



KUSC CONVENER/COACHES POLICY MANUAL

Abstract

To meet the objective of the King United Soccer Club we must all work with a common code of conduct. The King United Soccer Club realize that only through the collective efforts of the executive, coaches, referees, players and parents/guardians/spectators will our local Club continue to exist. We also feel that adherence to this Code of Conduct represents a commitment by everyone to deliver a soccer program of which we can be proud.

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Welcome to King United Soccer Club:

Thank you very much for stepping up for the 2015 season and volunteering your time for the summer. KUSC's season could not run without it's dedicated volunteers just like you. The Board of Directors and Club Administrator, along with the players and parents thank you.

Need to Know for Parents and Players:

No "drop offs" – parents must assign responsibility of their child if they cannot stay during practices or games.

Please ensure water is brought to every practice and game. It is extremely important that the children remain hydrated throughout the session. Coaches/ Referees will give ample water breaks to take advantage of.

Referees are a very important part of the game. Once your son/daughter reaches that age group and referees are supplied, please treat them with dignity and respect. Any problems should be discussed with the coach.

Game/practice will be cancelled if lightning or thunder is evident as per the guidelines found within the club's policy. If a Ref is present at your game, it will be the ref's responsibility to cancel or postpone the game due to lightening or thunder.

Player Requirements:

Soccer shoes (plastic cleats on bottom) and shin guards (worn inside the socks/against the skin) must be worn at every game and practice.

- Water bottle
- Bug Spray
- NO baseball caps, jewelry, electronic devices – for the safety of the individual and players around them.

Club Will Supply:

Soccer shirt, shorts, socks

A ball for every player

2015 Goals:

FUN! FUN! FUN!

Everyone will receive equal playing time and all players should be encouraged to play every position.

Learn to develop individual skills while learning to play within a team environment.

Get parents involved and excited about their children's progress.

Here's to a Great Summer of Soccer!!!!!!



King United Soccer Club Contacts:

Name	Title	Contact Information
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Kim Nicholl	Administrator	admin@kingunitedsc.com

* Please Note: House League Convenor's contact information to be provided separately.

Board Contact Information (can also be found on our website under the "About Us" page):

<http://www.kingunitedsc.com/index.php?src=gendocs&ref=Board%20of%20Directors&category=About%20Us>



Codes of Conduct - Players and Coaches:

OBJECTIVE:

To promote and develop the game of soccer in King Township. To provide continuous recreational activities to further the development and interpersonal skills of children of all ages.

To meet the objective of the King United Soccer Club we must all work with a common code of conduct. The King United Soccer Club realizes that only through the collective efforts of the executive, club administrator, coaches, referees, players and parents/guardians/spectators will our local Club continue to exist. We also feel that adherence to this Code of Conduct represents a commitment by everyone to deliver a soccer program of which we can be proud. The products of our efforts are the young adults and soccer players we are producing. YOUR COOPERATION IS ESSENTIAL.

King United Soccer Club Code of Conduct for Players:

OBLIGATIONS TOWARD THE GAME:

A player should:

1. Make every effort to develop their own sporting ability, in terms of skill, technique, tactics and stamina. Give maximum effort and strive for the best possible performance during a game, even if the team is in a position where the desired result has already been achieved.
2. Set a positive example for others, particularly young players and supporters.
3. Avoid all forms of gamesmanship and time-wasting.
4. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
5. Not use inappropriate language.

OBLIGATIONS TOWARDS THE TEAM:

A player should:

1. Make every effort consistent with "Fair Play" and the "Laws of the Game" to help the team win.
2. Resist any influence that might, or might be seen to, bring into question commitment to the team winning.

RESPECT FOR THE LAWS OF THE GAME & COMPETITION RULES:

A player should:

1. Know and abide by the laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.



RESPECT TOWARDS OPPONENTS:

A player should:

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

RESPECT TOWARDS THE MATCH OFFICIALS:

A player should:

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions that may mislead a Match Official.
3. Show due respect towards Match Officials.

RESPECT TOWARDS TEAM OFFICIALS:

A player should:

1. Abide by the instructions of their Coach and/or Manager, provided they do not contradict the spirit of this code.
2. Show due respect towards the Coach/Manager of the opposition.

