or volunteer, we are all on the same team to make sport safe and fun for everyone.



Keep Sport Safe, Smart and Secure

For more information, visit  
**[coach.ca/RCM](https://coach.ca/RCM)**

## Safe Smart Secure Campaign Assets

We have launched a national Responsible Coaching Movement campaign aimed at encouraging sport organizations across the country to take the RCM pledge.

Creating a culture in sport that is truly safe, smart and secure for everyone is a team effort, and that is why we hope you will join us in raising awareness about this impactful campaign.

