



# **Newfoundland and Labrador Soccer Association**

**Risk Management**

**March 28, 2019**

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## SAFE SPORT OVERVIEW - Action Plan

The Responsible Coaching Movement (RCM) is a multi-phase system-wide movement, coordinated by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport that aims at addressing the role coaches, parents and sport organizations play with issues relating to the health and safety of athletes, both on and off the field of play.

In November 2017 the Newfoundland & Labrador Soccer Association took Responsible Coaching Movement Pledge thereby committing to align our practices with Phase 1 of the Responsible Coaching Movement and at the same time ensuring that our coaches and athletes are protected. A full implementation of Phase 1 should take 3 years and a breakdown of activities is presented in a chart below.

	<b>Responsible Coaching Movement</b>	<b>Rule of Two</b>	<b>Background Screening</b>	<b>Ethical Behaviour</b>
2018	<p>NLSA commits to engaging clubs in discussions on RMC.</p> <p>NLSA conducts an audit of internal practices in terms of policies, procedures and agreements</p>	<p>NLSA invokes a policy whereby all Provincial Team sanctioned training camps and competitions with minor athletes will require 2 adults in coaching/supervisory roles.</p> <p>NLSA produces compliance reports on Rule of Two Practices</p>	<p>All Provincial Team coaches are screened as an eligibility requirement for working with minor athletes.</p> <p>All coaching job advertisements require screening as a condition of employment (contractual, volunteer, or otherwise)</p>	<p>All Provincial Team Coaches are required to complete the Respect Group or other comparable training within the year.</p> <p>NLSA reviews ethical training requirements.</p>
2019	<p>NLSA presents internal practices audit to 2019 AGM.</p> <p>NLSA facilitates discussions with clubs at 2019 AGM.</p> <p>NLSA produces compliance report on RCM actions.</p>	<p>NLSA invokes a policy whereby all Provincial Team sanctioned training camps and competitions with minor athletes will require 2 adults in coaching/supervisory roles.</p> <p>NLSA produces compliance report on Rule of Two Practices.</p>	<p>NLSA works NSO and clubs to create an action plan for screening at the club/community level.</p> <p>NLSA produces compliance report on screening.</p>	<p>All Provincial Team Coaches are required to complete the Respect Group or other comparable training within the year.</p> <p>NLSA reviews ethical training requirements.</p>

2020	NLSA produces compliance report on RCM actions.	NLSA produces compliance report on Rule of Two practices.	NLSA produces compliance report on screening.	NLSA reviews ethical training requirements.
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## 1.0 Safe Sport Policy

### 1.1 General

- 1.1.1 The Newfoundland and Labrador Soccer Association is committed to providing a safe environment for all athletes but particularly to make soccer safer for children and others in the vulnerable sector.
- 1.1.2 The Newfoundland and Labrador Soccer Association has a duty to identify and implement the best practices in terms of protecting minors in its events and a responsibility to ensure that all coaches and volunteers involved with those events have proper and required training based on its Safe Sport Policy.
- 1.1.3 The legal definition of “a minor “varies across the country but since the Newfoundland and Labrador Soccer programs involve participants from all provinces, for this policy a youth is defined as a person under 18 years of age, and a child as a person under 16 years of age.
- 1.1.4 The NLSA values the benefits of a cooperative and sustained approach to Responsible Coaching and therefore this policy should be used in conjunction with Canada Soccer and NLSA policies and supplements the NLSA Soccer Code of Conduct and Ethics.
- 1.1.5 Newfoundland and Labrador Soccer Association, through this policy, formally commits to the Responsible Coaching Movement as coordinated by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport. As such we take full responsibility for implementing key areas of Phase 1 of the Responsible Coaching Movement: Rule of Two, Background Screening, and Respect and Ethics Training.

### 1.2 Application

- 1.2.1 This policy applies to all Newfoundland and Labrador Soccer Association activities involving youth, including development camps, tournaments, tours, and any team travel. If youth players are involved with senior teams the policy applies as well.
- 1.2.2 The policy applies to all youth tournaments endorsed by Canada Soccer, it is responsibility of the NLSA to have all team staff traveling with youth teams fully aware of this policy and abide by its provision.
- 1.2.3 The Newfoundland and Labrador Soccer Association strongly encourages all its members to create similar policies to develop a safe environment for athletes.

### **1.3 Coaches and Team Staff**

- 1.3.1 The Newfoundland and Labrador Soccer Association will apply the “Rule of Two” for any interaction between coaches and minor athletes. The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a youth, when in any potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.
- 1.3.2 This rule serves to protect youth athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings, travel, and training environments amongst others. The Newfoundland and Labrador Soccer Association must create and implement policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.
- 1.3.3 The Rule of Two shall also apply to all team staff, assistants, managers and official chaperones.
- 1.3.4 All coaches, managers and associated team staff must undergo adequate background screening prior to their appointment. A Police Record Check (PRC), Vulnerable Sector check and Respect in Sports are mandatory (no exceptions). In addition, for head coaches, reference checks in relation to the safe sport environment should be undertaken.
- 1.3.5 In order to be appointed as a Newfoundland and Labrador Soccer Association coach working with youth, individuals must be enrolled in the NCCP (National Coach Certification Program) and have the following training qualifications in addition to their basic coaching qualifications:
  - i) Criminal Record and Vulnerable Sector background checks within the preceding twelve months.
  - ii) The NCCP “Making Ethical Decisions” module
  - iii) Completion of “Respect in Sport” training – valid for five years
  - iv) Current First Aid certification (unless another certified first-aider or medical professional is present at all team training and matches).
- 1.3.6 Current coaches must have background checks in place, and complete all additional required training at the first opportunity.

