



**Newfoundland and Labrador  
Soccer Association**

**Risk Management**

**March 29, 2021**

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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</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>

		Rule of Two Practices.		
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.

## 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, Respect in Sport and Safe Sport 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:
- a) Police Record Check with Vulnerable Sector screening within the preceding twelve months.
  - b) The NCCP “Making Ethical Decisions” module
  - c) Completion of “Respect in Sport” training – valid for five years

- d) Completion of Safe Sport
- e) 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, no member of a team staff shall 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 at [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 [www.nlsa.ca](http://www.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.

## **2.3 Compliance**

**2.3.1** Member Organizations and entities that do not educate or enforce Respect in Sport certification policies may face fines and/or suspension of some or all membership privileges and/or further discipline.

**2.3.2** Member Organizations shall enforce the following standards.

- a) Any coach or team personnel not having Respect in Sport certification by the deadline established shall face suspension, fines and/or further discipline as indicated.

**2.3.3** The onus is on the individual to provide verification of their Respect in Sport certification upon registering.

- a) If you were Respect in Sport certified in previous years as a soccer coach go to: <https://respectgroupinc.com> to determine your certification number.

**2.3.4** Sanctioned Events and Tournaments

- a) All coaches and team personnel entering a member-organized, sanctioned event or an NLSA or NLSA Member Organization operated game, or travelling out of province must provide their Respect in Sport number when submitting their roster.
- b) All those receiving rosters with non-Respect in Sport certified team personnel need to advise the team that their registration is not complete/their permit will not be approved until such time as a Respect in Sport number has been provided for all coaches and team personnel.

## **3.0 Respect in Sport of Parents**

**3.1** Respect in sport for Parents is required for all parents and/or guardians with children playing soccer to be completed prior to April 30, 2022.

## **4.0 Respect in the Workplace**

**4.1** Respect in the Workplace certification is required for all NLSA employees, board members and volunteers to be completed by April 30, 2022.

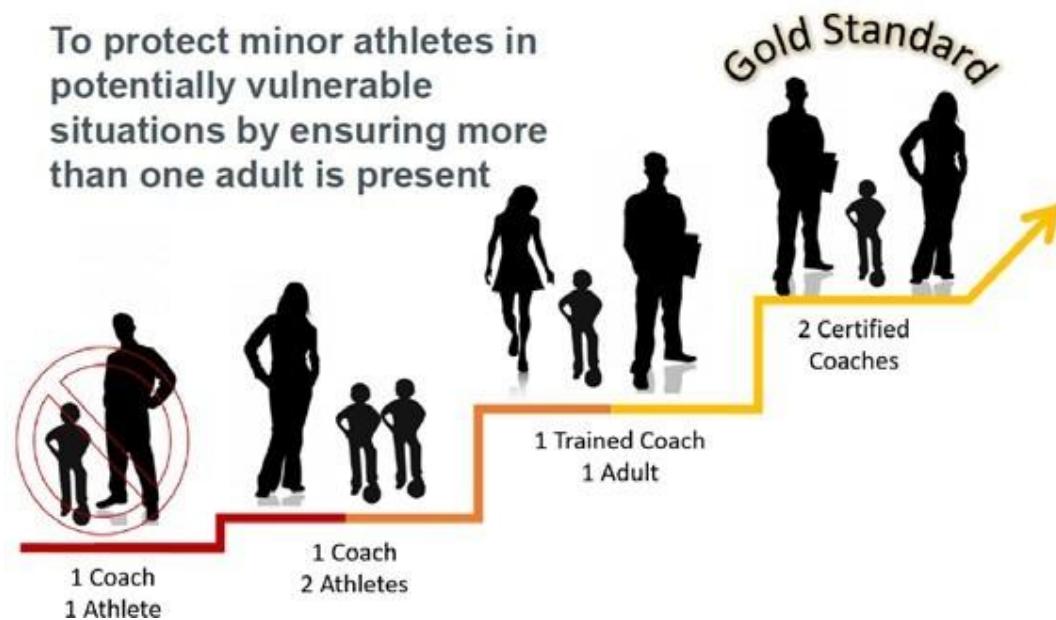
## **5.0 Rule of Two**

**5.1** The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participant (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present.

Vulnerable situations can include closed doors meetings, travel, and training environments.

- 5.2** Ultimately, the Rule of Two states that there will always be two screened and Respect in Sport and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that, with the exception of medical emergencies, any one–on–one interaction between a coach and an athlete must take place within earshot and view of a second coach/team personnel.
- 5.3** In the event where screened and NCCP trained or certified coaches are not available, a screened volunteer, parent/guardian/caregiver, or adult can be recruited. In all instances, one coach/volunteer must reflect the genders of the athletes participating or be of an appropriate identity in relation to the athlete(s).
- 5.4** All coaches and screened adults involved with youth must possess a valid PRC with Vulnerable Sector Screening and have completed Respect in Sport for Activity Leaders and Safe Sport.
- 5.5** Organizations are encouraged to create and implement policies and procedures that limit the instances where vulnerable situations are possible whereby they ensure:
  - 5.5.1** A coach is never alone and out of sight with a participant without another coach or screened adult (parent or volunteer) present.
  - 5.5.2** The gender of the participant is considered when selecting the screened coaches and volunteers who are present.
  - 5.5.3** Training environments are open to observation.
  - 5.5.4** When a participant must ride in a coach’s vehicle another screened adult is present.
  - 5.5.5** The elimination of one-to-one messaging. Ensure that all communications are sent to the group and/or include parents.
- 5.6** The following diagram depicts the “staircase approach” to the Rule of Two. While the gold standard is the preferred environment, it is not expected that it will be reached at all times. The alternatives presented, although increasing risk, are acceptable and would be considered to be in alignment with the Rule of Two. The one–on–one interaction between a coach and an athlete without another individual present, as depicted at the lowest stair in the diagram, is to be avoided in all circumstances.

