

Saskatoon United Soccer Club (SUSC) Inc. Practices & Policies

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1 Registration Policies

1.01 Zone Registration:

A) Registration for the SUSC Zone outdoor/ indoor seasons shall be posted no sooner than 2 months prior to the appropriate season start date. On line and in person registration will be made available and dates for the in person registration shall be made at the registrars discretion.

B) Fees shall be set, for each season, by the Board of Directors and allocated properly for said age groups.

1.02 Late Registration:

A) Anyone registering after the outdoor/ indoor registration deadline will be considered a late registrant and will be subject to a \$25.00 late fee. All fees must be paid in full prior to the registrants participation in any SUSC activity.

1.03 SUSC Registration Refund Policy:

A) A written refund request must be submitted no later than 30 days after the registration deadline and will be issued on the following basis:

- Non-refundable \$25.00 administration fee.
- Non-refundable \$50.00 tryout fee.
- Any previous outstanding balances will also be deducted.

- All other variations shall be determined on an Ad Hoc basis at the next board meeting.
- Download current Refund Form (Uploaded Jan 2017).

B) Should a registration refund be requested after the 30 days it shall be left to the Board of Directors to decide, as to whether or not a refund will be issued.

2 Players Practices & Policies

SUSC supports and is aligned with Canada Soccer's principles of Long Term Player Development (LTPD). This policy has been developed to address individual players playing up as it relates to age category circumstances.

2.01 Individual players playing up:

The selection of a player to play at a higher age category will **ONLY** be supported and approved by SUSC evaluators if the player meets the following criteria:

A) Technical Ability: A player must demonstrate a high degree of individual skill, which must be transferable to competitive match situations. In addition, a player's individual skill must meet or exceed the technical abilities of other participating players within the older age category the player wishes to participate in.

B) Physical Ability: A player must meet or exceed other players within their age category in physical strength, technical skill and speed, and have the ability to blend in with players of the intended age group.

C) Mental Ability: A player must meet or exceed other players within their age category in game awareness and general knowledge of the game. To include the mental strength that will be necessary when dealing with older and physically superior opponents.

D) Social Ability: A player must be able to interact with players within the older age category on and off the field (games, dressing room, training and social gatherings).

2.02 Playing time for players playing up:

- Under 9 to under 11: Equal playing time.
- Under 13 to under 19: Minimum playing time of 50% over duration of entire season

2.03 Individual players playing down: (Disabled or physically challenged)

The rules and regulations governing the registration of players does not provide for the registration of players who may be:

- Disabled.
- Physically challenged due to an infirmity.
- Team sports face difficulties in 2 areas as listed in 2.01.
- The infirmity is sufficient that it could affect the teams from playing the game.
- The size of disabled or physically challenged player playing in a younger age group could create risk to the other players participating in the game.

This policy shall abide by the following:

- A) Each case shall be dealt with on its own merits.
- B) Players meeting the criteria shall be assessed by a person technically qualified to determine if the disability or size of the disabled or challenged player:
 - Creates a risk to the other players or themselves.
 - Is sufficient to prevent the game to be played under the basic laws of the game.
- C) The request to play in a lower age group under this provision must be made, in writing, at each outdoor/ indoor season registration.
- D) Written evidence of any infirmity by a medical practitioner must be included with the registration and request forms. Coaching staff will need to know should a medical emergency arise.
- E) SUSC shall submit the request to SYSI with all relevant documentation.

3 Coaches Practices & Policies

3.01 Coaching Requirements:

- A) All SUSC coaching staff must be a member in good standing and be 19 years of age.
- B) All SUSC teams are required to have at least 1 coach, assistant coach or manager of the same gender on the field of play, or practice field, at all times.
- C) All SUSC coaching staff must present the Technical Coordinator a valid criminal record check prior to the season start date.

3.02 Coaching Development:

- A) All SUSC coaching staff must obtain a Respect in Sport, Making Ethical Decisions and Head way certification prior to the outdoor/ indoor season start date.
- B) Coaching development courses are available throughout the soccer season, through SYSI or SSA, and SUSC shall pay for the courses for those who wish to take them.
- C) All SUSC coaches who obtain their “C” license or higher, through the Club, must remain coaching within the Club for a minimum of 2 years after they are classified as certified.

3.03 Rule of Two:

- A) The Rule of Two serves to protect minor 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. SUSC members are encouraged to create and implement policies and procedures that limit the instances where these situations are possible and can occur.

B) The Rule of Two states that there will always be two screened, Respect in Sport and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. One-on-one interactions between a coach and an athlete, without another individual present, must be avoided in all circumstances except medical emergencies. SUSC expects that all organizations affiliated with SUSC will work towards attaining the gold standard.

C) In the event where screened and NCCP trained or certified coaches are not available, a screened volunteer, parent, 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).



D) As depicted in the image above, 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 in alignment with the Rule of Two. However, 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.

3.04 Rule of Two - Situation Guidelines:

SUSC recommends the following guidelines for organizations to ensure they are following the Rule of Two. In the guidelines below, a 'Person in Authority' is defined as an NCCP trained or certified coach, a screened volunteer or other adult. The Zone is meeting the Gold Standard for the Rule of Two if the Person in Authority is always an NCCP trained or certified coach.

A) Travel:

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

B) Training/Competition Environment:

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

C) Gender Identity:

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

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

4 Criminal Record Check Policy

SUSC is responsible for providing safe environments for every participant of our game. The purpose of SUSC's Criminal Record Check Policy is to ensure that SUSC, its members and affiliated organizations work to uphold the duty of care owed to participants by conducting the appropriate criminal record check.

4.01 General

- It is the responsibility of SUSC affiliated organizations to ensure that it has all required Criminal Record Checks on file and that they are valid.
- All Criminal Record Checks are valid for 2 years from the date that has been stamped by the Saskatoon police service.