## **1.4 Travel Policy**

- 1.4.1 Newfoundland and Labrador Soccer Association programs take youth athletes into many destinations in and outside of Canada. Such travel is considered high risk for player to player and coach to player misconduct may occur. This policy provides guidelines in helping to minimize those risks.
- 1.4.2 Newfoundland and Labrador Soccer Association will:
- a) Have coach and manager agreements in place, clearly stipulating the Rule of Two must be abided by, and will ensure that all are aware of this policy, as well as other applicable policies;
  - b) Have athlete consent forms of appropriate format for all youth participating in the event;
  - c) Ensure team staff has copies of all relevant documents, including travel documents for all youth participating in the event;
  - d) Supply all youth players with the Code of Conduct and Ethics and make them aware of the safe travel policy. They should be provided with contact information for all responsible staff, as well as a contact outside of the team staff to report any issues (a director appointed by the Board);
  - e) Ensure adequate insurance coverage is in place.
- 1.4.3 The Newfoundland and Labrador Soccer Association will ensure all team management and staff are made aware of the presence of any youth in senior team tours and camps.
- 1.4.4 Teams will use transportation with professional drivers. No employee, coach, or volunteer will be permitted to transport players in private or rented vehicles except in the case of an emergency.
- 1.4.5 Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations. There should be an age differential of no more than two years between youth sharing a room.
- 1.4.6 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a youth player.
- 1.4.7 Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- 1.4.8 All youth players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone call initiated by either the player or parents.

- 1.4.9 As per Newfoundland and Labrador Soccer Association Code of Conduct and Ethics, no coach, staff member, manager or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties. It is recognized that on senior tours/tournaments involving youth, teams may participate in social events where alcohol may be offered. At least two individuals at any given time must be responsible for the youth present, and that this provision applies to them in these circumstances.
- 1.4.10 If a curfew is set at least two properly screened adults must be responsible for monitoring and checking each room.
- 1.4.11 If disciplinary action against a player is required while the player is traveling without his/her parents, then, except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- 1.4.12 Team management have a responsibility of care towards youth. Under no circumstances should a youth be allowed to travel alone or be left unsupervised when traveling for an official Newfoundland and Labrador Soccer Association team in Canada or internationally.
- 1.4.13 If there are issues that prevent a youth from traveling with the team (illness, issues with travel documents, hospital stay due to injury or other reasons), at least one member of team management must remain with the youth until alternate arrangements have been made. Such alternate arrangements may be to pass off responsibility to the parents or guardian, or their designate; or to other individuals with the hosting organization (subject to the consent of parents and guardians and with appropriate screening in place).

## 1.5 **Reporting and Sanctions**

- 1.5.1 The Newfoundland and Labrador Soccer Association strongly recommends all provincial team coaches and team managers to take the Commit to Kids course online @[www.commit2kids.ca](http://www.commit2kids.ca). The course offers Steps to Reporting Child Sexual Abuse and Steps to Reporting Inappropriate Behaviour (for Coaches).
- 1.5.2 Any incidents that fall under the areas covered by the Newfoundland and Labrador Soccer Association Code of Conduct and Ethics will be dealt with using the procedures of that policy. Any activity that is clearly illegal should be reported to the appropriate authorities immediately.
- 1.5.3 Contraventions of this policy will be dealt under the Newfoundland and Labrador Soccer Association Disciplinary Policy. As guidelines it is suggested that the following provisions would apply:
- a) Coaches and Managers who have contravened the Rule of Two protocol or other provisions once or twice will be warned of their behaviour and put on probation.
  - b) Repeated violations of the Rule of Two protocol or other provisions, or any incident involving drugs or alcohol will mean that the individual will not be appointed to any

supervisory role in Newfoundland and Labrador Soccer Association events for at least two years, and then only after completing appropriate training.

- 1.5.4 Other incidents will be treated on their merits but any issue directly impacting youth will be considered serious and may result in long-term or permanent bans from undertaking such roles for Newfoundland and Labrador Soccer Association.

## **2.0 Respect in Sport for Activity Leaders**

### **2.1 Purpose**

- 2.1.1 The NLSA has committed to creating a sport environment in which all individuals are treated with respect and dignity. All team staff have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.
- 2.1.2 The NLSA requires that all team staff participating in soccer have completed the online Respect in Sport for Activity Leaders.
- 2.1.3 The Respect in Sport link can be found on the NLSA website [nlsa.ca](http://nlsa.ca)

### **2.2 Scope**

- 2.2.1 The policy applies to all team staff who wish to be involved in any way with youth coaches, managers, volunteers.
- 2.2.2 All coaches involved with teams (youth or senior) with youth players must complete Respect in Sport.
- 2.2.3 Respect in Sport Certification must be updated every five years.
- 2.2.4 Member Clubs and Regions are responsible for ensuring their coaches, managers and volunteers involved in any way with youth have completed Respect in Sport.
- 2.2.5 All Coaches and Team Staff entering any tournament or game sanctioned by the NLSA or travelling out of the province must submit their respect in Sport certification number to the NLSA office.