OBLIGATIONS TOWARDS THE SUPPORTORS:

A player should:

1. Show due respect to the interests of supporters.



King United Soccer Club Code of Conduct for Coaches/ Managers:

A Coach/Manager must:

1. Be committed to improve the performance of the players and the team physically and mentally.
2. Provide a high quality soccer program for players with a positive environment/ atmosphere.
3. Be thoroughly acquainted with “FIFA Laws of the Game” and they must keep attuned to the sound principles of coaching.
4. Respect all human beings (i.e. players and officials). Opponents and officials must be treated with respect.
5. Encourage players to win within the laws of the game.
6. Be enthusiastic and positive. They must ensure that they are generous with praise when deserved.
7. Maintain the highest standards of personal conduct and fair play.
8. Never be involved in any circumstances that are offensive or suggest sexual connotations.
9. Must be committed to the skill development of the player.
10. Work within the authority granted to them by the Club.
11. Recognize that they are the single most influential person in the children’s development as players.
12. Maintain open and regular communications with players and parents.
13. Give out their time equally to all players for instruction and support.
14. Not ridicule or yell at their players for mistakes or poor performance.
15. Reinforce positive actions by players and encourage efforts by players at all skill levels.
16. Give all team members a fair and equal opportunity to play.
17. Ensure playing conditions and equipment are safe.
18. Continue to upgrade their coaching skills through self-education and formal training.



Tips for Coaching Young Children

PRACTICES AND GAMES:

- BE PREPARED.....Whenever possible try to be at the practice or game before the kids arrive and have the session set up beforehand.
- Always have a plan going into the training session – don't wing it.
- Keep kids busy with minimal standing around – try to avoid lines whenever possible.
- Use progression techniques in your practices – have a theme to your practice session, start the activities relatively simple and add harder elements to build on learned skills.
- Build practices around developing physical coordination and ball control (kicking, dribbling, and passing).
- Be inclusive by involving ALL players.
- Keep explanations simple – visual and verbal.
- Encourage children to become leaders – let every child demonstrate something in front of their peers (but don't push them if they're not comfortable).
- Children WILL act up from time to time. If it becomes persistent and interferes with the other players enjoyment, sit the child aside but assure they are supervised and understand why they are sitting down.
- Don't give the answers to a problem, let them think about how they would approach a situation. Ex. "if someone wanted to get the ball from here to there, what different ways could you do it? Which is faster? Which has more control?"
- Let kids experiment and take risks – this is how they learn!

TEAM MANAGEMENT:

- Be welcoming and enthusiastic.
- It's always good to keep lines of communications open with parents – hold a brief parents meeting at the beginning of the season to introduce yourself, tell them how they can get hold of you, expectations, and how you will communicate to the parents.



Policies you should know

Weather Policy and Guidelines:

King United Soccer Club play's in the rain, soccer is played in the rain!

Following York Region Soccer Association's (YRSA) guidelines, King United Soccer Club (KUSC) have made the following inclement weather policy.

1. KUSC teams plays and practices, rain or shine, in extreme heat and cold unless notified by KUSC of Town field closures, all teams are to go to the playing field at their scheduled time and location for all games. The referee will assess field conditions and make a decision at the field as to whether the game will proceed. If they deem the field playable and do not call the game, any team short of players will forfeit to the opposing team and the game will not be re-scheduled.
2. Conditions of Lightning: If there is active lightning present at game time or just prior to or during the game, the referee, acting referee, convenor or board member (if present) will ask the teams and spectators to leave the field for a minimum of 15 minutes- seeking shelter in their cars not on the field or surrounding the field. Players will not be able to re-enter the field of play until 15 minutes have passed with no active lightning. The referee, acting referee, convenor or board member (if present) will make a ruling on the game within 15 minutes of game start time. The referee, acting referee, convenor or coach may choose to suspend or cancel the game after play has begun if the weather poses a dangerous situation for the players (i.e. lightning). Games will be played during rain unless the field conditions are deemed by the referee or designate to be hazardous as part of this policy.
3. Rep, Inter-town and House League practices and games will not be cancelled other than as described above.
4. Conditions of Extreme Heat: Players should be prepared for hot weather, they should ensure proper hydration. Please note that KUSC does not cancel games due to heat. Referees will, at their discretion, allow for extra water breaks in hot and/or humid conditions. If a parent or player feels it is too hot/humid to play, they may choose not to play in that particular game. They will not be penalized by the coach for making this choice; however they must inform the coach prior to the game that they will not be playing. Convenors and coaches should enforce extra water breaks if no referee is present. If the YRSA determines that the weather conditions are too extreme to play safely and they recommend their clubs cancel their scheduled games, KUSC will immediately send an email to the all scheduled players, coaches, referee's to notify of cancellation.