- It is the responsibility of the Board of SUSC, affiliated organizations, sanctioned league or tournament to ensure that only those directors, volunteers or employees who have met Criminal Record Check requirements participate in their role/activity as determined by the organization.
- If a director, volunteer or employee of SUSC, or affiliated organization, is charged with or convicted of an offence, that person must report the charge or conviction to the organization(s) with which they volunteer or are employed by within 24 hours. The organization must request within 24 hours that the charged or convicted person obtain a new Criminal Record Check and determine, within timelines specified by the organization, if that person is suitable to continue carrying out his/her duties.
- “Occasional Volunteers” are not required to complete a Criminal Records Check, so long as they do not have unsupervised access to a youth or otherwise vulnerable person. An adult, with a valid Criminal Record Check, must be present.
- All SUSC directors and employees aged 19 years and older must have a valid Criminal Record Check.
- SUSC shall utilize the Saskatoon Police Service for all its Criminal Record Checks and the payment of all Criminal Record Checks will be made at the discretion of the Board of Directors.
- RCMP Vulnerable Sector Checks and Local municipal department Criminal Record Checks will be acceptable substitutes.

5 Privacy Policy

5.01 Purpose:

A) SUSC’s Privacy Policy describes the way that SUSC collects, uses and disclose personal information of third parties in the course of its activities, implementing SUSC’s commitment to collect, use and disclose personal information responsibly. The SUSC Privacy Policy is based on the standards required by PIPA and SSA’s interpretation of these responsibilities. To the extent that the provisions in this Privacy Policy are inconsistent with PIPA, PIPA’s requirements shall govern.

B) This policy deals with personal information about players, parents, fans, directors, officials, coaches and other volunteers.

5.02 Personal Information:

A) Personal information is information about an identifiable individual and includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them), their competitive performance or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business contact information (e.g., an individuals business address and telephone number), which is not protected by PIPA.

5.03 Accountability:

A) The Registrar, Technical Coordinator, Technical Director, Treasurer and Secretary shall be responsible for the handling of the zones personal information and ensuring that all Board members receives appropriate training on privacy issues. The Registrar and Technical Director shall also handle personal information access requests and complaints.

5.04 Purposes:

A) Personal information will only be collected, used and disclosed by SUSC to engage players, directors, technical staff, fans, coaches, officials and other volunteers in the programs and activities offered by SUSC, meeting and maintaining the highest standard of sport programming consistent with the constitution of SUSC. Personal information that may be collected, used or disclosed includes, but is not limited to, the following:

- 1) Name, address, phone number, cell phone number, fax number and e-mail address for emergency contacts, managing insurance claims and receiving communications from SUSC in regards to programs, events and activities.
- 2) NCCP number, education, resumes, fitness test results, and experience for database entry at the Coaching Association of Canada and to determine level of certification, coaching qualifications and coach selection.
- 3) Credit Card or chequing information for registration at programs, activities and events: travel administration and purchasing equipment, coaching manuals and other related products.
- 4) Date of birth, athlete history, birth certificate, citizenship and member club to determine eligibility, age group and appropriate level of play/competition of registered players.
- 5) Resume, length of service/participation, history, details of performance results, certifications, awards won and bio information for award nominations, Bio's, published articles and media relations.
- 6) Registered player information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations and various components of athlete and team selection.
- 7) Video footage and photographs of individuals at competitions for technical monitoring, coach/zone review, training, educational purposes, sport promotion, media publications and posting on SUSC's website, displays or posters. In some cases, videos and other media formats from an event will be available for purchase.
- 8) Competitive performance results, including yellow card and red card penalties assessed, discipline results and long-term suspensions lists to notify zones and clubs of suspended members.
- 9) Criminal records check and related personal reference information for implementing SUSC's volunteer/contract worker screening program.
- 10) Personal health information including personal health card numbers, allergies, emergency contact, doctor's notes and past medical history for medical emergency or reports relating to medical emergencies or issues.

11) Marketing information including attitudinal and demographic data on individual members and registered players to determine membership demographic structure, and program wants and needs.

12) Passport numbers and Aeroplan/frequent flyer numbers for arranging travel.

13) Zone, League and district contact information such as zone/club name, web address, contact names, phone number and e-mail address for the purpose of SUSC and member programming. Further, this information is collected, used or disclosed for the purpose of directing the public to such zone/club and provide easy access for zone-to-zone/club-to-club communication.

14) Name and contact information of Board members, volunteers and committee members for the purpose of communication within and between committees, volunteers, Board members and staff.

B) SUSC is a member of and accredited by the Canadian Soccer Association, under the Saskatchewan Soccer Association. As a condition of such participation, SUSC discloses certain information as required by the Canadian Soccer Association. SUSC also reports certain personal information to the various government related agencies, through the Saskatchewan Soccer Association, which provide funding for SUSC programs, as may be required by those agencies in connection with such funding.

C) If a purpose has not been identified herein, SUSC will seek consent from individuals when personal information is collected, used or disclosed for purpose not already consented to. This consent will be documented as to when and how it was received.

5.05 Consent:

A) SUSC will obtain any required consent by lawful means from individuals at the time of direct collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Prior to or as part of obtaining this consent, SUSC will disclose to individuals the purpose for which the personal information is to be collected, used or disclosed.

B) SUSC may collect, use or disclose personal information without consent where reasonable to do so and where permitted by PIPA or by law. Without limiting the foregoing, SUSC may collect, use or disclose personal information in circumstances including the following:

1) Personal information is collected by observation of a public sporting event at which the person appears voluntary.

2) The information is necessary to determine an individual's suitability for an athletic position, standing or ranking.

3) The information is necessary to determine an individual's suitability for an honour, award or similar benefit, including a scholarship or bursary.

4) The collection, use or disclosure is necessary for the medical treatment of the individual and the individual is unable to give consent, or

5) Where the collection, use or disclosure of the information is clearly in the interests of the individual and consent cannot be obtained in a timely way.

C) By providing personal information to SUSC, and participating in its programs and activities, individuals are considered to have consent the use of the information in the manner and for the purpose identified in this policy.

D) SUSC will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

E) An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The Registrar or Technical Director will advise the individual of the implications of such withdrawal. Depending on the circumstances, if consent is withdrawn the individual may not be able to continue their participation in certain programs and activities of SUSC.