## **3.0 Rule of Two**

- 3.0 The Rule of Two serves to protect youth athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings and training environments. Organizations are encouraged to create and implement policies and procedures that limit the instances where these situations are possible.
- 3.1 The Rule of Two states that there should always be two coaches with CPIC with Vulnerable Sector and Respect in Sport with any minor athlete in a vulnerable situation. Except for medical emergencies, any one-on-one interaction between a coach and an athlete must take place within earshot and view of a second coach or team staff member.

- 3.2 Where screened and certified coaches are not available, a screened volunteer, parent or other adult may be recruited. One of the two adults must be the same gender as the athlete.

## **4.0 Ethics Training**

- 4.1 In order to increase coaches' ethical conduct and ethical behavior toward athletes there is a requirement that all coaches be trained to understand what it means to act ethically. This training includes the Make Ethical Decisions module, which is a cornerstone of the National Coaching Program.
- 4.2 All members of the NLSA – players, coaches, officials, Board Members, staff and volunteers must abide by the NLSA Code of Conduct and Ethics.

## **5.0 Volunteer Screening Policy**

**Definitions** - For the purpose of the NLSA Volunteer Screening Standards, the terms set out below are defined as follows:

- 5.1.1 Police Record Check (PRC)– means a search of the Canadian Police Information Center centralized criminal record database whether the individual has a criminal record as well as non-conviction criminal information such as charges, warrants, probation orders, peace bonds, and dispositions for Not Criminally Responsible on account of Mental Disorder (NCR), as well as other police contact. Valid for 12 months
- 5.1.2 Police Vulnerable Sector Check or VSC – means, for individuals who are volunteering in a vulnerable sector (such as with youth athletes), a search for the existence of a criminal record, outstanding charges, various charges and convictions, and any pardoned sex offences. Valid for 12 months
- 5.1.3. Personnel – includes individuals and volunteers whose position with an Affiliated Member is one of trust or authority relative to young people. Personnel are required to obtain both a PRC and a VSC. Personnel include, but are not limited to coaches, technical directors, course and camp instructors, managers, chaperones, employees, board members and staff.
- 5.1.4 Respect in Sport means the interactive online training course to teach personnel to recognize and prevent bullying, abuse, harassment and discrimination. Valid for 5 years

### **5.2 Purpose**

- 5.2.1 The NLSA recognizes that screening personnel and volunteers is a vital part of providing a safe environment for all our athletes.
- 5.2.2 The NLSA requires that all personnel who interact with young athletes be screened and recommends all Member Associations screen personnel who are

in a position with ongoing, unsupervised interaction with young athletes or other vulnerable persons.

5.2.3 Although completing this process of screening helps the NLSA in the selection of personnel, we also realize that no sport organization can ever be 100% free from harm.

### **5.3 Assessment of Risk and Recommendations for Screening**

5.3.1 Each position within the NLSA should be assessed for its level of risk to the participant and/or the organization. This type of risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to reduce them.

5.3.2 The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk, the NLSA and its Members should consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship between the athlete and the applicant.

5.3.3 The NLSA suggests the following with respect to the level of risk associated with a position and recommended screening measures that should be applied to each position.

### **5.4 Positions**

#### **5.4.1 High Risk**

Provincial Team Officials  
PYL Team Officials  
All-Star Team Officials  
Course Instructors  
Technical Staff  
Board Members & Administrators

#### **Low Risk**

Recreational Team Officials  
(non-travel)  
Grassroots Team Officials  
(non-travel)

#### **Recommended Screening Measures**

##### **High Risk**

PRC with VS  
Respect in Sport  
Evaluation by Organization  
Application Form  
References

##### **Low Risk**

PRC with VS  
Respect in Sport  
Evaluation by Organization  
References

5.4.2 For NLSA Member Board of Directors. NLSA staff and Member Associations' Boards and staff there should be a standard in place for a minimum PRC except for those personnel that hold a position in the High-Risk category above.

### **5.5 PRC with VSC**

- 5.5.1 All NLSA and NLSA Member Organization staff and volunteers (coaches, team staff, instructors, officials, assessors, Board Members and chaperones) in a supervisory role involving youth representing the NLSA in or outside the province must have a valid PRC with VSC.
- 5.5.2 All NLSA and NLSA Member Organizations Coaches and Team Personnel for Youth and Mini teams plus any senior team with youth as members or playing as call-ups must have a valid PRC with VSC.
- 5.5.3 Personnel applying for positions with Provincial Teams must submit a valid PRC with VSC with their application.
- 5.5.4 Personnel registering as team staff with PYL, Challenge Cup, or Jubilee Trophy teams must submit an up-to-date PRC with VSC by March 14th each calendar year.
- 5.5.5 In the case where there are youth coaches (those under 18 years) who cannot obtain a PRC clearance, at least one member of the remaining coaching staff must be an adult with a valid PRC with VSC.
- 5.5.6 Volunteers and staff new to Canada must present a valid PRC with VSC from their previous country of residence (in English).
- 5.5.7 Any other individuals may be screened at the discretion/request of the NLSA.

