

# CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

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# POLICY MANUAL

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## 1. HARASSMENT POLICY

The CWSA Harassment Policy is not intended to be the remedy of first resort nor is it intended to be an appeal process. The CWSA is committed to providing a sport and work environment that is civil, decent and respectful. This policy shall be deemed to be embodied in and part of the CWSA Rules.

This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants involved with the CWSA.

This policy applies to harassment that may occur in the CWSA workplace or other activities or events where CWSA employees may be involved on behalf of CWSA, during the course of all activities and events of CWSA and its members, and to all harassment occurring outside those situations when the harassment involves individuals covered by this policy.

The CWSA will not tolerate disrespectful behaviour, harassment, abuse or damage to people or property. In this policy, Harassment means any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. Harassment can take many forms, and may be verbal or physical, but generally involves conduct, comment, or display in any form, including social media,<sup>1</sup> that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause offence, discomfort, or personal humiliation or embarrassment to a person or group of persons. This includes (but is not limited to) negative comments regarding a person's or a group of persons' appearance, race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, a conviction (whether pardoned or not) or sexual orientation (hereinafter referred to as "characteristics"). This includes (but is not limited to) negative comments about officiating, dialogue that could disparage any Member, any opponent, or anyone generally within the wider soccer community. Harassment may be a single incident or a series of incidents.

The CWSA recognizes and supports its Members' rights to freedom of speech and expression including the use of Social Media. In this context, however, each member must remember that playing and competing for the CWSA is a privilege, not a right. All Members are deemed to represent the CWSA and are expected to portray themselves, their team(s), their club(s), the CWSA League, the ASA (Alberta Soccer Association) and the CSA (Canada Soccer Association) in a positive manner at all times. Any online postings must not be in breach of the CWSA Harassment Policy.

The CWSA encourages Members to use the following guidelines to ensure proper Social Media behaviour of all Members in relation to any CWSA League related online postings:

- Any online postings must be consistent with the CWSA's Harassment Policy;
- The CWSA Logo cannot be used without the CWSA Board of Directors' approval;
- All posted content is subject to review; and
- The CWSA encourages its Members to use Social Media, but reminds Members that at any time, they are spokespersons of the CWSA.

A person does not have to intend to harass for the behaviour to constitute harassment. Examples of harassment are:

- Verbal or physical abuse;
- Derogatory posts or comments on Social Media;

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<sup>1</sup> In this policy, Social Media refers to freely accessible online tools used to produce, post and interact using text, images, video, and audio to communicate, share, collaborate, or network. Social media includes blogs, social networks, videos, and photo file sharing, tagging, podcasting and vlogging, wikis, and other similar tools.



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- Hostile verbal or non-verbal communications, including yelling and screaming;
- Use of terminology that reinforces stereotypes based on a person's characteristics;
- Any form of discrimination, including derogatory or demeaning comments, jokes, slurs, innuendos, taunts, posters or cartoons, etc., that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting a person's performance;
- Condescending, paternalistic or patronizing behaviour linked to a person's characteristics, which undermines self-esteem or diminishes or adversely affects performance or adversely affects working conditions;
- Any form of hazing; and
- Sexual harassment.<sup>2</sup>

### HARASSMENT POLICY VIOLATIONS/PROCEDURES

If you are the subject of harassment involving persons covered by this policy, you should:

1. Tell the harasser that his or her behaviour is unwelcome and ask him or her to stop.
2. Keep a record of the incidents (dates, times possible witnesses, what happened, your response). You do not have to keep a record of events in order to file a complaint; however, a record may help you remember the details over time.
3. You may file a written complaint with the CWSA in care of the CWSA Executive Director, or the employee or Director of the CWSA delegated responsibility by the CWSA Board of Directors (the "Board") to receive such complaints.

Once the CWSA receives your written complaint, the Board will appoint a committee of three Board Members for the purpose of reviewing and attempting to resolve the complaint (the "Committee"). The Committee may also be a standing committee of the Board. The Committee will open a secure file containing all of the relevant information in respect of your complaint and undertake an investigation immediately. If the complaint involves a Board Member or Members or an employee of the CWSA, those individuals will be precluded from partaking in the Committee and from reviewing the file while the matter is being investigated.