5.06 Limiting Collection:

A) All personal information will be collected fairly, by lawful means and for the purpose as specified in this policy or as specified at the time of collection. SUSC will not use any form of deception to obtain personal information.

5.07 Limiting Use, Disclosure and Retention:

A) Personal information will not be used or disclosed by SUSC for purposes other than those for which it was collected or as provided herein, except with consent of the individual or as required or permitted by law.

B) Information disclosed to a third party with consent from the individual will be protected by appropriate arrangements with the third party to limit use and disclosure.

C) Personal information will be retained for a minimum of one year after its last use by SUSC. After that time, information will be retained for such further periods as may be appropriate and necessary for the business purposes of SUSC pursuant to best practices and standards, or as required by law, after which time it will be securely destroyed or erased in accordance with SUSC's internal policies and procedures.

5.08 Accuracy:

A) SUSC will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual. As indicated above, SUSC relies on local teams, Clubs, Zones and leagues for the accuracy of information collected by them and remitted to SUSC.

5.09 Safeguards:

A) SUSC is obligated to protect personal information by making reasonable security arrangements against such risks as unauthorized access, loss, copying, theft, collection, use, disclosure or disposal. Personal information is protected by security safeguards appropriate to the sensitivity of the information. Methods of protection and safeguards

include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryptions and firewalls.

5.10 Openness:

A) SUSC will make available, upon request, information about its policies and practices relating to the management of personal information. This information is available through SUSC's web site or upon request by contacting the Registrar or Technical Director.

B) The information available to the public includes the following:

- 1) The name or title, address and telephone number of SUSC's Registrar and Technical Director.
- 2) The forms that may be used to access personal information or change information.
- 3) A description of the type of personal information held by SUSC, including a general statement of its approved uses.
- 4) A copy of any brochures or other information that explains the zones policies, standards, or codes; and
- 5) Contact information regarding other zones such as Canadian Interuniversity Sport and Canadian Centre for Ethics in Sport to which SUSC may disclose personal information in its custody or control.

5.11 Individual Access:

A) Subject to PIPA and all applicable laws, upon written request, and with the assistance from SUSC, an individual may be informed of the existence, use and disclosure of his, her or their personal information and may be given access to that information. As well, an individual may be entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed unless this information shall or may not be disclosed by law.

B) Requested information will be disclosed to the individual within 30 days of the receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

C) If nominal fees will be charged for the production of personal information under SUSC's control, the zone will provide the applicant with a written estimate of the fee prior to providing the information.

D) If personal information is inaccurate, it will be amended as required. An individual may request correction of his, her or their personal information that is under the custody or control of SUSC. Subject to reasonable cost and timelines, if appropriate, SUSC will correct the information within 30 days of receiving a written request in the approved form. If corrections are not made, SUSC will annotate the personal information under its control, indicating that the correction was requested but not made.

E) An individual may be denied access to his, her or their personal information if:

- 1) This information is prohibitively costly to provide;

- 2) The information contains references to other individuals;
- 3) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- 4) The information is subject to solicitor-client or litigation privilege;
- 5) The law otherwise requires or permits the information not to be disclosed.

F) Upon refusal, SUSC will inform the individual the reasons for the refusal and the associated provisions of PIPA.

5.12 Challenging Compliance:

A) An individual may challenge the SUSC's compliance with PIPA, by submitting a complaint in writing to SUSC's Technical Director or President of the Zone.

B) Upon receipt of a written complaint, SUSC Shall:

- 1) Record the date the complaint is received;
- 2) Acknowledge receipt of the complaint by way of telephone conversation and/or email;
- 3) Notify the Technical Director or President of the Zone who will clarify the nature of the complaint at an early stage and seek to informally resolve the complaint;
- 4) If unresolved, appoint an investigator using SUSC personnel or an independent investigator;
- 5) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, usually within 60 days of receipt of the complaint.

C) An individual may request a review of SUSC's compliance with this policy by contacting the Saskatchewan Information and Privacy Commissioner.

D) SUSC may, from time to time, review and revise this Privacy Policy and its practices, and reserves the right to make changes at any time without notice.

5A Child Protection Policy

SUSC has developed the following policy to guide our staff and volunteers in their interactions with children. The safety, rights and well-being of the children we serve is at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Our Zone is committed to ensure all children are protected and safe. A policy to protect children is an important part of creating a safe environment for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations.

5A.01 Staff & Volunteers:

A) All staff and volunteers must:

- 1) Treat all children with respect and dignity.

2) Establish, respect and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the Zone.

3) Have more than one (1) instructor, coach or volunteer present during all SUSC activities and programs. A member of the same gender must be present for all activities and programs in case of injury or other personal issues.

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

C) All of your interactions and activities with children shall be:

1) Tied to your duties.

2) Designed to meet the child's needs not your own needs.

D) Always consider the child's reaction to any activity, conversation, behaviour or other interaction. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the Technical Director.

Examples of unacceptable behaviour towards a child are:

- Criticizing
- Embarrassment
- Shaming
- Blaming
- Humiliating
- Threatening.

E) Staff and volunteers must not:

1) Engage in any sort of physical contact with a child that may make the child, or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.

2) Engage in any communication with a child within or outside of job/volunteer duties, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.

3) Engage in any behaviour that goes against (or appears to go against) the Zone's mandate, policies, or code of conduct, regardless of whether or not they are serving the Zone at the moment.

4) Engage a team or individual on a one-on-one basis for any reason.

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

5A.02 Incidents & Reporting Procedures:

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

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

C) Where to report an incident or behaviour:

1) All allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that a staff/ volunteer witnesses first hand must promptly be reported to the police.

2) To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behaviour that a staff/volunteer learns of must also be promptly reported to police. Police will make the determination as to whether the allegation or suspicion requires further investigation.

3) All allegations or suspicions of **inappropriate behaviour** that a staff/volunteer learns of or witnessed first-hand, must be reported to the Technical Director.

D) Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party, or you may witness it first hand.

E) If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with the Technical Director or alternate designate who will support you through the process.