## 6.0 Supervision Policy for teams representing NLSA at National/Regional or Invitational Tournaments

### **6.0 Background**

- 6.1.1 This Supervision Policy applies to the team and staff (all those listed on the Credential Form) and Provincial Rep from the time they assemble to leave from the point of departure until they arrive back at the point of dispersal.
- 6.1.2 Prior to departure for National/Regional/Invitational Tournaments, the Business Manager or his delegate shall meet with the Team Officials and Provincial Rep to review the conduct rules and the penalties involved for abuse of them. Team officials are to meet with the players and review the conduct rules and the penalties involved for abuse of them. Players are to be informed of the procedures to follow and who to contact if problems arise.
- 6.1.3 Situations involving minor infractions requiring disciplinary sanctions, occurring within the jurisdiction of the NLSA will be dealt with by the appropriate person having authority over the situation and the individual involved.

6.1.4 This document is broken down into several sections. These are: Youth-Travelling, Accommodation and Venue Site, Excursions Away from the Hotel and Other Absences from Team Supervision. Also included is a description of minor and major infractions, disciplinary sanctions and methods for imposing these sanctions. Approved forms for various dealings with youth players are included at the end.

## **6.2 Youth Travelling**

6.2.1 All teams must be appropriately supervised while travelling to and from tournaments. If possible, all three staff members travel with the team. In the case that one or more of the team staff are unable to travel with the team a minimum of two approved chaperones are required. The following supervision criteria are listed in order of preference:

- a) All three members of the team staff travel to and from the tournament with the team.
- b) Two members of the team staff, one of whom is the same gender as the team, travel to and from the tournament with the team.
- c) One team staff member who is the same gender as the team and one other approved chaperone travel to and from the tournament with the team.

6.2.2 Criteria for being an approved chaperone are:

- a) Registered with the NLSA
- b) Police Record Check (PRC) cleared – valid for 12 months
- c) Have Vulnerable Sector Screening (VSC) completed – valid for 12 months
- d) Have completed Respect In Sport. Valid for 5 years
- e) Be approved by the NLSA
- f) Be listed on the Parental Permission Form that parents sign allowing the child to attend the tournament.

6.2.3 Under exceptional circumstances, chaperones may have to be replaced and/or recruited after the Parental Permission Form has been signed. Replacements must be approved by the NLSA. Once NLSA approval has been given parents must be informed of the change.

## **6.3 Accommodation and Venue Site**

6.3.1 When the players are in the hotel, one or more team officials (coach, assistant coach, manager and Provincial Rep) must, without exception, be in the hotel.

- 6.3.2 Supervision by one or more team officials is required at all times. Most hotels will have regulations concerning player and team conduct. Where these regulations are in conflict with Canada Soccer and NLSA, the latter will apply.
- 6.3.3 Players are not permitted to switch hotel rooms without the approval of the coaching staff.
- 6.3.4 Out of respect for other hotel guests, team staffs must ensure that appropriate attire is always worn. Noise from talking, TV's, radios, etc. should be kept to a reasonable level to avoid disturbing others.
- 6.3.5 Hotel Pool – Players must go to the pool in groups of no less than three and must be accompanied by a team official at all times.
- 6.3.6 Team staff must ensure that:
- a) players always wear their tournament accreditation;
  - b) no garbage is left in the hotel hallways/corridors, in the dressing room or at the team bench;
  - c) there is no running in the hallways;
  - d) no material deemed offensive is posted on doors, in hallways or in windows of the hotel;
  - e) hotel rooms are left neat and tidy when unoccupied;
  - f) no information that can identify players to outsiders is posted on room doors.

#### **6.4 Excursions Away From the Hotel**

- 6.4.1 Players must be in groups of 4 or more with a designated team official responsible for the group. The team official will decide a meeting time and location for the group.
- 6.4.2 Before leaving the hotel, an absence time or return time must be given. If any group is unable to meet the time deadline a member of the group should contact another team official at the hotel and advise him/her of the revised return time.
- 6.4.3 While at a mall, if a player becomes separated from the group, the player should find mall security or a mall information booth and request help. The first option would be to have the group supervisor paged, and the second option would be to call the hotel and talk to another team official(s). If a player is separated from the group at another location, the player should find a police officer or other security personnel and request help.
- 6.4.4 If a group fails to return to the designated meeting place, the team official responsible should contact the site security, the Provincial Representative and

the other team officials to come and help search for the missing individuals. The police would be called if deemed appropriate.

## **6.5 Other Absences from Team Supervision**

6.5.1 If a parent, guardian, relative or friend wishes to take a player(s) away from the venue, permission of a team official(s) must be acquired and an official form must be signed by the adult removing the player prior to the player(s) leaving the venue. Absence time and return time must be given. The parent, guardian, relative or friend must call the team official(s) if the return time is delayed. If the person taking the child is anyone other than a legal guardian of the child, the form must be signed by the child's legal guardian granting this permission.

## **6.6 Types of Infractions**

6.6.1 Breaches of the NLSA Code of Conduct and Supervision Policy are divided into two types: minor and major infractions. Minor infractions are dealt with informally by the coach. Minor infractions involving coaches, managers and other team staff, as well as major infractions involving any member of the team, are dealt with more formally by the Provincial Rep and the Head Tournament/Game Organizer..

6.6.2 Minor infractions include but are not limited to the following:

- a) A single incident of disrespectful behavior, offensive or abusive or insulting comments, directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Single instances of unsportsmanlike conduct such as angry outbursts or arguing.
- c) Being late, or absent from, team activities or functions.
- d) Failing to follow the dress code.
- e) Non-compliance with any reasonable request made by a Canada Soccer Representative, Representative of the Host Province or Tournament Official.
- f) A minor disturbance or disruption in the Host Accommodation.
- g) Other similar infractions of minor severity.