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<sup>2</sup> In this policy, Sexual Harassment means unwelcome sexual advances, unwelcome requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature. Sexual Harassment may occur in behaviours by males toward females or by females toward males, between males, or between females. The behaviour does not need to be intentional for it to be considered Sexual Harassment. Examples of types of behaviour which may be Sexual Harassment include:

- Unwelcome attention or physical contact, including touching, pinching, patting, rubbing, or kissing;
- Unwelcome sexual flirtations, advances, or propositions, including repeated unwelcome invitations to socialize;
- Leering, staring, gestures of a sexual nature;
- Sexually suggestive or obscene comments or gestures;
- Sexist joke(s), comment(s), suggestion(s) or innuendo(s) causing embarrassment or offence;
- Sexually degrading words used to describe a person;
- The display of visual material such as pictures, pornographic materials, cartoons, graffiti or sayings of a sexual nature which is offensive or which one ought to reasonably know is offensive;
- Derogatory or degrading remarks about a person's gender or sexual orientation;
- Unwelcome inquiries or comments about an individual's sex life or sexual preferences;
- Persistent unwelcome contact or attention after the end of a consensual relationship or otherwise;
- Promise or threats contingent on the performance of sexual favours;
- Decision-making affecting an individual that is contingent on the performance of sexual favours;
- Conduct that creates an intimidating, hostile or offensive environment;
- Verbal abuse or threats of a sexual nature;
- Sexual assault; and
- Stalking.



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The Committee will interview you and the alleged harasser, along with all of the individuals who may be able to provide relevant information. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately in accordance with this policy and the CWSA Rules and Regulations. Subject to the discretion of the Committee, discipline may include a fine and/or suspension from involvement with the CWSA, or permanent expulsion from any further involvement with the CWSA.

If circumstances warrant, the Committee may refer these matters to the City of Calgary Police Service, the Alberta Human Rights Commission or such other body or organization as they deem appropriate. For the purposes of this policy, threats of retaliation and retaliation by one person against another:

- Designed to dissuade an individual from reporting discrimination or harassment;
- To punish an individual who has rejected sexual advances;
- For having invoked this policy (whether on behalf of oneself or another);
- For having participated in any investigation under this policy; or
- For having been associated with a person who has invoked this policy or participated in these procedures,

will be considered a form of harassment.

Complaints found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action. In addition to any other findings or sanctions imposed by the Committee, a finding of harassment will be considered conduct likely to bring the game into disrepute under the CWSA Rules and Regulations. Once the matter has been resolved, the Board will retain the file in a secure location along with all of the other books and records of the CWSA.

No absolute confidentiality may be made by the CWSA, particularly in circumstances where the matter warrants police or other regulatory or administrative body intervention. Notwithstanding this policy, any person who experiences harassment continues to have the right to seek assistance from the Alberta Human Rights Commission or to file a complaint with the City of Calgary Police Service or such other body or organization as they deem appropriate.

## **2. PRIVACY POLICY**

### **2.1. CWSA Documents**

The CWSA Board of Directors is committed to protecting the privacy of its members. No information will be released to any outside agency without the expressed written permission of the member about who the information is requested.

To obtain or view any file under the control of the CWSA, the person requesting the file or any information from any file, must submit a written request to the CWSA for such access. This written request will be scrutinized by the CWSA Executive Director. Once scrutinized by the Executive Director, the request will be forwarded to the Board of Directors with recommendations to release the file or information from a file to the person requesting such information.

The request must include all reasons for the need of such information to be released and a signed information release form from all those who may be named in the requested file or information from a file. All files are to be safeguarded against intrusion by unauthorized persons to the best of the ability of the CWSA Board of Directors and any personnel employed by the CWSA Board of Directors.

Team Officials may request at any time to review their own Club and/or Team files without written request. The CWSA Board of Directors may have access to any file if it is required for them to carry out the duties of their office. In any other case, the Directors in question must follow the procedures outlined in the paragraphs above. At no time will any CWSA member of the Board of Directors or member at large be allowed to view files or read any part of a file without authorization for personal use.



### 3. POLICE INFORMATION CHECK (PIC/e-PIC) POLICY

Team Officials listed on CWSA Open division teams or Classics Provincial contending teams must provide the CWSA with a current and valid police information check (PIC/e-PIC), regardless of their occupation. This is to ensure the safest possible environment for our members, which may include minors. PICs are current and valid if completed within the last three (3) years. Team Officials registered in non-Provincial contending Classics divisions (CWSA Over 40) do not require a PIC.