F) Remember that you have an independent duty to report all suspicions of potentially illegal behaviour directly to the police.

G) When an allegation or suspicion of potentially illegal behaviour is reported, police will be notified and SUSC will follow up internally as necessary.

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

6 Financial Practices & Policies

6.01 Registration Fees:

A) Fees will be allocated, in conjunction with SYSI, for each age group in the Zone for each season.

B) Fees must be paid at registration for each season payable to SUSC and players will not be permitted to play until fees are paid in full.

6.02 Team fees:

A) Team fees shall be determined by each individual team and set by the managers and/or coaches. These fees are separate from the registration fee and are allocated for each team based on tournament entries, extra practices, team clothing and any other activities that need to be paid for by said team.

B) Upon agreement from each individual team, each player/ family is responsible to pay their portion of set team fees for each season. Team fees are to be paid in full or a payment plan can be arranged if needed. This policy is open to interpretation by each individual team as to how team fees are to be paid by each player/family.

C) Failure to pay said team fees may result in:

1) A player not being able to participate in games, tournaments, programs and activities and other team functions until fees are paid in full.

2) A player being put on SUSC's non compliance list for not paying fees, which can result in a player/family being "black listed" (Unable to participate in any SYSI soccer or related activities) until fees are paid in full.

D) A team may call for disciplinary action against a player/ family if team fees are not paid in full. The complaint must be made in writing to the SUSC Board of Directors and the Board will be responsible for any disciplinary action that is taken. A decision will be made within 30 days of the receipt of the complaint.

E) Fundraising is allowed by SUSC and is encouraged for team building and the reduction of team fees. The fundraising must follow our policy outlined in Section 12 of the SUSC's Practices and Policies.

7 Ways & Means Policy

SUSC recognizes the importance of all players having an equal opportunity to access soccer programs and activities and enjoy the many benefits that participation brings. To help make this possible, SUSC created a Ways & Means fund that wil assist with some costs not covered by third party funding (ie> Kidsport, Jump Start, etc.). Any funds distributed will be done in confidence as per our Privacy Policy.

The Ways & Means committee is responsible for reviewing situations that arise with regards to financial barriers of players and/or families. The Committee members will review each application individually and has the authority to waive full or partial registration and/or team fees. Information forwarded to the Board will include the number of situations reviewed and the outcome; no personal information will be released outside the Committee as per SUSC's Privacy Policy.

7.01 How To Apply:

A) Players and/or families requiring financial assistance may contact the Ways & Means Committee at registrar@susc.ca.

B) The request shall include:

- 1) Player name, age group and season.
- 2) Parent/Guardian name and contact information.
- 3) Amount of financial assistance requested.

4) Proof that other financial assistance has already been applied for. It is expected that the player/family will have applied for Kidsport, Dreambroker, Jumpstart, etc. prior to contacting the Committee.

5) A short summary of why the request should be approved (past commitment to attending practices and games, past commitment to helping with team fundraising, future commitment to the team and the Zone in terms of volunteering ,\\, etc.).

6) The funding request as well as the value the family can contribute.

7) Contact information for references who can vouch for your financial situation (ie. Principal, Teacher, Community Police Officer, Member of Clergy, Health Professional, Social or Family Worker, Dreambroker).

C) Failure to submit the above noted requirements and information shall result in ineligibility.

D) Providing false information shall result in disqualification and ineligibility of application.

7.02 Procedures for the Ways & Means Committee:

A) The Committee shall:

1) Acknowledge the receipt of the request.

2) Discuss the request and make a decision within 10 days.

3) Notify the player/family of the decision.

4) Make the appropriate note on the player/families fee payment if payment is made against registration fees.

5) Report back to the Board on the total amount of Ways & Means allocated.

8 Harassment, Abuse & Bullying Policy

8.01 Non-exhaustive Definitions:

A) Harassment: Aggressive pressure or intimidation, condescending, patronizing, unwelcome comments or actions.

B) Abuse: Speaking in an insulting and offensive way to or about someone. Physical, verbal, non-verbal, relational and reactive disregard to a persons gender, race, and/or social position.

C) Bullying: The act of intimidating a person to make them do something. The use of superior strength and/or influence to intimidate.

8.02 Policy statement:

It is the Policy of Saskatoon United Soccer Club that there shall be zero tolerance of harassment, abuse and bullying of any player, coach, assistant coach, manger, volunteer and/or parent or guardian. The Saskatoon United Soccer Club and its Board of Directors expect every player, parent, volunteer and coaching staff to take all reasonable steps to ensure all members of the SUSC Zone are protected from maltreatment.

If any form of maltreatment occurs, all players, parents, volunteers and coaching staff who witness the maltreatment are responsible to forward the event of that situation to the police and the Board of Directors and that the incident will be dealt with promptly and effectively.

8.03 Complaint Procedures:

- A)** A person that experiences harassment, abuse or bullying is encouraged to make it known to the Technical Director, Board of Directors and Police department.
- B)** The “alleged victim” must put the complaint in writing by filling out the Harassment, abuse and bullying form (docs/SUSC Harassment, Abuse and Bullying Complaint Form.pdf).
- C)** The Technical Director, or alternate, is to serve in a neutral, non-biased capacity in receiving the complaint, and where appropriate assisting in its informal resolution.
- D)** The Chair of the Disciplinary Committee (See Policy 9 for definition) will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President of SUSC with the recommendation that:
 - 1) No further action is required.
 - 2) The Complaint has merit and should be made known to the Saskatoon Police Department in an official police report for further investigation.

9 Dispute & Complaint Practices and Policies

9.01 General:

From time to time Disputes and complaints arise between parties that cannot be resolved in a peaceful manner and the need to intervene arises. This policy is designed to make these difficult situations easier to navigate and come to a peaceful resolution. It is SUSC’s position to keep all parties involved calm, cool and collected when discussing these issues. Neutral or outside parties are some times required to solve these issues and come to a satisfactory resolution for all parties involved.