## Purpose of Rule of Two



**5.7** In the virtual environment the following guidelines should be followed:

- 5.7.1** The Rule of Two should continue to apply to all athletes (especially, for those athletes under the age of 16, a parent or guardian should be present during the session where possible).
- 5.7.2** The Rule of Two requires two adult coaches be present, or one coach and one adult (parent, volunteer, club administrator). One-on-one sessions should be prohibited.
- 5.7.3** A clear statement of professional standards expected of the coach during calls should be communicated – (i.e. sessions are not social engagements, and should be focused on training/coaching).
- 5.7.4** Parents/guardians should be fully informed beforehand about the activities undertaken during the sessions, as well as the process of the virtual session.
- 5.7.5** Parents/guardians should be required to consent to virtual sessions prior to each session, if irregularly scheduled, or prior to the first session if there is a series of regularly scheduled sessions.
- 5.7.6** Communication during each session should be in an open and observable environment (i.e. avoid bedrooms) in the athlete's home (athlete's parents'/guardians' home), and the coach must initiate the session from an appropriate location (i.e. avoid bedrooms or "overly personal"/unprofessional

settings).

- 5.7.7** It is recommended to record sessions where that capacity exists.
- 5.7.8** No one-on-one texting, emailing or online contact between a coach and an athlete should take place. Any texting, emailing or online contact should be limited to group text/email that includes at least two adults (two coaches or one coach and one parent, guardian, volunteer or club administrator, and limited to coaching (non-social) matters. Parents of minor athletes should be provided the opportunity to receive these texts/emails.
- 5.7.9** Social media contact by the coach to an athlete is prohibited (including the sharing of memes, non-training videos, etc.)
- 5.7.10** Parents/guardians should be encouraged to debrief with U16 athletes about virtual training on a weekly basis.
- 5.7.11** In addition, care should be taken to ensure that appropriate security settings have been set for virtual and videoconferencing arrangements, including password protected videoconference invitation

## **6.0 Ethics Training**

- 6.1** All members of the NLSA – players, coaches, officials, Board Members, staff and volunteers must abide by the NLSA Code of Conduct and Ethics and must complete the Making Ethical Decisions module of the National Coaching Program.

## **7.0 Newfoundland and Labrador Child Abuse Protocol**

- 7.1** In Newfoundland and Labrador, the Children, Youth and Families Act (CYFA) promotes the safety and well-being of children and youth who are in need of protective intervention by offering, where available and appropriate, services that are designed to maintain, support and preserve the family where it is in the best interest of the child or youth.
- 7.2** The Department of Children, Seniors and Social Development (CSSD) provides services for children and youth who are, or who are believed to be, in need of protective intervention. For children, services are available through the Protective Intervention Program. For youth, services are available through the Youth Services Program.
- 7.3** While parents are primarily responsible for their child's well-being, the CYFA requires every adult to report a concern if they believe a child or youth is or may be in need of protective intervention. We all have a role to play in keeping children and youth safe.
- 7.4** The NLSA requires Member Organizations and entities to reinforce the [Newfoundland and Labrador Child Abuse Protocol](#) and all staff, volunteers, coaches, and leaders must be aware of the obligations outlined in the CYFA Section 11 which states that every person in the province of Newfoundland and Labrador has a legal obligation to

immediately report suspected abuse and neglect for children (under age 16) and youth (ages 16 and 17) to ensure children and youth are protected from harm.

- 7.5** Failure by any person to report suspected child abuse may result in legal or professional consequences.
- 7.6** Individuals are responsible for reporting concerns, not proving abuse.
- 7.7** Even if you believe someone else is reporting the situation, you still have a duty to report.
- 7.8** If a person learns about past child sexual abuse that is no longer occurring, they have a legal duty to report the abuse. The offender may still have access to other children and those children may be at risk.
- 7.9** If a child is in immediate danger, call 911 or your local police. A social worker may be contacted to determine whether the child or youth is in need of protection.
- 7.10** A child or youth is in need of protective intervention if they have experienced, or at risk of experiencing, abuse or neglect due to an action or lack of action by a parent. A social worker will consider the child's age, development status, and other vulnerabilities when assessing reports of abuse or neglect. Rethinking this one – first time I read it I thought the parent had to do the abusing or reporting but on second read I think it is okay. It refers to the parent's lack of action.
- 7.11** The Department of CSSD defines abuse and neglect as follows:
  - 7.11.1** Physical Abuse: action on the part of the parent (adult) in which a child/youth sustained or is likely to sustain a physical injury. Injury to the child/youth may be current or may have occurred in the past.
  - 7.11.2** Emotional Abuse: a pattern of negative behavior; repeated destructive interpersonal interactions or a single, significant destructive interaction by an individual toward the child/youth (including exposure to violence in the home or between parents). The impact on the child/youth of being exposed to these emotionally harmful behaviours may include depression, significant anxiety or withdrawal. Self-destructive or aggressive behavior, or delayed development.
  - 7.11.3** Sexual Abuse: Includes any sexual contact between an individual and a child/youth regardless of whether the sexual contact occurs by force, coercion, duress and deception or whether the child/youth understands the sexual nature of the activity. Sexual contact includes sexual penetration, touching, harassment, invitation to sexual touching. sexual acts such as exposure, voyeurism, or sexually exploiting the child/youth by involving the child/youth in the sex trade or pornography.
  - 7.11.4** Neglect: the lack of action by a parent or guardian in providing for the adequate care and attention of the child/youth's needs, resulting in harm to the child/youth or substantial risk of harm to the child/youth.

**7.12** If a child/youth tells you they are being abused or neglected you should:

**7.12.1** Stay calm and react without shock, disbelief, anger, judgment or fear.

**7.12.2** Let the child/youth tell you what happened in their own words without interruption.

**7.12.3** Listen carefully without asking questions.

**7.12.4** Reassure them that telling someone what happened is the right thing and that what happened is not their fault.

**7.12.5** Acknowledge how they are feeling (e.g. scared, angry, embarrassed, hurt, sad)

**7.12.6** Help them feel comforted and supported by saying things like:

- I'm glad you told me.
- You did the right thing.
- I believe you and I will support you.
- It's not your fault.
- It's okay to feel scared, angry and hurt.
- I will try and figure out what happens next.

**Following the disclosure, write down the information and immediately report to CSSD by calling 1-833-552-2368 or your local authorities.**

**7.13** When making a report, it is helpful to include your name, phone number and relationship to the child or youth, however, you can make an anonymous call if you prefer.

**7.14** During the call you will be asked questions about the child or youth and their life. It is okay to call even if you do not have all of this information. Some of the questions you may be asked include:

- a) Your immediate concerns about the child or youth's safety.
- b) The child or youth's location.
- c) The child or youth's name.
- d) The child or youth's age and gender.
- e) Information about the family and alleged abuser.
- f) Other children who may be at risk because of the situation.
- g) Any other relevant information.