Team Officials who do not have a valid PIC on file with the CWSA are ineligible and may not participate in CWSA games.

If a Team Official who is ineligible participates or is listed on a CWSA game sheet, the following will apply:

- 1<sup>st</sup> Offence: \$50.00 fine.
- 2<sup>nd</sup> Offence: \$100.00 fine.
- 3<sup>rd</sup> Offence: Automatic suspension and discipline hearing.

*Updated: August 31, 2021*

### 4. SUSPENSION FROM CWSA

Suspension from CWSA will be from all CWSA soccer activity. While under suspension, a member is not allowed to:

- Play or coach for any CWSA team in a sanctioned game or tournament. Exceptions are only at the discretion of the Discipline Officer.
- Sign with/for any CWSA registered team, except for the purpose of serving a suspension.
- Communicate with any player or official with the purpose to coach or advise before/during/after any sanctioned game.
- Officiate as a referee or assistant referee in any CWSA sanctioned game or tournament.
- Players and officials may attend soccer games as a spectator, but are not allowed to be within thirty (30) metres of the registered team's bench for Outdoor. For Indoor facilities, the person must remain in the spectator area, and may not enter the locker room, the field area or team bench at any time.
- If a person, while under suspension, violates any of the above conditions or brings the game into disrepute, or causes the game to be disrupted by their presence or actions, they will be subject to further sanctioning.

*Updated: August 31, 2021*

### 5. EXTREME WEATHER POLICY

In the event of a game cancellation or field closure due to inclement weather, please notify the CWSA office by email with the original game information (team names, date, time, location) so that the game may be rescheduled.

#### 5.1. Lightning

The CWSA follows the Canada Soccer Association "Lightning Safety/Severe Weather Policy".

<https://cloud.rampinteractive.com/womensoccerab/files/Governance/Lightning-Policy-E.pdf>

#### 5.2. Snow



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In the event of a highway closure, games will be rescheduled. This includes all teams that must travel to or from any facility outside the City of Calgary (ex: Okotoks, Airdrie, Cochrane, and Red Deer).

In the event of a “sudden and intense” snowstorm as determined by CWSA, teams that are unable to field a team will forfeit the game but not be fined the applicable fee.

Games will be rescheduled if the applicable facility is closed.

### 5.3. Air Quality

This policy is to be followed when there is an Air Quality advisory in effect for the City of Calgary and area.

In extreme circumstances, the CWSA may cancel games due to poor air quality. Such a decision would be made by 4pm on weekdays, and 9am on weekends.

Air quality can change quickly and frequently throughout the day depending on shifting wind patterns. As such, if the CWSA has not cancelled games in advance all teams are expected to arrive ready to play.

If at the time of play the AQHI is **7 or higher**, the teams have the option of:

- playing the game,
- delaying kick off, or
- cancelling the game and rescheduling to a different date.

Team Officials are to speak with the match official prior to kick off to discuss air quality at the time and its potential effect.

- The match official reserves the final right to cancel the game if the conditions are considered dangerous, in the match official's opinion.
- Referee to write on game sheet reason for abandonment with the Index calculation, time & date, number calculated and AQHI station used.
- If air quality changes dramatically during a game (ex: sudden smoke event caused by wind direction change), referees and team officials are advised to use their discretion.

**Record all decisions and relevant information on the game sheet.**

Check the Air Quality Health Index (AQHI): <http://environment.alberta.ca/apps/aqhi/aqhi.aspx> (App also available).

*Updated: August 31, 2021*

## 6. RESCHEDULING POLICY

Under important circumstance or due to an unforeseen event, a team (called ‘the team’) may request that a game be rescheduled. All requests must initially be submitted via email to the CWSA Office at least five (5) weeks prior to the game date at [derek@mycwsa.ca](mailto:derek@mycwsa.ca) stating the reason for the reschedule.