6.6.3 Major infractions include but are not limited to the following:

- a) Repeated minor infractions.
- b) Unsportsmanlike conduct such as fighting.
- c) Major disruptions after curfew.
- d) Purchase, possession or consumption of alcohol by a minor at any time (under 19 years of age).
- e) Use of tobacco products by minors (under 19 years of age).

- f) Pranks, jokes, or other activities which endanger the safety or property of others.
- g) Possession or use of banned or illegal drugs.
- h) An anti-doping rule violation under the Canadian Anti-Doping Program.
- i) Failure of coaches to enforce discipline for minor infractions.
- j) Other similar infractions of major severity.
- k) Deliberate disregard for the rules and regulations under which the Canada Soccer and NLSA events are conducted.

#### 6.6.4 Disciplinary Sanctions

- a) The following are examples of disciplinary sanctions that may be applied, singly or in combination, by a coach or Provincial Rep. Other sanctions may be applied depending on the circumstances. These sanctions are listed generally in order of severity.
- b) Impose an earlier curfew;
- c) Issue a verbal reprimand or warning to the member. This warning must be given in the presence of a witness (other coaching staff or Provincial Rep);
- d) Issue a written reprimand or warning to be filed with the Provincial Rep. A written reprimand must have the signatures of two team officials and the individual involved;
- e) Require the member to make a verbal apology to the Host Committee, his or her team mates, his or her coaches, or such other parties as are appropriate. A verbal apology must be made in the presence of one of the team officials;
- f) Require the member to hand deliver a written apology to such parties as are appropriate. The member must be accompanied by a team official;
- g) Confinement to accommodation for a specified period of time;
- h) Require the member to do voluntary team service for his or her team;
- i) Suspend the member from the Competitions non-competition events such as the social;
- j) Expel the member from the team after the completion of the competition;
- k) Suspend the member from the competition;
- l) Expel the member from the competition before completion of his or her competition;
- m) Send the member home at his or her own cost following expulsion from the competition; Parents/guardians are responsible for making all the necessary travel

arrangements.

- n) Prohibit the member from participating in other soccer activities.

## **6.7 Guidelines for Sanctions**

- 6.7.6 Copies of all written reprimands or warnings must be given to the Provincial Representative.
- 6.7.7 All sanctions must be recorded on the Team Infraction Report and witnessed as required.
- 6.7.8 In applying sanctions, the following aggravating or mitigating circumstances may be considered:
  - a) The nature and severity of the infraction;
  - b) Whether the infraction is the member's first offence or a repeat offence;
  - c) The member's acknowledgement of responsibility;
  - d) The member's extent of remorse;
  - e) The age, maturity or experience of the member; and
  - f) The member's prospects for rehabilitation.
- 6.7.4 In addition to the provisions of this Policy, officials of the team may contact the local police concerning the behavior of any team member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures by the NLSA or Canada Soccer.

<b>APPENDIX A – CONFIDENTIAL</b> <b>Team Infraction Report</b>
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Date of infraction	
Time of infraction	
Submitted By Name	
Submitted by Position	
Location of infraction	
Team Individual(s) Involved	
Team Individual(s) Involved	
Other Individual(s) Involved	
Other Individual(s) Involved	

<b>Description of Incident:</b> <b>(Be objective, concise &amp; accurate. Use more paper if needed)</b>	
Name of any Witness(es)	
Name of any Witness(es)	

<b>Sanctions Imposed</b>

Signature		Date	
Signature		Date	

Signature of Individual(s) involved in Infraction Report	

## **7.0 Accommodations Policy for Provincial Teams**

- 7.1 Team managers are responsible for booking accommodations for players and team staff. The NLSA Business Manager will book accommodations for the NLSA Rep.
- 7.2 At all tournaments Provincial teams will stay in accommodations approved by the host.
- 7.3 All accommodations for Provincial Teams travelling to Regional and Invitational Tournaments must be approved by the NLSA.
- 7.4 The preferred accommodations for Provincial Teams are hotels for all Regional and Invitational Tournaments.
- 7.5 Supervision of the players is the responsibility of ALL the team staff as per the NLSA Supervision Policy.
- 7.6 In hotels the following criteria shall apply:
  - a) Rooms should be in proximity to each other
  - b) Rooms should be on the same floor if possible.
  - c) Floors in the hotel should be gender specific if possible.
  - d) Rooms with outside entrances should be avoided if possible.
  - e) The number of players per room will be determined by the team staff unless the number of rooms have been set by the host.
  - f) Team staff should inspect each room for damages before taking possession of the rooms.
  - g) Team staff should inspect each room for damages before signing out of the hotel.
- 7.7 If it is necessary for teams to stay in dorms, the following criteria shall apply:
  - a) Rooms should be near each other
  - b) Rooms should be on the same floor.
  - c) Team staff must have separate bathroom facilities from the players.
  - d) All team staff members must be able to stay on the same floor as the players.
  - e) Team staff should inspect each room for damages before taking possession of the rooms.