**7.15** After receiving a report the CSSD is required by law to investigate whether a child is in need of protective intervention. A social worker will complete an assessment using comprehensive guidelines and will take the necessary steps to protect the child as a result of the investigation.

**7.16** If the victim is 16 or 17 years old, CSSD will contact the youth to ask whether they would like to engage in an assessment to determine their need for protective intervention. The youth must be a voluntary participant for the assessment to occur.

**7.17** Where the safety of a child or a youth is a concern immediate action must be taken. If child abuse that involves a person within an NLSA Member Organization (coach, referee, senior player, board member staff, etc.) is suspected:

- a) Consult with legal counsel and NLSA for guidance.
- b) All allegations or suspicions of potentially illegal behaviour must be promptly reported to police and/or child welfare.
  - i) Do not wait until you have all information before calling to report. Tell the child protection worker or police officer as much information as you know,
  - ii) Consult with child welfare about notifying the parents/guardians/caregivers, and,
- c) Notify the head of the organization.
  - i) The accused shall be immediately removed from ALL interaction with minors (including transporting minors) and all involvement in soccer as a spectator, organizer/volunteer, match official, or team personnel.
  - ii) All volunteers may be dismissed without rationale at any time should concerns arise that bring an individual's actions towards minors into question.
  - iii) Alternatively, NLSA policy provides for immediate suspension pending a hearing if there are concerns that the actions by a person may put the safety of a minor at risk including, but not limited to, physical, sexual or emotional abuse.
  - iv) If a staff person is suspected suspension without pay may occur until case is resolved.
- d) Criminal processes can be complex and lengthy. A finding of not guilty may not necessarily mean that the abuse did not occur. Consult with a lawyer.
- e) Document the outcome of the investigation on the incident report form. Document the results of the internal follow-up.

**7.18** Legal guidance should be sought prior to suspension or dismissal.



## **8.0 Volunteer Screening Policy**

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

- 8.1.1** 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.
- 8.1.2** 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
- 8.1.3** 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.
- 8.1.4** 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
- 8.1.5** Respect in the Workplace means the interactive online training course to teach personnel to recognize and prevent bullying, abuse, harassment and discrimination. Valid for 5 years

## **8.2 Purpose**

- 8.2.1** The NLSA recognizes that screening personnel and volunteers is a vital part of providing a safe environment for all our athletes.
- 8.2.2** 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.
- 8.2.3** 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.

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

- 8.3.1 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.
- 8.3.2 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.
- 8.3.3 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.

#### **8.4 Positions**

- 8.4.1 **High Risk** - Provincial Team Officials, PYL Team Officials, All-Star Team Officials, Course Instructors, Technical Staff, Board Members and Administrators
- 8.4.2 **Low Risk** - Recreational Team Officials, Grassroots Team Officials

#### **8.5 Recommended Screening Measures**

- 8.5.1 **High Risk** – PRC with VSC, Respect in Sport, Evaluation by Organization, Application Form, References.
- 8.5.2 **Low Risk** – PRC with VSC, Respect in Sport, Evaluation by Organization, and References.
- 8.5.3 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

#### **8.6 Police Record Check (PRC) with Vulnerable Sector Screening VSC**

- 8.6.1 In all cases in NLSA policy a Police Records Check (PRC) includes a Criminal Records Check (CRC) with Vulnerable Sector Verification (VSC)
- 8.6.2 An E-PIC can be obtained from the NLSA provided Mybackcheck.com platform. E-PICs do not check for pardoned sexual offences, and therefore only the following individuals are eligible to submit an E-PIC; individuals that do not meet these criteria must obtain a CRC with Vulnerable Sector Verification:
- 8.6.3 **Returning staff/volunteers:** Due to current legislation regarding waiting periods for pardons/record suspensions of 10 years for indictable offences, any person that has completed a Vulnerable Sector Check with a 'clear' result within the past ten

years would not have to complete a search for pardoned sex offences once again, as any new convictions for sexual offences would be uncovered during a standard Criminal Record Check before 10 years elapses.

- 8.6.4 Individuals born after February 28, 1986:** The date of birth belonging to the youngest person with a pardoned sexual offence is February 28, 1986. Therefore, any search for pardoned sexual offences on a candidate born after February 28, 1986 is not required. The federal government passed legislation in 2012 preventing anyone from obtaining a record suspension (pardon) for any sexual offences going forward. This means the list of pardoned sexual offenders is not growing and therefore, this date will not be changed going forward.
- 8.6.5** NLSA Member Organizations are required to adopt and implement screening policies and practices within their organizations that meet the standards set by NLSA and Canada Soccer.
- 8.6.6** 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.
- 8.6.7** 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.
- 8.6.8** Personnel applying for positions with Provincial Teams must submit a valid PRC with VSC with their application.
- 8.6.9** 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.
- 8.6.10** In the case where there are youth coaches who cannot obtain a PRC clearance, all remaining members of the coaching staff must be an adult(s) with a valid PRC with VSC.
- 8.6.11** Volunteers and staff new to Canada must present a valid PRC with VSC from their previous country of residence (in English).
- 8.6.12** Any other individuals may be screened at the discretion/request of the NLSA.

## **8.7 Police Record Check Implementation**

- 8.7.1** Screening, including the completion of a PRC, with respect to both charges and occurrences, must be completed prior to the starting date of duties except where fingerprints are requested, in which case, at the discretion of the organization, the individual can commence duties, pending the successful completion of the

process.

- 8.7.2** Verification: Upon receiving a PRC from a police service the applicant shall confirm completion by presenting the original document to the organization; the administrator shall record the file number (if any) and date issued. If an E-PIC is issued, the Member Organization will have access to the digital document.
- 8.7.3** **The cost of a PRC is the responsibility of the applicant. Allowances may be made where financial need has been established, or at the discretion of the organization, for the cost to be reimbursed.**
- 8.7.4** A PRC will be valid for a period of 1 year from the date of issue.
- 8.7.5** As a result of screening procedures or a PRC that indicates a previous criminal conviction, organizations will have the authority to request further information from the person about the nature and circumstances of the conviction in order to determine whether the conviction relates to a relevant offense. Relevant offenses include but are not limited to:
- a) Any offense involving the possession, distribution, or sale of any child-related pornography
  - b) Any sexual offense
  - c) Any offense involving theft or fraud
  - d) Any offense for trafficking and/or possession of drugs and/or narcotics
  - e) Any offense involving conduct against public morals
  - f) Any crime of violence including but not limited to, all forms of assault
  - g) Any offense involving a minor or minors
  - h) In the event that the position requires the transportation of others, any offense involving the use of a motor vehicle, including but not limited to impaired driving
- 8.7.6** All PRCs that indicate a criminal code conviction for a relevant offence shall be reported to the President/designate of the Member Organization.
- 8.7.7** Should a relevant offense be confirmed by the PRC, the organization may:
- a) Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who does not consent/agree to screening, and/or who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction.