9.02 definitions:

- 1) Disciplinary Committee: Shall consist of a minimum of 3 persons – Chair person and 2 committee members. All of which shall be in good standing with SUSC or alternate Zones.

9.03 Complaint Procedure:

- A)** A dispute or complaint may arise, however, before a dispute or complaint is issued, SUSC reserves the right to enact the 24 hour rule; where upon we request that a 24 hour cool down period is observed before any further action is taken. After the 24 hours are passed and if there is still an issue then the following procedures may be taken into account.

B) A dispute or complaint must be made in writing and sent to the Technical director of SUSC.

C) The Technical Director will then be charged with setting up a disciplinary Committee to resolve the issue.

D) The Chair of the Disciplinary Committee is to serve in a neutral, non-bias capacity in receiving the complaint and where appropriate assist in its informal resolution.

E) There are 3 possible outcomes from a meeting of the complainant and the Chair of the Disciplinary Committee which may then go before the Disciplinary Committee for review. A written report will be provided to the SUSC Board:

1) The Complainant may decide to file a formal written complaint, in which case the Chair of the Disciplinary Committee will conduct an inquiry of the incident and will contact the parties involved to meet and come to an acceptable resolution.

2) The Complainant may decide to pursue an informal resolution utilizing appropriate mediation techniques and strategies which will negotiate an acceptable resolution to the complaint.

3) It may be determined by the Chair of the Disciplinary Committee that the dispute or complaint does not constitute any further investigation and the matter will be closed.

F) The Chair of the Disciplinary Committee will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President of SUSC with the recommendation that:

1) No further action is required.

2) The complaint or dispute has merit and should proceed to a hearing.

9.04 Hearing:

A) The Disciplinary Committee will meet no more than 15 business days after the recommendation has been approved by the President of SUSC. The Disciplinary Committee will govern the hearing as it deems appropriate in the circumstances, provided that:

1) A quorum shall be all of the Disciplinary Committee Members (minimum of 3).

2) Decisions shall be made by a majority vote where the Chairperson carries a vote.

3) Both the Complainant and the respondent will be given the opportunity to make oral and/or written submissions to the panel.

4) The hearing shall be held in private and is governed closed door.

5) The parties shall be given 10 business days written notice of the day, time and location of the hearing.

6) The respondent shall receive a copy of the formal complaint.

7) The complainant and the respondent shall receive a copy of the Chair person initial report

8) The complainant and respondent must be present at the hearing.

9) Failure to attend by the complainant will nullify the complaint.

10) Failure to attend by the respondent will move hearing directly to decisions process.

9.05 Decision:

A) Within 19 days of the conclusion of the hearing, the Disciplinary Committee shall provide its written decisions to the President of SUSC, the complainant and the respondent. The decision shall contain:

- 1) A summary of relevant facts.
- 2) Determination as to whether the acts complained constitute the dispute or complaint as defined by policy.
- 3) Disciplinary action against the respondent if the acts constitute the dispute or complaint.
- 4) In addition the decision may contain measure to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute the dispute or complaint.

B) If the Disciplinary Committee determines allegations are false, vexatious, retaliatory or frivolous its report may direct that there be disciplinary sanctions against the complainant.

C) Otherwise stated in writing, disciplinary sanctions directed by the Committee shall take effect immediately.

D) The decision of the Committee will be final and binding upon the Complainant, the Respondent and SUSC. Appeals to this process must be carried out according to the process outlined.

9.06 Appeals:

A) Both the Complainant and the Respondent shall have the right to appeal the decision of the Disciplinary Committee. A notice of intention to appeal, along with grounds for appeal, must be provided to the Chair of the Disciplinary Committee within 72 hours of receiving the report. The notice must include the grounds upon which the decision is being appealed.

B) Appeals may be made on the following grounds:

- 1) The investigation was conducted in an unfair or biased manner.
- 2) Members of the Committee were unfair or biased.
- 3) Committee members did not follow procedures as outlined in this policy.
- 4) Committee members reached a decision which could not be supported by the evidence as provided in the investigation.
- 5) Committee members reached a decision which was grossly unfair or unreasonable.

C) The appeal shall be heard by a Board appointed by the President of SUSC comprised of:

- 1) One representative of SUSC in good standing.
- 2) One representative of SYSI in good standing.
- 3) One individual not associated with SUSC in good standing.

D) The decision of the Appeal Board will be based on a review of the documentation regarding the complaint, including the statements of the Complainant and Respondent, the Report of the Chair, The decision of the Committee and the notice of the appeal.

E) In deciding the appeal, the Appeal Board may uphold the decision of the Committee and/or modify any of the Committee's recommendations for disciplinary measures.

F) The decision of the Appeal Board will be final and binding. A written response must be made within 10 days from the date the decision is made.

9.07 Record Keeping:

A) The President of SUSC and the **Secretary** of SUSC shall keep a secure record of the Committee reports and any appeal proceedings. The records shall contain all relevant documents including but not limited to:

- 1) A copy of the Complaint/ dispute or report.
- 2) Response to the complaint.
- 3) Terms of the reference of the Chair.
- 4) Interim measures.
- 5) Witness statements.
- 6) Chair's investigation report.
- 7) Mediated solution – signed by both parties.
- 8) Decisions of the panel.
- 9) Sanctions imposed.
- 10) All correspondence.
- 11) Appeals.
- 12) Decisions of the Appeal Board.

B) These documents shall be held in confidence by the Saskatoon United Soccer Club. However, there may be circumstances where information may/must be shared which include but not limited to:

- 1) When criminal conduct may be involved.
- 2) When it is believed necessary to protect others from conflict or disputes.
- 3) In the course of an official investigation by a law enforcement agency.
- 4) To protect the interests of Saskatoon United Soccer Club.
- 5) When required by law.

C) It is important to note that SUSC will not allow or pursue retaliation of any kind for reports, complaints or disputes or for assistance of information provided to applicable authorities in connection with an investigation of a dispute or complaint, where the reports or complaints are made in good faith.