Policy Regarding the Wearing of CASTS

Again safety of the players is paramount. Go to the CSA website to be up-to-date with the current policy.

OSA POLICY on the PROPER FOOTWEAR, CASTS, ORTHOPEDIC DEVICES, JEWELLRY, HEADWARE, EYEGLASSES, ETC

"A player must not use equipment or wear anything that is dangerous to himself or another player" (Law 4).

Introduction: The Canadian Soccer Association issued a memorandum (2005) pertaining to Law 4, Players Equipment, which clarifies the use of non-essential equipment that may or may not be worn by players. This document elaborates on the CSA document for games under the jurisdiction of the Ontario Soccer Association.

For games played outside of the OSA Rules and Regulations (e.g. A League, PDL, W League, Super Y) please consult the appropriate referee manual.

JEWELLERY:

No item of jewellery of any sort will be allowed on the field of play, even if it is 'taped'. This includes but not limited to necklaces, rings, bracelets, earrings, leather or rubber bands or visible body piercings. Loose beaded hair is also not permitted unless tied back or covered by a net.

Exceptions to this interpretation are:

- Smooth wedding bands, which, when the referee is convinced cannot be removed may be taped.
- Medic Alert Bracelets are allowed but must be taped. The taping should be such that the description of the medical problem is clearly visible.

HEADWEAR

- Hats - No hats are allowed on the field of play.

Exceptions to this interpretation are:

The goalkeeper may wear a hat, or

A player may be permitted for medical reasons on the presentation of a letter signed by a medical professional and validated by the District Association and a copy to the OSA.

As guidance –

- a. the hat may not be a baseball cap, and
 - b. If cap has a peak it must face forwards and have a soft peak. and
 - c. contains no metal or plastic parts
- Bandanas - no bandanas are allowed.
 - Sweat bands - no sweatbands are allowed.
 - Head protectors: only those permitted by FIFA are allowed.
 - Eyeglasses: are allowed if they are sports spectacles and are safe for the players themselves and for other players. Materials such as metal or glass are not acceptable. In recreational and house



league games referees are expected to show common sense and allow spectacles as long as the basic principals of Law 4 are met.

ORTHOPEDIC SUPPORTS, E.G. KNEE BRACES

FIFA circular 863 states that the vast majority of commercially manufactured supports are safe to use. - the major concern is not the 'hardness' of the equipment alone, rather that any part of it can cut or wound another player. - any support must be safe for all players, and adequately padded and covered if necessary.

CASTS:

Players wearing a soft cast will be permitted to play if the cast does not present a danger to him/herself or any other player. - All casts must be adequately padded by suitable material such as foam or "bubble wrap".

PROSTHETICS:

A player wearing a prosthetic device should be allowed to play providing the basic principals of Law 4 are met.

HARASSMENT:

King United adheres to the OSA policy regarding harassment. King United Soccer Club is committed to providing an environment free of harassment, which is a form of discrimination, on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability. The OSA shall cause to be established and maintained, a set of operating procedures, consistent with the Canadian Charter of Rights and Freedoms and Ontario's human rights legislation.

Operating procedures developed under this policy shall apply to persons in leadership positions, officers, directors, team officials, game officials, administrators, volunteers, athletes and registrants of the OSA, but shall not apply in workplace harassment situations between employer-employee and employee-employee. District Associations, Clubs and Leagues who have employees must have their own workplace harassment policy and operational procedures.

A person who experiences harassment shall continue to have the right to seek assistance from the provincial human rights commission, even when steps are being taken under this policy.

GENDER EQUITY

King United Soccer Club adhere to the OSA's policy and shall promote and practice the principles and processes of gender equity in all aspects of soccer in Ontario to provide fair and balanced access to resources, programs and a full range of opportunities or males and females in the sport. This will apply to athletes, coaches, referees, administrators, and other persons involved in soccer. The board of directors will cause to be established and maintained a set of operational procedures to ensure that workplace and program processes provide an active commitment to the principles of gender equity within the OSA.