- b) Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who has a conviction for, or has been found guilty of a relevant offence.
- c) Suspend without compensation, dismiss or reassign the duties and responsibilities of any staff person, manager, chaperone, coach or volunteer as a result of a pending investigation or a criminal conviction for a relevant offence.
- d) Dismiss any staff person, manager, chaperone, coach or volunteer who has or receives a conviction for, or is found guilty of a relevant offence.

**8.7.8** Any applicant denied an opportunity with the organization as a result of their PRC clearance status has a right to appeal that decision to the organization according to the terms of the *Appeals Policy*.

**8.7.9** Appeal hearings shall be held in strict confidence.

**8.7.10** The appellant is responsible for providing any documentation or police presence needed to explain why their past record/behaviour should be a non-issue in determining their continuing ability to participate in the sport.

**8.7.11** The NLSA/organization shall keep the results of a PRC confidential unless such disclosure is required by law, is necessary for a disciplinary proceeding or prosecution of a claim against the individual, is required as per NLSA's membership eligibility requirements with Sport NL or Canada Soccer, is in the best interest of the public, the NLSA, the Member Organization and Canada Soccer members or is in response to a reference check by other Member Organizations or any other person whose membership or association may be affected by the person's criminal record.

**8.7.12** All PRC's that do not indicate a criminal code conviction for a relevant offence shall be kept confidential.

## **8.8 Compliance**

**8.8.1** Responsibility for the education and implementation of screening policies, record keeping and the release of information rests with the Member Organization President or their designate.

**8.8.2** Failure to adhere to NLSA Screening Policy requirements may be subject to fines, suspension and/or further discipline from NLSA.

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

### **9.1 Background**

- 9.1.1** The purpose of this Supervision Policy is to establish standards of behavior and manage expectations of the NLSA. It 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.
- 9.1.2** Coaches, team personnel and athletes must abide by the NLSA Code of Conduct and Ethics as well as their club's Code of Conduct and Ethics at all times.
- 9.1.3** 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.
- 9.1.4** 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.
- 9.1.5** 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.

### **9.2 Youth Travelling**

- 9.2.1** NLSA approved travel permits are required for all teams participating in out of province and out of country tournaments and events.
- 9.2.2** Coaches, team personnel, athletes and parents/guardians should be provided with a copy of the travel policy in advance of traveling with a team.
- 9.2.3** All coaches and team personnel must be registered members of the NLSA and properly screened in advance of traveling with a team.
- 9.2.4** 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.

**9.2.5** 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) Have completed Safe Sport.
- f) Be approved by the NLSA
- g) Be listed on the Parental Permission Form that parents sign allowing the child to attend the tournament.

**9.2.6** 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.

**9.2.7** The “Rule of Two” must always be adhered to during travel, meaning that no coach or team personnel should ever be alone with an athlete unless the coach or team personnel is the parent/guardian or sibling. In all instances, one coach/volunteer must reflect the genders of the athletes participating

- a) Room checks and team meetings and other activities should be conducted in an open and observable environment whenever possible.
- b) Athletes should not be alone in a coach’s vehicle without another person present.
- c) During overnight team travel, if athletes room with other athletes they should be of the same gender and similar age.
- d) Coaches and team personnel should not share a hotel room or other

sleeping arrangement with an athlete unless the coach/team personnel is a parent, guardian or sibling of that athlete.

### **9.3 Accommodation and Venue Site**

- 9.3.1** 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.
- 9.3.2** 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.
- 9.3.3** Players are not permitted to switch hotel rooms without the approval of the coaching staff.
- 9.3.4** 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.
- 9.3.5** 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.

### **9.4 Excursions Away From the Hotel**

- 9.4.1** 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.
- 9.4.2** 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.
- 9.4.3** 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.

**9.4.4** 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.

## **9.5 Other Absences from Team Supervision**

**9.5.1** 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.

## **9.6 Types of Infractions**

**9.6.1** 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.

**9.6.2** 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.

**9.6.3** 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.

**9.6.4** Disciplinary Sanctions - 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.

- a) Benching a player
- 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.

## **9.7 Guidelines for Sanctions**

**9.7.1** Copies of all written reprimands or warnings must be given to the Provincial Representative.

**9.7.2** All sanctions must be recorded on the Team Infraction Report and witnessed as required.

**9.7.3** 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.

**9.7.4** 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.

## **10.0 Accommodations Policy for Provincial Teams**

**10.1** Team managers are responsible for booking accommodations for players and team staff. The NLSA Business Manager will book accommodations for the NLSA Rep.

**10.2** At all tournaments Provincial teams will stay in accommodations approved by the host.

**10.3** All accommodations for Provincial Teams travelling to Regional and Invitational Tournaments must be approved by the NLSA.

**10.4** The preferred accommodations for Provincial Teams are hotels for all Regional and Invitational Tournaments.

**10.5** Supervision of the players is the responsibility of ALL the team staff as per the NLSA Supervision Policy.

**10.6** In hotels the following criteria shall apply:

a) Rooms should be in close 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.

h) Coaches and team personnel should provide athletes with their room numbers.

**10.7** 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.
- g) Coaches and team personnel should provide athletes with their room numbers.

**10.8** 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.

**10.9** Players and team staff are responsible for ensuring their rooms are left in a tidy and clean fashion prior to checkout.

**10.10** The NLSA reserves the right to determine accommodations for all Provincial Teams travelling to Regional and Invitational Tournaments.

## **11.0 Concussion Management**

### **11.1 Overview**

**11.1.1** Concussion is an injury to the brain resulting in a disturbance of brain function involving thinking and behavior.

**11.1.2** 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.

- 11.1.3** All concussions should be regarded as potentially serious.
- 11.1.4** 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.
- 11.1.5** 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.
- 11.1.6** Concussions are managed by licensed health care professionals working within their scope of practice and expertise.
- 11.1.7** 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.
- 11.1.8** Concussion symptoms must have completely resolved and documented medical clearance completed before resuming training for or playing soccer.
- 11.1.9** A progressive exercise program that reintroduces the athlete to training for soccer is recommended following concussion recovery.
- 11.1.10** The recurrence of concussion symptoms subsequent to the return to full contact practice or game play requires removal from training or playing and reassessment.
- 11.1.11** Concussion Assessment and Management - Refer to Canada Soccer Reference Documents at [www.canadasoccer.com](http://www.canadasoccer.com).