*Note: Stampede week, players on vacation, and because the coach cannot attend are not valid excuses for rescheduling.*

If this initial request is approved, the team requesting the reschedule must follow the steps below:



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1. The team needs to contact the opposition team and obtain consent for the rescheduling. If the opponent is in agreement, the rescheduling request needs to be submitted in writing to the office at least 30 days prior to the original game date in order to reuse/return the field and notify the referee.
2. Find a new date, time and field for the rescheduled game. Only if the office is able to return or reuse the original field will CWSA pay for the new game field. **The team requesting the reschedule will be charged a \$30 rescheduling fee.**
3. Email all of this info (the original game information AND the new game information) to the CWSA office no later than 3 business days prior to the new game time. Please ask your opponent to confirm it. If approved **and the \$30 rescheduling fee is paid**, teams will receive a game update email, and the game will be changed on the website schedule. It is NOT approved until the website is changed.

### 7. MANDATORY MEETINGS

Annual General Meetings (AGMs) and Spring and Fall Special General Meetings (SGMs) are mandatory, and any team that does not have a team representative in attendance will be assessed a fine of one hundred (\$100) dollars.

*Updated: August 31, 2021*

### 8. REFEREE MISCONDUCT

Any alleged misconduct by a referee towards members of the CWSA, or to the Association itself, will result in a letter sent to The Referee Management and Operations Committee (RMOC) requesting that the referee in question be suspended from officiating all women's games until an ASA hearing is held.

### 9. SCHOLARSHIPS

CWSA will contribute \$3,000.00 into scholarships to three (3) members of the association attending post-secondary education. Recipients of the scholarship are determined by the CWSA Board of Directors Awards and Scholarships Committee.

### 10. NSF CHEQUE

In the event that a Non-sufficient Funds (NSF) cheque is received, all future payments from the offending party must be made by certified cheque, money order, or cash. If there is an NSF cheque for team fees, the Late Fee Payment Policy will be in effect.

### 11. TEAM TRAVEL ALLOWANCES

#### 11.1. Provincial Competitions

Teams travelling to an out-of-town Provincial competition are afforded a travel allowance of \$500.

#### 11.2. Nationals Competitions

Teams travelling to an out-of-town Nationals competition may apply to the CWSA for a travel allowance.

*Updated: August 31, 2021*

### 12. FAIR PLAY

The Team Fair Play Award is intended to foster the spirit of fair play, reduce disciplinary issues and to promote healthy competition that is not linked to the outcome of the game. For each game, the assigned Referee will determine a fair play score for each team based on the sportsmanship exhibited with a maximum of 10 points. **"The team"** includes all





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players, coaches and team officials on the roster. This policy applies to all teams. AMSL teams are excluded from the Fair Play policy.

### Deductions

From the total awarded by the Referee, teams will lose:

- 1 point for each yellow card.
- 2 points for each red card.

### Forfeiture of Fair Play Points

The offending team(s), under the following circumstances, will forfeit all fair play points awarded by the referee for:

- Game Forfeitures (Game played).
- Game Defaults (Game not played).

### Merit Points

A team may earn additional points:

- 2 points for the completion and online submission of a referee evaluation within 14 days of the game.

### The Prize

At the end of the season, the top three teams with the best Fair Play scores within their division will be awarded a cash prize. The break down of the cash prize will be as follows:

- 1<sup>st</sup> Place<sup>1</sup> – 50% of prize pool
- 2<sup>nd</sup> Place<sup>2</sup> – 30% of prize pool
- 3<sup>rd</sup> Place<sup>3</sup> – 20% of prize pool

<sup>1</sup>If two or more teams are tied in first place, they will share a combination of the first and second place prize or the total prize pool for their division if it is three or more teams.

<sup>2</sup> If two or more teams are tied in second place, they will share a combination of the second and third place prize.

<sup>3</sup>If two or more teams are tied in third place, they will share the third place prize.

Winnings will be paid at the end of the season.

\$50 per team will determine the prize pool for the Division.

*Updated: August 31, 2021*

## 13. CONFLICT OF INTEREST POLICY

CWSA is an officially recognized organization, sanctioned by the Alberta Soccer Association, in the province of Alberta.

The Calgary Women's Soccer Association (CWSA) is committed to providing an environment in which all registrants and registered organizations, clubs, or other similar entities of the CWSA and any of its affiliated or related organizations act honestly, in good faith, without bias, and in the best interests of CWSA as a whole.