- f) Team staff should inspect each room for damages before signing out of the residence.
- 7.8 If it is necessary for teams to stay in cabins or chalets, the following criteria shall apply:
- a) Players and chaperones must have separate sleeping areas.
  - b) Chaperones must have separate bathroom facilities from the players.
  - c) There must be two chaperones of the same gender as the players in each cabin or chalet.
  - d) Team staff should inspect each cabin or chalet for damages before taking possession of the rooms.
  - e) Team staff should inspect each cabin or chalet for damages before signing out of the hotel.
- 7.9 Players and team staff are responsible for ensuring their rooms are left in a tidy and clean fashion prior to checkout.
- 7.10 The NLSA reserves the right to determine accommodations for all Provincial Teams travelling to Regional and Invitational Tournaments.

## **8.0 Concussion Management**

### **8.1 Overview**

- 8.1.1 Concussion is an injury to the brain resulting in a disturbance of brain function involving thinking and behavior.
- 8.1.2 Concussion can be caused by a direct blow to the head or an impact to the body causing rapid movement of the head and movement of the brain within the skull.
- 8.1.3 All concussions should be regarded as potentially serious.
- 8.1.4 Most concussions recover completely with correct management. Incorrect management of a concussion can lead to further injury. Concussions should be managed according to current guidelines.
- 8.1.5 Anyone with suspected concussion following an injury must be immediately removed from playing or training and must not return to playing or training the same day.
- 8.1.6 Concussions are managed by licensed health care professionals working within their scope of practice and expertise.

- 8.1.7 Concussions are managed by physical and brain rest until symptoms are resolved. Return to work or education must take priority over return to playing soccer.
- 8.1.8 Concussion symptoms must have completely resolved and documented medical clearance completed before resuming training for or playing soccer.
- 8.1.9 A progressive exercise program that reintroduces the athlete to training for soccer is recommended following concussion recovery.
- 8.1.10 The recurrence of concussion symptoms subsequent to the return to full contact practice or game play requires removal from training or playing and reassessment.
- 8.2 Concussion Assessment and Management

Refer to Canada Soccer Reference Documents at [www.canadasoccer.com](http://www.canadasoccer.com).

## **9.0 Injury Management and Return to Play**

- 9.1 Any player who receives any form of medical attention from any medical practitioner, either on site, an emergency clinic or hospital during an NLSA sanctioned tournament must provide a letter signed by the attending medical practitioner advising that the player can return to play.

## **10. Equipment and Head Covers**

- 10.1 All items of clothing or equipment are subject to inspection by the referee. Protective equipment that is not dangerous is permitted. This include goalkeepers' caps and sports glasses.
- 10.2 Where head covers (including goalkeepers' caps) are worn, they must:
  - a) be black or the same color as the shirt
  - b) not be attached to the shirt
  - c) not be dangerous to the player wearing it or any other player

## **11 Cast / Brace Policy**

- 11.1 Players may use equipment that has the sole purpose of protecting them physically, providing that it posed no danger to the individual or any other player.

- 11.2 Modern protective braces or equipment made of soft, lightweight, padded materials are not considered dangerous and may be worn.
- 11.3 Hard plaster casts are considered to pose a danger to both the wearer and other players and are not permitted to be worn by youth or senior players. The practice of padding a hard plaster cast does not reduce the risk.
- 11.4 Senior players only will be permitted to wear soft casts (gel or sponge) provided the cast is properly and adequately padded and referee approval as been obtained. No youth player will be permitted to play while wearing a soft cast.
- 11.5 The referee for the game or the Head Referee for the tournament will make the final decision on the acceptability of any cast or brace.

## **12 Insulin Pump Policy**

- 12.1 Any Insulin Pump is designed to ensure that the player maintains a proper blood glucose level during the game.
- 12.2 Law 4 states that a player may not use equipment that is dangerous to him/herself or another player. This is further expanded upon in the interpretations of the Laws of the Game whereby it is advised that a player may use equipment that has the sole purpose of protecting the individual physically providing that it poses no danger to the individual or another player.
- 12.3 A player wearing an insulin pump because of a medical condition is permitted to play provided he/she has received a written medical clearance and presented such to his/her club. The pump itself must not present a danger to the individual or any other player.

## **13 Blood Policy**

- 13.1 If the bleeding occurs where other participants may be exposed to blood, the individual's participation must be interrupted until the bleeding has stopped. The wound must be cleaned and securely covered.
- 13.2 All clothing soiled with blood should be replaced prior to the athlete resuming training or competition.
- 13.3 If an athlete leaves the field, has his/her injury treated and covered and wishes to re-enter the game in another, differently numbered jersey that replaces a blood-stained jersey, s/he may re-enter only after the referee has been advised of the change of the number and has received the referee's permission.
- 13.4 All equipment and surfaces contaminated with blood and other body fluids should be cleaned.
- 13.5 While cleaning blood or other body fluid spills, the following must be done:

- a) wear waterproof gloves;
- b) wipe up fluids with paper towels or disposable cloths;
- c) disinfect the area if necessary;
- d) place all soiled waste in a plastic bag for disposal;
- e) remove gloves and wash hands with soap and water.

## **14 LIGHTNING SAFETY / SEVERE WEATHER POLICY**

When thunder roars, go indoors!