## **11.2** Concussion Prevention

- 11.2.1** Preventing concussion begins through the development of a concussion management plan and concussion education.
- 11.2.2** MO should review the concussion management plan with coaches during the preseason meeting. Coaches should then present this information to athletes and parents/guardians/caregivers at the team's preseason meeting to ensure all are aware of the protocol which will be used.
- 11.2.3** Athletes and coaches are reminded that the principle of fair play helps protect the participants from injury, including concussion, and should be adhered to at all times.
- 11.2.4** Member Organizations may wish to conduct general pre-participation evaluations or baseline concussion assessments prior to athlete participation. This information may be used for comparison by healthcare professionals after a

concussion has occurred.

- a) General pre-participation evaluations can be conducted by team personnel utilizing the [Pocket Concussion Recognition Tool \(CRT\)](#).
- b) Baseline concussion assessments should be performed by a healthcare professional.

**11.2.5** Each Member Organization should determine the necessity and value of pre-participation evaluations and baseline concussion testing for their athletes.

**11.2.6** At minimum, all athletes must complete a medical information form prior to participation in soccer-related activities. This form should include any history of head injuries.

**11.2.7** Proper technique can help to prevent concussions. Coaches must promote sound fundamentals, use appropriate teaching progressions and focus on good technique to reduce the risk of injury.

**11.2.8** Respect for and proper enforcement of the rules can reduce the risk of injury. Good officiating and application of the Laws of the Game helps to protect athletes.

### **11.3 Recognize and be Vigilant**

**11.3.1** Coaches, team personnel, athletes and parents/guardians/caregivers should be aware of the forces that cause concussion in athletes and be vigilant in recognizing signs and symptoms of concussion in an athlete who has suffered a blow to the head or body.

**11.3.2** Symptoms of concussion typically appear immediately but may evolve within the first 24–48 hours.

**11.3.3** All of our sport's participants (players, but also coach and team personnel) are at risk; however some soccer participants are at increased risk of concussion:

- a) Children and adolescents (18 years and under) are more susceptible to brain injury, take longer to recover, and are susceptible to rare dangerous brain complications, which may include death.
- b) Female soccer players have higher rates of concussion.
- c) Participants with previous concussion are at increased risk of further concussions, which may take longer to recover.

**11.3.4** Failure to recognize and report concussive symptoms or returning to activity with ongoing concussion symptoms set the stage for:

- a) Cumulative concussive injury

- b) 'Second Impact Syndrome' - an athlete sustains a brain injury and while still experiencing symptoms (not fully recovered), sustains a brain injury, which is associated with brain swelling and permanent brain injury or death. Brain swelling may also occur without previous trauma.
- c) Recurrent brain injury is currently implicated in the development of Chronic Traumatic Encephalopathy.
- d) Chronic Traumatic Encephalopathy (CTE) is a progressive degenerative brain disease seen in people with a history of brain trauma. For athletes, the brain trauma has been repetitive. Originally described in deceased boxers, it now has been recognized in many sports. Symptoms include difficulty thinking, explosive and aggressive behavior, mood disorder (depression), and movement disorder (Parkinsonism).
- e) Everyone involved in the game (including side-line staff, coaches, players, parents and guardians of children and adolescents) should be aware of the signs, symptoms and dangers of concussion. If any of the following signs or symptoms are present following an injury the player should be suspected of having concussion and immediately removed from play or training
- f) Visible Clues - any one or more of the following visual clues can indicate a concussion:
  - i) Dazed, blank or vacant look
  - ii) Lying motionless on ground/slow to get up
  - iii) Loss of consciousness — confirmed or suspected
  - iv) Unsteady on feet or balance problems or falling over or poor coordination  
Loss of consciousness or responsiveness
  - v) Confused or not aware of play or events
  - vi) Grabbing, clutching, or shaking of the head
  - vii) Seizure
  - viii) More emotional or irritable than normal for that person
  - ix) Injury event that could have caused a concussion
- g) What you are told by the player - the presence of any one or more of



the following symptoms may suggest a concussion:

- j) Headache Dizziness
  - ii) Mental clouding, confusion, or feeling slowed down Trouble seeing
  - iii) Nausea or vomiting
  - iv) Fatigue
  - v) Drowsiness or feeling like 'in a fog' or difficulty concentrating
  - vi) 'Pressure in head'
  - vii) Sensitivity to light or noise
- h) Questions to ask an Adult or Adolescent Player (Failure to answer any of these questions correctly is an indication of a suspected concussion.)
- i) "What field are we at today?"
  - ii) "Which half is it now?"
  - iii) "Who scored last in this game?"
  - iv) "What team did you play last?"
  - v) "Did your team win your last game?"
- j) Questions to ask Children (12 Years and Younger)
- i. "Where are we now?"
  - ii. "Is it before or after (last meal, i.e.: lunch)?"
  - iii. "What is your coach's/teacher's name?"

## 11.4 Respond

**11.4.1** Team-mates, side-line staff, coaches, players or parents and guardians who suspect that a player may have concussion MUST work together to ensure that the player is removed from play in a safe manner.

**11.4.2** If a neck injury is suspected the player should only be removed by emergency healthcare professionals with appropriate spinal care training. Call 911. Activate

your emergency action plan.

**11.4.3** More severe forms of brain injury may be mistaken for concussion. If ANY of the following are observed or reported within 48 hours of an injury, then the player should be transported for urgent medical assessment at the nearest hospital (symptoms below). Call 911. Activate your emergency action plan.

- a) Severe neck pain
- b) Deteriorating consciousness (more drowsy)
- c) Increasing confusion or irritability
- d) Severe or increasing headache
- e) Repeated vomiting
- f) Unusual behavior change (persistent irritability in younger children; increased agitation in teens)
- g) Seizure
- h) Double vision
- i) Weakness or tingling / burning in the arms or legs.

**11.4.4** Anyone with a suspected concussion should not:

- a) be left alone in the first 24 hours consume alcohol in the first 24 hours, and thereafter should avoid alcohol until free of all concussion symptoms;
- b) drive a motor vehicle and should not return to driving until provided with medical or healthcare professional clearance;
- c) Once safely removed from play the player must not be returned to activity that day.