This includes not acting in the best interests of one or a few groups, clubs, person(s) or organizations that may be otherwise part of or affiliated with CWSA, or associated with CWSA externally in providing the same or similar services. Such groups shall typically include those that have been sanctioned by the Alberta Soccer Association.

Activities of CWSA, and those of its registrants and member organizations, shall be conducted in a manner becoming the high ethical standard of business conduct expected of the leaders of soccer for CWSA.



Any amendments to this Conflict of Interest Policy and the applicable Operational Procedures are the exclusive jurisdiction of the CWSA Board of Directors.

## General

### 1.1 Definitions

The following terms have these meanings in this Policy:

- a) Alberta Soccer Association – also referred to as ASA, the governing body for soccer in the province of Alberta.
- b) Calgary Women's Soccer Association – also referred to as CWSA, the organization to which this policy applies.
- c) Conflict of Interest – A situation in which a person or organization is involved in multiple interests, financial or otherwise, one of which could possibly corrupt or bias the motivation or decision-making of that individual or organization towards the other person, person(s), organization, or club through actions or lack of actions.
- d) Director – a member of the Board of Directors for the Calgary Women's Soccer Association.
- e) Executive Committee – shall be defined as being composed of the President, any/all Vice Presidents, Treasurer, and Secretary (should one be defined for the Board).
- f) Perceived Conflict of Interest - A reasonable perception by an informed person that a conflict of interest situation exists.
- g) Person - Any family member, friend, customer, client, sponsor, colleague, legal person or organization.
- h) Representatives - Individuals engaged in activities on behalf of, the CWSA, or other clubs or organizations, including but not limited to: Administrators, Coaches, Directors, Game Officials, Players, Registrants, Registrars, Team Officials, Club Representatives; contractors, volunteers, managers, committee members, and officers.

### 1.2 Types of Interest

There are two types of interest - pecuniary interest and non-pecuniary interest.

- a) Pecuniary interest relates to the reasonable likelihood or expectation of a gain or loss for the representative or for another person and/or organization with whom the representative is associated.
- b) Non-pecuniary interests are 'private or personal interests' that 'commonly arise out of family or personal relationship, or involvement in sporting, social or other cultural groups and associations.

This Policy applies to all Representatives.

### 1.3 Interpretation

Where there is a lack of certainty or clarity in the meaning of a portion of part of this policy, or where this policy may conflict with another CWSA policy, the CWSA Board of Directors shall have the right to make a determination of its meaning, and application.



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Should it be determined by the CWSA Board of Directors that a portion or part of this policy does in fact conflict with another policy, the portion shall be removed without invalidating the entire Conflict of Interest policy for interpretation purposes.

### Obligation

2.1 Any conflict of interest, whether real, perceived, pecuniary or non-pecuniary, between a representative's personal interest and the interests of the CWSA shall always be resolved in favour of the CWSA.

2.2 Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the CWSA unless such business, transaction, or other interest is properly disclosed to the CWSA and approved by the CWSA, or;
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment, or;
- c) In the performance of their official duties, give preferential treatment to any person, persons, group, club, or organization, or;
- d) Influence or attempt to influence a club, person or organization to vote a certain way, where the outcome could benefit the member in question, or their interests, while a member of the CWSA Board of Directors, or;
- e) Derive benefit from information that they have acquired during the course of fulfilling their official duties with the CWSA, if such information is confidential or not generally available to the public, or;
- f) Without the permission of the CWSA, use/share the CWSA property, equipment, supplies, data, or services for activities not associated with the performance of their official duties with the CWSA, or;
- g) Place themselves in positions where they could, by virtue of being a representative, influence decisions or contracts from which they could derive any direct or indirect benefit, or;
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a representative, or;
- i) Place themselves in a position where their judgement could be impaired or otherwise biased as a result of a prior negative relationship with a club, organization or person, or;
- j) Allow their loyalty to the CWSA be compromised by their relationship to, or involvement in, another organization.

However, the appointment of a representative by CWSA to another organization is not, in itself, considered a conflict of interest.

It is recognized that a representative may be involved with more than one soccer governing organization subject to the published rules of each applicable governing organization.

The fact that a representative owes a duty of loyalty to two or more governing organizations cannot itself be considered a conflict of interest provided that the representative, when considering a matter before one governing organization that would affect the other governing organization in a meaningful manner, declares conflict of interest.