- 14.1 The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by the NLSA. By understanding and following the below information, the safety of everyone shall be greatly increased.
- 14.2 In games, the referee has the authority to stop, delay and restart a match due to weather. Waiting to stop play or not waiting to start or re-start play may result in serious injury. Referees are expected to act responsibly when dealing with such events during matches they are controlling.
- 14.3 In practices the coach should stop or delay practice if lightning is imminent. Coaches are expected to act responsibly when dealing with such events during practices they are holding.
- 14.4 If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one. Stay inside for 30 minutes after the last rumble of thunder.
- 14.5 The “30/30 Rule” or “Flash to Bang” methods are no longer recommended by Environment Canada and are not to be used by referees, team staff or players.
- 14.6 To plan for a safe day, check the weather forecast first. If thunderstorms are forecast, avoid being outdoors at that time or make an alternate plan. Identify safe places and determine how long it will take you to reach them.
- 14.7 Be aware of how close lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to the background noise in the immediate area and its distance from the observer.
- 14.8 When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased.
- 14.9 Know where the closet “safe” location is to the field and know how long it will take to get there.

- a) A safe location is a fully enclosed building with wiring and plumbing. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning.
- b) Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.
- c) In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. Do not touch the sides of any vehicle.
- d) If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body's surface area and the ground! Do not lie flat!
- e) If caught outdoors far from shelter, stay away from tall objects. This includes trees, poles, wires and fences. Take shelter in a low-lying area but be on the alert for possible flooding.
- f) Stay away from single tall trees.
- g) Do not handle electrical equipment, telephones or plumbing. These are all electrical conductors. Using a computer or wired video game system, taking a bath or touching a metal window frame all put you at risk of being struck by lightning. Use battery-operated appliances only. When considering resumption of any athletic activity, wait at least thirty (30) minutes after the last flash of lightning or sound of thunder before returning to the field.

#### 14.10 First aid for lightning victims:

- a) Prompt, aggressive CPR has been effective for the survival of victims of lightning strikes.
- b) Lightning victims do not carry an electrical charge and can be handled.
- c) Call for help. Victims may be suffering from burns or shock and should receive medical attention immediately. Call 9-1-1 or your local ambulance service.
- d) Give first aid if breathing has stopped, administer cardio-pulmonary resuscitation (CPR). Use an automatic external defibrillator if one is available.

## **15 Anti-Doping**

The Canadian Centre for Ethics in Sport (CCES) is the custodian of the Canadian Anti-Doping Program (CADP); the set of rules that govern anti-doping in Canada.

- 14.11 The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:
- a) know your rights and responsibilities as an athlete with regard to anti-doping.
  - b) Always comply with a testing request if you are notified for doping control.
  - c) Check all medications and products before taking them to ensure they do not contain ingredients that are banned.
  - d) Verify your medical exemption requirements.
  - e) Do not take supplements, but if you do, take steps to minimize your risk.
  - f) Get the latest news. Sign up to receive CCES media releases and advisory notes.

## **16. Field and Facility Safety**

- 16.1 Team staff are responsible for the welfare of their players during soccer practices and must ensure that fields used are safe in order to minimize injuries and ensure the safe participation of players.
- 16.2 While the team staff can bring concerns about field conditions to the referee it is the referee who has the ultimate authority on the safety of the field and equipment and will decide if a game can proceed.
- 16.3 If possible, any hazard on the field should be removed. If it is not possible to remove the hazard it should be covered or filled so that it is clearly visible to players.
- 16.4 For safety reasons goalposts of any size (including those that are portable and not installed permanently on the field) must always be anchored securely to the ground.
- 16.5 In order to prevent portable goal posts from toppling forward, the following precautions should be taken:
- a) Always follow manufacturer's guidelines in assembling the goalposts.
  - b) Portable goalposts must be secured using anchors or appropriate anchor

weights.

- 16.6 Before use, coaches should test the goals for safety using the following guidelines:
- a) Ensure each goal is anchored securely in place.
  - b) Exert a significant downward force on the crossbar.
  - c) Exert a significant backward force on both upright posts.
  - d) Exert a significant forward force on both upright posts.
  - e) Repeat steps a-d until the structure is secure. If not possible to secure alternate goals must be used.
- 16.7 Under no circumstances should children or adults be allowed to climb, swing or play with the structures of the goalposts and crossbars.
- 16.8 Referees should not allow a game to start unless the goals are secure.

## **17 Change Room Protocol for match officials**

When teams of officials are assigned to matches, there usually is only a single changing room available for their use, meaning that both male and female officials; and adult and youth officials may be assigned to the same room. It is important that in such circumstances that arrangements are made so that individual privacy is respected, and that risky situations are avoided

- 17.1 Only assigned match officials and assessors are permitted in the change room.
- a) Unauthorized visitors are not allowed in the change room prior to, during, or after any sanctioned game.
  - b) It is the responsibility of all officials working a sanctioned game to ensure that a “professional” appearance and perception is maintained with regards to activities in the change room.
- 17.2 If male and female officials must share the same dressing room (and no separate lockable space exists in the dressing room), whoever arrives at the venue first has the opportunity to change first. The other officials will remain outside the room at this time.
- a) Changing rooms should be fitted with a means of locking doors from inside to avoid inadvertent intrusion; or have private washroom space with locking doors.
  - b) It is never appropriate to change or dress in the same space at the same