**11.4.5** Refer

- a) Concussion or more severe forms of brain injury are to be diagnosed by health care professionals within their scope of practice and expertise.
- b) In all cases of suspected concussion, it is recommended that the player be referred to a medical or healthcare professional for diagnosis and management advice, even if the symptoms resolve.

#### **11.4.6 Report**

- a) Communication between players, parents/guardians/caregivers, team staff and their health care providers is vital for the welfare of the players
- b) For children and adolescents with suspected concussion who have not been directly transferred for medical management, coaches must communicate their concerns directly with the parents/guardians.
- c) Players and parents/guardians must disclose the nature of, and status of any active injuries to coaches and team personnel.

#### **11.5 Rest and Recover**

**11.5.1** The management of a concussion involves physical and brain rest until symptoms resolve as recommended by your health care provider.

**11.5.2** In conjunction with your school and educational professionals and health care provider, recommendations will be made about whether it is appropriate to take time away from school, or whether returning to school should be done in a graded fashion, this is called 'return to learn'.

**11.5.3** Your health care provider will also make recommendations about whether it is appropriate to take time away from work, or whether returning to work should be done in a graded fashion, this is called 'return to work'.

#### **11.6 Return to Soccer**

**11.6.1** In order for safe return to soccer following a concussion, the athlete must:

- a) be symptom-free,
- b) for children and adolescents a further period of up to 10 days of asymptomatic rest may be recommended
  - i. be off treatments that may mask concussion symptoms (i.e. headache or sleep medication)
  - ii. be cleared in writing by a qualified healthcare professional trained in evaluating and treating concussions
  - iii. adults: have returned to normal education or work, and students: must have returned to school or full studies
  - iv. have completed a graduated return to play protocol (see Return to Play Protocol) without recurrence of symptoms

- v. If symptoms recur during the graduated return to play protocol, the player must be immediately removed from playing or training and be reassessed by their healthcare practitioner promptly.
- c) A player with an unusual presentation or prolonged recovery or a history of multiple recurrent concussions, should be assessed and managed by a healthcare provider with experience in sports-related concussions working within a multidisciplinary team.

## **11.7 Concussion Education and Resources**

- 11.7.1** There are a number of educational resources available to members designed to help understand what a concussion is, how to recognize the signs and symptoms of concussion and respond appropriately, and the return to play protocol.
- 11.7.2** All team personnel are encouraged to take a concussion awareness training course prior to the start of each season, as new research is taking place and information is updated frequently.
- 11.7.3** Athletes and parents/guardians/caregivers are also recommended to take a concussion awareness training course as they play an important role in the management of concussions.
- 11.7.4** [Making Head Way](#) is an eLearning module available through the Coaches Association of Canada.
- 11.7.5** The Coaches Association of Canada (CAC) has developed a series of [concussion awareness resources](#) as part of the Public Health Agency of Canada's Active & Safe initiative. These tools, as well as the award-winning "Making Head Way" eLearning modules are designed to help you gain the knowledge and skills required to ensure the safety of your athletes by being aware of the signs, symptoms, and what to do if a concussion occurs.
- 11.7.6** The [Pocket Concussion Recognition Tool \(CRT\)](#), designed for use by non-healthcare professionals or the [Sport Concussion Assessment Tool \(SCAT5\)](#), designed for use by healthcare professionals can be used to evaluate the athlete and are available on the NLSA website.

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



- 12.1** 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.

## **12.2** Injury Assessment Protocol

**12.2.1** The following injury assessment protocols were developed as a part of the Canada Soccer/NCCP coach education program. Further information on the use of this protocol is available through the Canada Soccer community sport coaching courses.

## Steps to Follow When an Injury Occurs

*Note: it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below*

<p><b>Step 1: Control the environment so that no further harm occurs</b></p> <ul style="list-style-type: none"> <li>• Stop all participants</li> <li>• Protect yourself if you suspect bleeding (put on gloves)</li> <li>• If outdoors, shelter the injured participant from the elements and from any traffic</li> </ul>	
<p><b>Step 2: Do a first assessment of the situation</b></p> <p>If the participant:</p> <ul style="list-style-type: none"> <li>• Is not breathing</li> <li>• Does not have a pulse</li> <li>• Is bleeding profusely</li> <li>• Has impaired consciousness</li> <li>• Has injured the back, neck or head</li> <li>• Has a visible major trauma to a limb</li> <li>• Cannot move his/her arms or legs or has lost feeling in them</li> </ul> <p>If the participant does not show the signs above, proceed to Step 3</p>	 <p style="font-size: 1.2em; font-weight: bold;">Activate Emergency Action Plan?</p>
<p><b>Step 3: Do a second assessment of the situation</b></p> <ul style="list-style-type: none"> <li>• Gather the facts by asking the injured participant as well as anyone who witnessed the incident.</li> <li>• Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.</li> <li>• If possible and if it does not cause risk to the participant, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.</li> </ul>	
<p><b>Step 4: Assess the injury</b></p> <p>Have someone with first aid training complete an assessment of the injury and decide how to proceed.</p> <p>If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to Step 5.</p>	 <p style="font-size: 1.2em; font-weight: bold;">Activate Emergency Action Plan?</p>
<p><b>Step 5: Control the return to activity</b></p> <p>Allow the participant to return to activity after a minor injury only if there is no:</p> <ul style="list-style-type: none"> <li>• Swelling</li> <li>• Deformity</li> <li>• Continued bleeding</li> <li>• Reduced range of motion</li> <li>• Pain when using the injured part</li> </ul>	
<p><b>Step 6: Record the injury on an accident report form and inform the parents.</b></p>	

## 12.3 Return to Play Protocol

**12.3.1** An athlete will not be permitted to return to play while still experiencing symptoms.

**12.3.2** An athlete will not be permitted to return to play without medical clearance from a healthcare professional.

**12.3.3** Once medically cleared by a healthcare professional, the athlete can begin the return to play protocol.

**12.3.4** The return to play protocol is a step-wise process that requires patience, attention and caution. Each step is a minimum of 24 hours. The protocol is as follows:

a) Step 1: No Activity, Only Complete Rest

- i. Limit school, work and tasks requiring concentration.
- ii. Refrain from physical activity until symptoms are gone for a minimum of 24 hours.
- iii. Once symptoms are gone, a healthcare professional, preferably one with experience managing concussions, should be consulted before beginning a step wise return to play process.

b) Step 2: Light Aerobic Exercise

- i. Do activities such as walking or stationary cycling.
- ii. The player should be supervised by someone who can help monitor for symptoms and signs.
- iii. No resistance training or weight lifting.
- iv. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day; however, there should be no cognitive load (e.g. responding to commands, linking tasks together, while limiting stimulus from the external environment like opponents) during this phase.
- v. Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.
- vi. No Symptoms - Proceed to Step 3 the next day.