2.3 Any representative elected or appointed as an Executive Committee member of the CWSA must relinquish any Director position with any other soccer governing organization within one months of first being elected or



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appointed to the CWSA Executive Committee and shall not accept a Director position with another soccer governing organization while he or she remains an CWSA Executive Committee member.

- 2.4 In addition, an Executive Committee member of the CWSA who is elected to a position on the Board of The Canadian Soccer Association (CSA) or the Alberta Soccer Association (ASA) must resign his or her position with the CWSA within 1 month and shall not accept another position on the CWSA Board of Directors while he or she remains a member of the CSA or ASA Board of Directors.
- 2.5 Failure to comply with Sections 2.3 and 2.4 above shall constitute sufficient grounds for removal of the CWSA Board of Director member by the CWSA Board of Directors from its Board.
- 2.6 Sections 2.3 and 2.4 above are not applicable to an appointment made by the CWSA to another soccer organization unless stated in that governing organizations governing documents.
- 2.7 A CWSA Director may not serve as a Board Member on another Alberta Soccer Association sanctioned organization at the same time, unless approved by the CWSA Board of Directors.
- 2.8 On election, re-election or appointment to a position as a Director of the CWSA organization, the individual must sign and submit to CWSA a statement acknowledging that he/she has read, understood and agreed to act in accordance with this Conflict of Interest Policy.

Such a statement must also disclose:

- a) Any other soccer activity or position; and
- b) Any personal, professional, business activity or position that may at that time, or could in the future, be construed as a potential conflict of interest. Such a statement must be updated as circumstances require.

### Disclosure

- 3.1 In the event a representative has a conflict of interest in relation to a particular issue or matter of discussion, the representative shall:
  - a) Declare the conflict of interest and the nature of the conflict, and refrain from voting on the issue in question, and;
  - b) Absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict, and;
  - c) Not be entitled to see, review, or otherwise have access or be in possession of information of CWSA that would in any way compromise CWSA for the issue at hand, and;
  - d) Refrain from lobbying or participating in the decision-making process.
  - e) Not disclose or otherwise relay information to others not on the Board of Directors, who might otherwise negatively impact the decision-making process.
- 3.2 Each representative is also required to declare a conflict even when the conflict for the representative arises after the contract or arrangement is made with the other company, firm, or organization in which the representative acquires an interest or significant involvement.



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In this situation, the representative is to declare his or her conflict immediately after the representative becomes interested in the other company, firm, or organization.

### Remuneration

- 4.1 All Directors, Officers and members of Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Committees may be reimbursed for reasonable expenses incurred by them in the performance of their duties. Motions, votes, or issues that would cause a Director to benefit financially or receive remuneration must be declared as a conflict of interest.

### Minimizing Conflicts of Interest in Decision-Making

- 5.1 Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a representative will be considered and decided with the following additional provisions:
- a) The nature and extent of the representative's interest has been fully disclosed to CWSA that is considering or making the decision, and this disclosure is recorded.
  - b) The representative recuses him/herself and does not participate in any discussion on the matter, and on so doing, also agrees to not be in the room where discussion on the matter occurs.
  - c) The representative abstains from voting on the decision.
  - d) For board-level decisions, the representative does not count toward quorum.
  - e) The decision is determined to be in the best interests of the CWSA.
- 5.2 If no quorum exists for the purpose of voting on a matter only because a Board Member is not permitted to be present at the meeting by reason of a conflict of interest, the remaining directors shall be deemed to constitute a quorum for the purposes of dealing with the matter.

### Procedures

#### 6.1 Disclosure

- 6.1.1 Representatives will complete the Conflict of Disclosure Form annually or upon the discovery of a real or potential conflict of interest.
- 6.1.2 Representatives shall disclose conflicts of interest to CWSA immediately upon:
- a) Becoming aware that a conflict of interest exists, or;
  - b) For those who are nominated for election, prior to the elections, or;
  - c) Appointment to a committee or sub-committee, whose duty of loyalty is to CWSA
- 6.1.3 A representative's Conflict of Interest and the nature of the conflict must be recorded in writing.

#### 6.2 Conflict of Interest Complaints



Any person who reasonably believes that a representative may be in a conflict of interest situation shall report the matter, in writing, to CWSA. The submission shall include the complainant's name, contact telephone number and contact e-mail address. In this case, writing can include electronic e-mail.