- time. Officials will take turns changing before and after games based on gender.
- c) The key should be held by the person within the change room.
  - d) If male and female officials are in the same dressing room at any time, the door must not be completely closed.
- 17.3 Cameras and any other electronic devices capable of capturing images are prohibited in the change room. Cell phones that have camera capability are permitted for the purposes of telephone communications only and imaging is strictly prohibited.
- 17.4 Any inappropriate behavior in the change room must immediately be reported to a supervisor or someone in a position of trust, and may need to be followed up in writing to the Director of Officials for the NLSA, or NLSA board member.
- 17.5 Regardless of gender, if any officials under 16 years of age are working with another official(s) who is 16 years of older, the same official policy must be observed. The other officials will remain outside the room at this time:
- a) If <16 and >16 officials must share the same change room, whoever arrives at the venue first has the opportunity to change first.
  - b) It is never appropriate to change or dress in the same space at the same time. Officials will take turns changing before and after games based on age and gender.
  - c) The key should be held by the person within the change room.
  - d) If <16 and >16 officials are in the same dressing room at any time, the door must not be completely closed.
- 17.6 It is essential to respect each other's privacy. These guidelines are for all officials' safety and protection.
- 17.7 Opposite genders must never use the change rooms at the same time without following the change room protocol, regardless of age.
- 17.8 The policy should be posted publically in changing rooms reserved for the use of match officials.
- 17.9 If possible private changing facilities should be made available for each gender and for youth and adults.
- 17.10 Officials' changing/meeting rooms should be designed so that if needed, they are open to observation from outside in order to ensure one on one interactions can be observed.

## 18 Social Media

18.1 Definitions- The following terms have these definitions in this Policy.

- a) Social Media – The catch-all term that is applied broadly to computer media such as blogs, YouTube, Instagram, Twitter, Snapchat, and Facebook.
- b) NLSA branded social Media – and social media used by the NLSA now or in the future.
- c) Representative – all individuals involved in any way with the NLSA.
- d) Governing Bodies – the organization in authority. This could be the NLSA or a Regular or Associate Member, Club, Team or Tournament organizing group.

18.2 Purpose

- a) The NLSA encourages the use of social media by its Representatives to enhance internal and external communication, build soccer with the province of Newfoundland and Labrador and interact with its members.
- b) NLSA Members are responsible to ensure that their Social Media use and regulations are consistent with this Policy.

18.3 Representatives' Responsibilities - NLSA Representatives will not:

- a) Use Social Media for the purpose of fraud or any other activity that contravenes the Laws of Canada, the NLSA's Code of Conduct and Ethics.
- b) Use social media for cyber-bullying.
- c) Impersonate any other person or misrepresent their identity, role or position within the NLSA.
- d) Upload, Post, email or otherwise transmit:
  - i) Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful,
  - ii) invasive of another person's privacy or otherwise objectionable.
  - iii) Any material that is designed to cause annoyance, inconvenience, or needless anxiety to others.
  - iv) Any material that is considered the NLSA's confidential information.

18.4 Disclosing information that is considered confidential by an individual or team is inappropriate. Any representative disclosing confidential information may be subject to discipline.

## **19 Privacy Policy**

19.1 The NLSA is governed by the Newfoundland and Labrador Access to Information and Protection of Privacy Act.

19.1 The NLSA appreciates the importance of information and privacy, and respect the privacy of our employees, players, coaches' directors and officials.

19.2 Privacy of personal information is an essential element of the NLSA. The range of products and services we offer continues to expand and the technology we use continues to change. No matter how business or technology changes, we strive to protect the privacy of personal information of our members.

19.3 Federal privacy legislation in Canada governs the collection of personal information used for any commercial activity through an act referred to as the Personal Information Protection and Electronic Documents Act (PIPEDA). The NLSA adheres to all aspects of PIPEDA in the operation of this website and its programs.

19.4 In order to protect the privacy of our members we use the information they have provided for the sole purposes as outlined in this policy. We do our best to ensure all personal information is kept confidential and is only available to those who need the information for the purpose of participating in soccer related activities.

19.5 The NLSA collects data from players, officials, staff, coaches, managers, directors and volunteers for the sole purpose of participation in soccer related programs and activities. This information includes, Date of Birth, Address, email, phone numbers (home and cell), Coaching level, Referee qualification and medical conditions that may affect a member at soccer related activities. The information collected by the NLSA will not be used for any other purpose than what it was intended.

19.6 During registration, the NLSA collects personal information that enables members to participate in the soccer program for which they are registering.

19.7 The personal information collected by the NLSA is used to:

- a) identify the person registering for the purpose of participating in the program as a player, coach, manager, official, Board Member, Committee Member, or volunteer.
- b) Verify the registrant's role within the NLSA either as a player, coach, official, etc to ensure they are eligible to participate based on age, qualification, etc.

- c) Provide necessary information to Canada Soccer as the NSO, Canada Games and Regions/Clubs to which the person has registered.
  - d) The NLSA will not disclose personal information to unrelated third parties.
  - e) All NLSA staff and Board Members may only gain access to personal information if required in the course of their legitimate duties, and they are obligated to respect and safeguard the personal information they encounter as private and confidential as required by law.
- 19.8 The NLSA may be compelled to release information as required by law.
- 19.9 All persons who register with the NLSA agree within their registration to use their information for the purpose of participating in NLSA related games and activities.
- 19.10 Our employees and personnel who have access to personal information are made aware that it is confidential and must certify regularly that they maintain the confidentiality of information to which they have access. Our computer security specialists build security into all our computer and electronic communication systems. These measures are intended to protect personal information while it is stored in data files and when employees and authorized personnel are using it.