10 Conflict of Interest Policy

10.01 Statement:

SUSC is committed to have its Directors, Board of Directors, Officers, Employees and Members of Committees of SUSC to be bound to act honestly, and in good faith, and in the best interests of the Zone. Consistent with such standards of conduct, conflicts of

interest and the appearance of conflicts of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

10.02 Administrative Procedures:

The purpose of this policy is to describe how members of SUSC will conduct themselves in matters relating to conflicts of interest and to clarify how SUSC will make decisions in situations where conflicts of interest may exist.

A) A conflict of interest is a situation in which Directors, Officers, employees and members of committees of SUSC have, in relation to matters coming before the Zone, a private or personal interest sufficient to influence or to appear to influence the objective and open-minded exercise of his/her or their function as a member of the Zones Board of Directors or Committee member.

The circumstances giving rise to a conflict of interest need not involve only a director, officer, employee or committee member, but may also involve the interest of a person having close family ties to these persons or be a friend or a business associate.

B) SUSC is Incorporated under the Saskatchewan Non-Profit Organization Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director, officer, employee, member of committees or other individuals involved in decision making or decision influencing roles and the broader interests of the Zone. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between director's, officer's interests and in the interests of SUSC must at all times be resolved in favour of the Zone.

C) Director's, officer's, employees and members of committees shall not allow their loyalty to SUSC to be compromised by their relationship to, or involvement in, another organization. In this regard, however, one must note that the governing structures of SUSC may be built upon a representation from member Associations. The fact that these persons owe a duty of loyalty to his/her/their constituents as well as to SUSC on whose governing bodies he/she/they serves cannot in itself be considered a conflict of interests,

provided always that the individual in question keeps an open mind, and is left free to exercise and does exercise his/her/their judgement, take a position, or cast a vote, that he/she/they believes to be in the best interest of SUSC.

D) In addition to fulfilling all requirements of the Saskatchewan Non-Profit Organization Act, SUSC and its representatives shall also fulfill the additional requirements of this policy. Representatives of SUSC shall not:

- 1) Exploit their positions within SUSC to derive a personal profit from the activities of the Zone;
- 2) Exploit their position within SUSC to lever for themselves a profit, advantage or position or prestige;
- 3) Accept any gift in cash or in kind from persons doing or seeking to do business with SUSC except as may be of a personal nature and nominal value;
- 4) Gain information of a confidential nature from involvement in the work of SUSC except for the proper purposes of advancing the interests of the Zone;

5) In the performance of their official duties, accord preferential treatment to family members, friends or colleagues or to organizations with which such persons have an interest, financial or otherwise.

6) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek in any way preferential treatment;

7) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of SUSC or in which they have an advantage or appear to have an advantage on the basis of their association with the Zone;

8) Use property, equipment, supplies or services belonging to SUSC for activities not associated with the performance of official duties of the Zone;

9) Accept any gift or favour that could be construed as being given in anticipation or in recognition for any special consideration granted by virtue of being a representative of SUSC.

E) At any time that a representative of SUSC becomes aware that there may exist a real or perceived conflict of interest, it is expected that the individual will make a brief but informative declaration of the conflict. That declaration will then be recorded in the Minutes of the relevant meeting. The individual will then absent herself/himself/themselves from the meeting, while the topic is discussed and such absence shall be recorded in the Minutes. It does not matter whether the topic giving rise to a conflict situation was formally on the agenda or came up unexpectedly. As soon as the meeting considers a matter or begins to discuss an issue which puts an individual in a circumstance of conflict of interest, he/she/they must interrupt and declare their conflict.

F) The person declaring a conflict of interest shall indicate by saying “ I am declaring my conflict as (here insert your conflicting position of interest) and I am Leaving the meeting while this subject is under discussion” or words to that effect. The Secretary of the meeting shall record this in the Minutes.

G) Any person who is of the view that a Representative of SUSC may be in a position of conflict of interest may report this matter to the President of the Zone.

H) A topic which involves a conflict of interest may come up in several meeting and the conflict must be disclosed and the representatives must absent herself/himself/themselves from the meeting during discussion of the topic at each of the meetings.

I) SUSC will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with the Zone provided that the employment contract or volunteer appointment does not diminish the employee’s ability to perform the work contemplated in their employment agreement with the Zone. Any determination as to whether there is a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

J) Failure to adhere to this Policy may give rise to discipline in accordance with SUSC’s Dispute and Complaint Policy.

11 Social Media Policy

11.01 Statement:

Many people all over Saskatchewan, Canada and the world participate in soccer at many levels and in different leagues and are actively engaged in online conversations involving soccer. Social media (Twitter, Facebook, Instagram, etc.) plays an important role in everyone's job whether it be for engagement, promotion or awareness. It is also an invaluable communications tool to help drive and promote soccer in Saskatoon.

However, if these tools are not used in an appropriate and respectful manner, they may give rise to complaints from individuals or organizations alleging violations of relevant SUSC Rules, Practices and Policies, including complaints that individuals are not acting in the best interest of the game or are demonstrating unethical and or illegal conduct and or behaviour.

If complaints are brought to the attention of the SUSC Technical Director or Board of Directors and, following applicable Dispute and complaint procedures, inappropriate behaviour is proven, a number of sanctions are available ranging from formal warnings to suspensions from all soccer related activities, depending on the severity of the incident.

SUSC has developed the following policy to help you to use social media tools in an effective way and to minimize the risk of individuals or organizations acting in a manner contrary to the Rules and Regulations of SUSC.

11.02 Respect your Audience:

SUSC is a multicultural and diverse society and it is important to be aware of and respect this diversity when posting online. Respect all ethnicities and always be conscious of how other will receive your message. Remember your message is not bound by borders.

11.03 Posting:

Never post or comment on disciplinary issues, legal issues media related issues or potential crisis issues without authorization to do so. Media persons are constantly patrolling various social media sites and they won't hesitate to comment or even share your post on-air especially if it relates to a controversial subject. Leave the controversial matters for the Board of Directors or Technical Director to speak on, on behalf of SUSC when approached by the Media.

11.04 Be Transparent:

Transparency is extremely important. If you post incorrect information try to be the first to correct it and never intentionally omit information or cover up an issue.