### 6.3 Conflict of Interest Process

- a) Once a complaint has been received, the details and particulars of the complaint shall be submitted for consideration at the next regularly scheduled Board of Director meeting for deliberation, consideration.
- b) Once deliberation and consideration has been done, a decision will be rendered by the CWSA Board of Directors as to its validity.
- c) Should the complaint be found to be valid, a decision will also be rendered as to any punishments to be levied, and their respective timing.
- d) Any punishments levied shall be at the discretion of the CWSA Board of Directors.
- e) Once the outcome and punishments have been determined, the person or person(s) involved shall be advised in writing, electronic or hard copy of the decision, within 10 days of the conclusion of the meeting at which the outcome was decided by the CWSA Board of Directors. Upon delivery to the individual, individual (s), group, club, organization or similar entity, it shall be determined that the entity involved is not in good standing.
- f) Should the individual(s) involved in the decision not be happy or wish to appeal the decision, they have 30 days from the date that the initial decision was sent to them to appeal.
- g) The appeal will be sent to the Alberta Soccer Association for review, in keeping with any/all defined processes to be in effect at the time of the appeal.
- h) During the time of the appeal, any punishments levied against the person, person(s), club or organization shall remain in effect.
- i) The appeal should include the name of the person, contact phone number of the person, contact e-mail of the person, and the reason or reasons for the appeal.

### 6.4 Conflict of Interest Possible Decisions and Outcomes

The CWSA Board of Directors may apply one or in combination the following actions for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority;
- b) Removal or temporary suspension from a designated position;
- c) Removal or temporary suspension from certain teams, events and/or activities;
- d) Expulsion/removal from the Board of Directors of CWSA;
- e) Expulsion/removal from their designated position with CWSA where such position is of a non-Board position (e.g. Team Official, Team Representative, etc.)
- f) Implement further discipline in accordance with CWSA policies relating to discipline and/or complaints as determined appropriate by the CWSA Board of Directors
- g) Other actions as may be considered appropriate for the conflict of interest by the CWSA Board of Directors.

### 6.5 Conflict of Interest Compliance with Decisions

Failure to comply with an action as determined by CWSA will result in automatic Suspension from CWSA until such time as compliance occurs.



## 14. PROVINCIAL DECLARATION POLICY

At the start of each season, all teams participating in a Provincial contending division will be considered for Alberta Soccer Association (ASA) Provincial Championships should they qualify.

If a team wishes to opt out of Provincials, they must submit a completed Provincial Opt-Out form prior to the league given deadline. Once submitted, they will no longer be considered eligible for Provincial Championships for that season.

Any team in a provincial contending division who chooses to opt-out past the league given deadline will be fined, per the table below.

Date of Withdrawal	ASA Fine*	CWSA Fine	Total Fines*
Prior to CWSA seasonal opt-out deadline	n/a	n/a	n/a
45 or more days prior to the start of Provincial Competition	\$300	\$50	\$350
31 to 44 days prior	\$550	\$100	\$650
30 to 15 days prior	\$1,200	\$200	\$1,400
14 days or less prior	\$2,700	\$500	\$3,200
7 days or less prior	\$3,000	\$500	\$3,500

\* Should there be a discrepancy between the 'ASA Fine' amounts in the table above and the fines stated in the most current Alberta Soccer Association Provincial Championship Rules – Senior, the fine amount from the Alberta Soccer Association Provincial Championship Rules – Senior will be applied.

All outstanding fines from Provincial Competitions must be paid in full before said team can register for future CWSA sanctioned competitions (including CWSA league and tournament play).

Should a team who has finished in a Provincial qualifying spot withdraw from contention they will be fined according to the above table, and the next eligible team will be designated as their replacement. If the replacement team chooses to withdraw as well, they will also be fined and the next team in line will be designated or fined until a suitable replacement has been found.

If any team is given **7 days notice or less** to be an emergency replacement in the Provincial Competition, they will not be subject to any fines if they are unable to attend.

CWSA may occasionally obtain extra berths in the ASA Provincials Competition. Teams who have not opted out should ensure that their team is still prepared to play should an extra berth for their division become available. Teams will not be subject to a fine for declining the extra berth.

*Updated March 24, 2023*