- c) Step 3: Sport Specific Activities
  - i. Activities such as running can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or kicking; however, cognitive loads can begin to be added during this phase.
  - ii. Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.
  - iii. No Symptoms - Proceed to Step 4 the next day.
- d) Step 4: Begin Drills without Body Contact
  - i. During this phase, the cognitive load can be high (e.g. remembering plays, reacting to opponents, etc.)
  - ii. Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.
  - iii. No Symptoms - The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. Proceed to Step 5 only after medical clearance
- e) Step 5: Begin Drills with Body Contact (i.e. Full practice)
  - i. Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.
  - ii. No Symptoms - Proceed to Step 6 the next day. f) Step 6: Game Play

## 13.0 Equipment and Head Covers

**13.1** 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.

**13.2** Where head covers (including goalkeepers' caps) are worn, they must:

**13.2.1** be black or the same color as the shirt

**13.2.2** not be attached to the shirt



**13.2.3** not be dangerous to the player wearing it or any other player

**13.3** From the FIFA Laws of the Game, Law 4 pertains to the players' equipment and states: Safety - A player must not use equipment or wear anything that is dangerous to themselves or another player (including any kind of jewelry).

**13.4** Law 4 outlines the basic compulsory equipment to include shin guards, which must be made of rubber, plastic or similar suitable material and must provide reasonable protection. As such, shin guards must be worn during all NLSA sanctioned games.

#### **14.0 Jewelry Policy**

**14.1** Players are not permitted to wear anything that is dangerous to themselves or other players. All items of jewelry (necklaces, rings, bracelets, earrings, leather or rubber bands, etc.) are strictly forbidden and must be removed.

**14.2** Using tape to cover jewelry is not acceptable.

**14.3** Medical alert bracelets may be worn, but must be either made of velcro or similar soft material, or covered with a sweatband.

**14.4** Match officials are permitted to wear a watch or similar device for timing the match. Member Organizations must instruct all match officials to ensure that players are not participating wearing jewelry. Match officials failing to enforce this Law may be subject to discipline as outlined in the *Discipline Policy*.

**14.5** Member Organizations and entities must inform all participants that jewelry is forbidden and cannot be worn during a game. In addition, the jewelry policy should be included in all league and tournament rules.

#### **15.0 Cast / Brace Policy**

**15.1** 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.

**15.2** Modern protective braces or equipment made of soft, lightweight, padded materials are not considered dangerous and may be worn.

**15.3** 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.

**15.4** 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.

**15.5** The senior referee for the game or the Head Referee for the tournament will

make the final decision on the acceptability of any cast or brace.

## **16.0 Insulin Pump Policy**

- 16.1** Any Insulin Pump is designed to ensure that the player maintains a proper blood glucose level during the game.
- 16.2** 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.
- 16.3** 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

## **17.0 Blood Policy**

- 17.1** 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.
- 17.2** All clothing soiled with blood should be replaced prior to the athlete resuming training or competition.
- 17.3** 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.
- 17.4** All equipment and surfaces contaminated with blood and other body fluids should be cleaned.
- 17.5** While cleaning blood or other body fluid spills, the following must be done:
  - 17.5.1** wear waterproof gloves;
  - 17.5.2** wipe up fluids with paper towels or disposable cloths;
  - 17.5.3** disinfect the area if necessary;
  - 17.5.4** place all soiled waste in a plastic bag for disposal;
  - 17.5.5** remove gloves and wash hands with soap and water.

## **18.0 LIGHTNING SAFETY / SEVERE WEATHER POLICY - When thunder roars, go indoors!**

- 18.1** 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.

- 18.2** 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.
- 18.3** 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.
- 18.4** 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.
- 18.5** 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.
- 18.6** 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.
- 18.7** 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.
- 18.8** 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.
  - 18.8.1** Know where the closest “safe” location is to the field and know how long it will take to get there.
  - 18.8.2** 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.
  - 18.8.3** Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.
  - 18.8.4** 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.

- 18.8.5** 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!
- 18.8.6** 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.
- 18.8.7** Stay away from single tall trees.
- 18.8.8** 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.

## **18.9 First aid for lightning victims:**

- 18.9.1** Prompt, aggressive CPR has been effective for the survival of victims of lightning strikes.
- 18.9.2** Lightning victims do not carry an electrical charge and can be handled.
- 18.9.3** 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.
- 18.9.4** Give first aid if breathing has stopped, administer cardio-pulmonary resuscitation (CPR). Use an automatic external defibrillator if one is available.

## **19.0 Anti-Doping**

- 19.1** 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.
  - 19.1.1** The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation.

**19.1.2** know your rights and responsibilities as an athlete with regard to anti-doping.

**19.1.3** Always comply with a testing request if you are notified for doping control.

**19.1.4** Check all medications and products before taking to ensure they do not contain ingredients that are banned.

**19.1.5** Verify your medical exemption requirements.

**19.1.6** Do not take supplements, but if you do, take steps to minimize your risk.

**19.1.7** Get the latest news. Sign up to receive CCES media releases and advisory notes.

## **20.0 Field and Facility Safety**

**20.1** 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.

**20.2** Ensure the playing surface is regularly maintained and free of holes, divots, ruts and hills. The risk of injury is increased when playing on an uneven or poorly maintained surface.

**20.3** 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.

**20.4** 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.

**20.5** 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.

**20.6** In order to prevent portable goal posts from toppling forward, the following precautions should be taken:

**20.6.1** Always follow manufacturer's guidelines in assembling the goalposts.

**20.6.2** Portable goalposts must be secured using anchors or appropriate anchor weights.

**20.7** Before use, coaches should test the goals for safety using the following guidelines:

**20.7.1** Ensure each goal is anchored securely in place.

**20.7.2** Exert a significant downward force on the crossbar.

**20.7.3** Exert a significant backward force on both upright posts.

**20.7.4** Exert a significant forward force on both upright posts.

**20.7.5** Repeat steps a-d until the structure is secure. If not possible to secure alternate goals must be used.

**20.8** Under no circumstances should children or adults be allowed to climb, swing or play with the structures of the goalposts and crossbars.