11.05 Use Common Sense:

Social media is a tool that can be used by everyone in the office or at your organization to help promote the sport of soccer, but always remember to use common sense when posting. If you're at all unsure about your post or comment **please do not post it!**

11.06 Responsibility:

You are responsible for your actions so always think about how your post will affect your Zone and those above your Zone., such as SYSI, SSA and Canada Soccer Association. Although individuals have a general right of freedom of speech, by virtue of your involvement in SUSC, you are subject to certain limits on that right where your comments relate to SUSC matters. Where comments on a public forum such as Twitter or Facebook are in violation of the Rules and Regulations of SUSC that apply to all members and participants in SUSC sanctioned events, there can be repercussions for the individual or organization, particularly where comments are directed against individuals, could be deemed as improper, may bring the game into dispute, or are threatening, abusive, indecent or insulting.

11.07 Website Terms and Conditions of Use:

A) IP Address: When the user's web browser requests a web page from another computer on the internet, it automatically gives that computer the address where it should send the information. This address is called the computer's "IP address". SUSC does not collect, use or disclose IP addresses.

B) Cookies: Cookies are small text files that a Web browser transfers to and from your hard drive for record keeping purpose. Cookies make life easier for you by saving your passwords, purchases and preferences while you're at SUSC's web site. The use of cookies is an internet standard, and is found at most major web sites.

C) Website: The SUSC website is a product of SUSC. The information on SUSC's website is provided as a resource to those interested in soccer. SUSC disclaims any representation or warranty, expressed or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that SUSC is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by SUSC.

Links made available through SUSC's website may allow you to leave SUSC's site. Please be aware that the internet sites available through these links are not under the control of SUSC. Therefore, SUSC does not make any representation about these sites or the accuracy of the materials available therein. SUSC is providing these links only as a public convenience, and in no way guarantees these links and the accuracy of the materials available therein. SUSC is not responsible for the privacy practices employed by other companies or websites.

D) Applicable Law: This site is created and controlled by SUSC in the province of Saskatchewan. As such, the law of the province of Saskatchewan will govern these disclaimers. Terms and conditions, without giving effect to any principles of conflict of laws.

12 Fundraising Practices & Policies

12.01 Statement:

This policy covers fundraising for SUSC. All funds raised are to be used for the betterment of the Zone as a whole. While raising funds, members are representing SUSC and have a responsibility to project a positive image of the Zone and the sport. This policy provides guidance and direction for members wishing to pursue fundraising opportunities. Fundraising purposes recognized by SUSC include:

- Capital projects
- SUSC team programs
- Coach and referee development
- Administration
- Scholarships
- Equipment
- Tournaments and special events.

12.02 Funding Sources:

SUSC may seek and obtain funding from a variety of donors. Donors may include local, provincial and national corporations and businesses of all sizes, lottery organizations, individuals, community groups, banks, trusts, governments, and government agencies.

12.03 Authorization and Approval:

A) All donations offered to SUSC shall be received subject to SUSC's approval.

B) Teams soliciting funding from local businesses must notify SUSC before issuing funding requests.

12.04 Agreements:

SUSC agrees to appropriately recognize the contribution of funders. Each donation or joint funding arrangement shall be subject of an appropriate written agreement. The agreement shall clearly state the obligations of SUSC and the intent use of the funds. The agreement shall be signed off by the President, Vice President and/or Technical Director.

12.05 Accounting and Reporting:

Accounting records will be kept and updated according to the provisions of each agreement, the bylaws and governance policies of the Zone, and the requirements of funding bodies as outlined prior to the approval of each agreement.

It is up to the coaching staff and their managers to determine how fundraised monies will be split amongst the team.

12.06 Forms of Donation:

Donations may take the form of money, goods, or services.

12.07 Forms of Fundraising:

Acceptable forms of fundraising include but are not limited to:

- Sale of food and beverages at games
- Donations from businesses
- Sale of baked goods
- Car washes, Etc.

SUSC may request that teams vary proposed fundraising activities where they may conflict with another teams fundraising initiatives.

12.08 Joint fundraising:

SUSC may undertake joint fundraising with other sports organizations, local governments, non-profits, or private enterprises. Arrangements for the sharing of costs and fundraising shall be subject to the approval of SUSC.

12.09 Responsible Individuals:

Teams are required to nominate a minimum of two (2) Responsible Individuals aged 19 or over to share responsibility for the recording, safekeeping, and expenditure of funds, and the meeting of SUSC's imposed fundraising deadlines.

12.10 Recording Funds:

All applicable funds and reports must be submitted to the SUSC Board of Directors within 30 days of a fundraising activity taking place or as a per agreed Payment Plans, whichever falls earlier.

12.11 Payment Plan:

Non-refundable deposits – as mandated by SUSC in a Payment Plan schedule provided at each programs outset – are to be paid by players to meet program costs. Program costs are divided into instalments paid by players throughout a program cycle. Players are entitled to raise more than the value of any given instalment – any excess funds raised on the instalment due date may be applied to the next instalments value. On the date the final instalment is due, excess funds raised may not be refunded.

Teams and their nominated Responsible Individuals are entirely responsible for internal management of fundraising campaigns and the meeting of fundraising deadlines established by SUSC.

In the event that Payment Plan deadlines are not met by a team, SUSC reserves the right to alter or cancel a program in order to offset any financial risk perceived by the ZONE. Such action must be approved by a simple majority of the Board of Directors and is intended as a last resort. The Zone will work with teams/individuals in good faith to restore good standing wherever possible.

12.12 SUSC Programs – Use of Surplus Funds:

SUSC programs may include:

- Canada Summer Games (CSG) & Western Canada Summer Games (WCSG).
- Provincial Soccer League (PSL).
- International Tournaments, etc.

Fundraising takes place as a team. Individual team members may not apply to carry excess funds raised from one program to another.

At the end of SUSC programs, all surplus funds will be directed to the allocated programs financial account for equal division between the next programs team. In other words funds from the previous team will be carried over to the next team and not divided out amongst the individuals from said team.

13 Concussion Practices & Policies:

13.1 Statement:

All active SUSC coaches are requested to take and have the “ Making Head Way” which can be found on the Coach.ca website.

SUSC’s concussion Policy for registered players and their families shall include , but is not limited to the following:

A) Annually ensure players, with their parent(s)/ guardian(s) if the player is under the age of 18, are educated about the signs and symptoms of concussions. Players, with their parent(s)/ guardian(s) if under the age of 18, must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion related injuries and illnesses to an independent medical professional.

B) Ensure players, with their parent(s)/ guardian(s) if the player is under the age of 18, who exhibits signs, symptoms or behaviours consistent with a concussion shall be removed from SUSC activities (e.g. competition, practice, or training sessions) and assessed by an independent medical professional with experience in the evaluation and management of concussions.

C) Requires medical clearance for a player, with their parent(s)/guardian(s) if the player is under the age of 18, diagnosed with a concussion to return to athletic activity (e.g. competition, practices or training sessions) as determined by the independent medical professional.

D) Requires players, with their parent(s)/ guardian(s) if the player is under the age of 18, diagnosed with a concussion to provide written evidence of medical clearance to the team’s coach and also the Zone, SYSI or adult league before returning to athletic activity (e.g. competition, practices or training sessions).

14 Charter Practices & Policies:

14.1 Club Charter Program – Coach Certification Compliance Policy:

SUSC's Charter Program is designed to assist and support SUSC members with the objective of providing players, parents, referees and coaches assurance that a charter club is operating and meeting set standards, while also creating a supportive environment for club across Saskatchewan to improve its operation both on and off the field.

This policy applies to those Saskatchewan clubs that have opted to participate in the Club Charter Program. It is designed to clarify the following specific criteria item:

“ The Club demonstrates it provides bi-annual reports on the coach certification for coaches within the club”

It provides the information required to be submitted for the 'bi-annual reports' as well as the timeline for these reports to be submitted for the clubs within their geographical locations.

14.2 Reports:

The resource materials provided to each club within the Club Charter Program contains a template which each club must complete.

A) Report #1

This report must include the following information:

- 1) The number of coaches within the club that are certified at the age appropriate/LTPD stage.
- 2) The number of head coaches within the club that require certification at the age appropriate/LTPD stage
- 3) The detailed information of the coaching certification courses being held within 6 months of the start of the seasons.
 - a) Note: The number of courses must service the number of coaches stated as per item 2.

B) Report #2

This report must include the following information:

- 1) The number of coaches within the club that are certified at the age appropriate/LTPD stage.
- 2) The number of head coaches within the club that still require certification at the age appropriate/ LTPD stage.

3) The detailed information of the coaching certification courses being held over the next 3 months that the club has booked with SYSI.

a) Note#1: The number of courses must service the number of coaches stated as per item 2.

b) Note #2: If the number of head coaches who require certification is under the minimum number of participants (12) to host a coaching course within their appropriate age/LTPD stage, the club must demonstrate a Coach Development Plan is in place to support that coach, which can be one of the following:

i) The head coach is reassigned as an assistant coach and another coach with the appropriate certification is placed as the head coach position for the team.

ii) A Technical Staff coach provided mentorship and support to the uncertified coach on an on-going basis.

14.3 Timeline:

Reports shall be submitted by the Technical Coordinator to the Board of Directors, Technical Director and Technical Staff 1 week after tryouts for each season are complete.

15 Uniform & Equipment Practices & Policies:

15.01 Uniforms:

A) All SUSC players shall receive individual uniforms once their registration fees are paid and sizes are confirmed. SUSC shall provide the following items:

- 1 home jersey (red) with SUSC logo.
- 1 away jersey (alternate color) with SUSC logo.
- 1 pair shorts.
- 1 pair socks.

B) All SUSC players (parents or legal guardian) shall be responsible for maintaining their individual uniforms and if they are damaged in any way shape or form, must report it to the team contact or SUSC equipment manager for replacement.

C) All SUSC players must wear the designated kits and may **NOT** deviate from the above mentioned uniform. These uniforms are to be worn during all league play and tournaments. If players do not wear the proper kit for each game and do not match the rest of the team, then there is a possibility of that team being disqualified or the game being over turned as per FIFA rules.

1) If players are requested for permit players to a higher division, then those players must have matching uniforms to participate in each game they are being permitted for.

D) If individual teams wish to purchase warm up suits or practice uniforms then they are more than welcome to chose from the catalogue that is provided by the SUSC Equipment Manager. If an individual team receives monies from a private sponsor or fundraises for their own uniforms, then said team must provide a sample of what the uniform looks like and submit it to the Board

of Directors for approval.

15.02 Equipment:

A) All coaches will be provided with equipment for their teams as required for each season. The equipment will be handed out by the SUSC Equipment Manager and will consist of the following items:

- 1 ball for each team player. (1 low bounce ball).
- 2 sets of bibs.
- Ball pump.
- First aid kit.
- Extra home/ away jersey.
- Goalie jersey and gloves.
- Practice cones.
- 2 pop up nets (minimum).

1) Each teams equipment bag will be picked up at the beginning of each season and returned at the end of each season. The coach or team contact will be responsible for the maintenance and quality control of his/ her/ their equipment and bag and will notify the equipment manager if there are any items missing or damaged.

2) Coaches may request to use additional equipment (IE. Hurdles, flags, ladders, etc.) It will be up to the coach and the SUSC Equipment Manager to coordinate pick up and return. There is a log sheet at the SUSC club house that must be filled out prior to any removal of borrowed equipment.

B) All players **must** wear the appropriate safety equipment during all SUSC activities and practices that deal with small sided games as well as league games and tournaments. (IE. Shin pads, appropriate footwear, etc.). Failure to follow this policy will result in that player not being able to participate in said activity. If a player participates in any SUSC activity and is injured, and is not wearing the proper protective equipment, then that player may not be covered under SUSC's insurance policy and may be personally responsible for any medical expense.

1) Coaches must enforce this rule as it is their responsibility to ensure that all players and coaching staff are participating in a safe manner.