**20.9** Referees should not allow a game to start unless the goals are secure.

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

**21.1** 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

**21.2** Only assigned match officials and assessors are permitted in the change room.

**21.2.1** Unauthorized visitors are not allowed in the change room prior to, during, or after any sanctioned game.

**21.2.2** 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.

**21.3** 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.

**21.3.1** 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.

**21.3.2** 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.

**21.3.3** The key should be held by the person within the change room.

**21.3.4** If male and female officials are in the same dressing room at any time, the door must not be completely closed.

**21.4** 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.

**21.5** 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.

**21.6** 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:

**21.6.1** If <16 and >16 officials must share the same change room, whoever arrives at the venue first has the opportunity to change first.

**21.6.2** 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.

**21.6.3** The key should be held by the person within the change room.

**21.6.4** If <16 and >16 officials are in the same dressing room at any time, the door must not be completely closed.

**21.7** It is essential to respect each other's privacy. These guidelines are for all officials' safety and protection.

**21.8** Opposite genders must never use the change rooms at the same time without following the change room protocol, regardless of age.

**21.9** The policy should be posted publicly in changing rooms reserved for the use of match officials.

**21.10** If possible, private changing facilities should be made available for each gender and for youth and adults.

**21.11** 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.

## **22.0 Social Media**

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

**22.1.1** Social Media – The catch-all term that is applied broadly to computer media such as blogs, YouTube, Instagram, Twitter, Snapchat, and Facebook.

**22.1.2** NLSA branded social Media – and social media used by the NLSA now or in the future.

**22.1.3** Representative – all individuals involved in any way with the NLSA.

**22.1.4** Governing Bodies – the organization in authority. This could be the NLSA or a Regular or Associate Member, Club, Team or Tournament organizing group.

## **22.2** Purpose

**22.2.1** 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.

**22.2.2** NLSA Members are responsible to ensure that their Social Media use and regulations are consistent with this Policy.

**22.2.3** 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.

**22.2.4** Upload. Post, email or otherwise transmit:

- a) Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful,
- b) invasive of another person's privacy or otherwise objectionable.
- c) Any material that is designed to cause annoyance, inconvenience, or needless anxiety to others.
- d) Any material that is considered the NLSA's confidential information.

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



## **22.3 Privacy Policy**

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

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

**22.3.3** 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.

**22.3.4** 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.

**22.3.5** 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.

**22.3.6** 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.

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

**22.3.8** The personal information collected by the NLSA is used to:

**22.3.8.1** identify the person registering for the purpose of participating in the program as a player, coach, manager, official, Board Member, Committee Member, or volunteer.

**22.3.8.2** 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.

- 22.3.8.3** Provide necessary information to Canada Soccer as the NSO, Canada Games and Regions/Clubs to which the person has registered.
- 22.3.8.4** The NLSA will not disclose personal information to unrelated third parties.
- 22.3.8.5** 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.
- 22.3.9** The NLSA may be compelled to release information as required by law.
- 22.3.10** 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.
- 22.3.11** 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.

## **23.0 Emergency Action Plan**

- 23.1** An Emergency Action Plan (EAP) is a plan team personnel (see Safety Person) design to help them respond in a responsible and clear-headed way if an emergency occurs.
- 23.2** An EAP should be prepared for the facility or site where Member Organizations normally hold practices and for any facility or site where they regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.
- 23.3** An EAP can be simple or elaborate. It should cover the following:  
Designate in advance who is in charge if an emergency occurs.  
Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out the exact location of a telephone you can use at all times.
- 23.4** Have emergency telephone numbers with you (facility manager, superintendent, fire, police, ambulance), as well as athletes' contact numbers

(parents/guardians, next of kin, family doctor).

- 23.5** Have on hand a medical profile for each athlete so that this information can be provided to emergency medical personnel. Include in this profile signed consent from the parent/guardian to authorize medical treatment in an emergency.
- 23.6** Prepare directions for Emergency Medical Services (EMS) to follow to reach the site as quickly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
- 23.7** Have a first-aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first-aid training).
- 23.8** Designate in advance a call person: the person who makes contact with medical authorities and otherwise assists the person in charge. Be sure that your call person can give emergency vehicles precise directions to your facility or site.

#### **24.0** Safety Person

- 24.1** In addition to and in support of the emergency action plan, it is recommended that every team identify a member of their team personnel to serve as the 'safety person'. The safety person is primarily responsible for ensuring safety during all soccer-related activities, both on and off the field.  
All safety persons should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies  
As a safety person and team personnel you must play a leadership role in implementing effective risk management programs with your own teams, enhancing the safety of players and all involved in soccer:
  - a) Implement an effective risk management and safety strategy with your team that strives to prevent injuries and accidents before they happen.
  - b) Assume a proactive role in identifying and minimizing or eliminating risks during all activities, and if ever in doubt, always err on the side of caution.
  - c) Promote and reflect the values of fair play and strive to instill these values in all participants and others involved in soccer.
  - d) Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
  - e) Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance, and advise players and parents regarding the selection or replacement of equipment.
  - f) Conduct regular checks of team equipment to ensure it is in good condition and advise the head coach and organization if equipment

requires replacement.

- g) Conduct a safety check of the playing facility in advance of all soccer-activities to ensure it is safe, well-maintained, and in good condition
- h) Promote proper conditioning, warm-up, and cool down techniques as effective methods of injury prevention.
- i) Maintain accurate medical information files on all players and team personnel and bring these to all team activities.
- j) Maintain a player injury log.
- k) Maintain a fully stocked first aid kit and bring it to all team activities.
  - i. Implement an effective emergency action plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
  - ii. Recognize life-threatening and significant injuries and be prepared to deal with serious injury.
  - iii. Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
  - iv. Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate return to play.
  - v. Promote a healthy lifestyle with all participants by being a good role model and by educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
  - vi. Facilitate communication with players, team personnel, parents/guardians/caregivers, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.
  - vii. Act as a safety person for both your team and your opponents if only one safety person is present.

**24.2** To support the responsibilities of the safety person, it is recommended that the identified individual have valid first aid and CPR training and complete the NCCP Making Head Way module focusing on concussion education.

<b>APPENDIX A – CONFIDENTIAL Team Infraction Report</b>
-------------------------------------------------------------

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> (Be objective, concise & accurate. Use more paper if needed)	
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	