KUSC Volunteer Screening Policy

The York Region Police Department states as per the RCMP, a Vulnerable Sector Check should be conducted for an individual volunteering in a position of authority or trust relative to a vulnerable person. As per the Ontario Soccer Association and the York Region Soccer Association, all clubs are required to have a “Club Volunteer Screening Policy”. The King United Soccer Club supports the initiative of the Ontario Soccer Association and adopts its policy and procedures for volunteer screening.

Educating participants, coaches, managers, convenors, volunteers, etc., about abuse and harassment is very important. KUSC recognizes that the organization has a responsibility to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal; it is not only the “right” thing to do, but it is legislated under the “Duty of Care” concept. “Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients. It is important to understand that Canadian courts will uphold organizations’ responsibilities to screen carefully. This is part of their “Duty to Care.”

With respect to KUSC’s “Volunteer Screening Policy”, KUSC requests that all Board Members, Competitive/All Star/ Select Team Officials (Coach, Assistant Coach, Manager, Assistant Manager- All Ages), and House League Team Officials (Coach, Assistant Coach, Manager, Assistant Manager- U12 and Older) obtain a mandatory Vulnerable Sector Check from their local police department, updated every three years, in order to work with and protect the youth of our club. If a check has been obtained for another organization within one year, a copy of the Vulnerable Sector Check will suffice. KUSC reserves the right to request a current Vulnerable Sector Check at any time, from anybody holding or applying for a position within the club, if there are reasonable grounds to suspect that the Vulnerable Sector Check is no longer accurate, or the individual’s position within the Club changes significantly before the renewal deadline.

The potential risk for the types of KUSC volunteer positions and what is also required on top of the Vulnerable Sector Check is listed below:

1. **High Risk Positions:** Competitive, All Star, Select Team Officials (Coach, Assistant Coach, Manager, Assistant Manager)

Screening Needs - Application form with references, reference checks, Vulnerable Sector Check, and evaluation by Volunteer Selection Committee.

2. **Medium Risk Positions:** Recreational Team Officials (Coach, Assistant Coach, Manager, Assistant Manager) U12-U19

Screening Needs- Application form and Vulnerable Sector Check.

3. **Low Risk Positions:** Recreational and Mini Soccer Team Officials (Coach, Assistant Coach, Manager, Assistant Manager) U4-U11

Screening Needs - Application form

The KUSC Privacy Officer will be the only one to review the personal information included within the Vulnerable Sector Check. The confidential information submitted with regards to the Vulnerable Sector Check will be stored within a locked cabinet at the Privacy Officer’s office, and only the Privacy Officer



will have access to this information. This Privacy Officer also signs an “Oath of Confidentiality” yearly. KUSC will take all reasonable steps to protect the confidentiality of the personal information submitted. The Vulnerable Sector Checks submitted will be kept on file for three years, and once past this time, will be destroyed appropriately. The information received through the screening process will only be used to determine if an applicant is suitable for a specific position.

If during the Privacy Officer’s review, there shows a previous conviction or police contact, a red flag is noted and the Privacy Officer will bring this to the attention of the Volunteer Selection Committee. All members of the Volunteer Selection Committee sign an “Oath of Confidentiality” yearly. The Privacy Officer will not show the committee any information from the documents submitted that allows the committee to identify the applicant. Unacceptable behaviours of previous conviction or police contact may include, but are not necessarily limited to, the following: sexual offences, violent or threatening behaviour against children or adults, conduct against public morals (i.e., prostitution), substance or chemical abuse, violation of a position of trust including theft or fraud, criminal driving offences, including but not limited to impaired driving.

Consideration will be given to the following:

1. The nature of the offence for which the applicant was convicted (details include how long ago the offence took place).
2. Relevance to the position (is it a bon a fide requirement of the nature of the position).
3. Efforts made at rehabilitation (if any).
4. Achievements of the applicant since receiving the conviction.
5. The character and degree of vulnerability of the client group served and the organization’s duty of care to the participants, to the staff and to the community.
6. The potential risks involved in the position the individual is applying for, based on the group being served, the nature of the position and its activities, the setting in which it takes place, and the way in which it is supervised.

An applicant whose check reveals a criminal conviction outside of the unacceptable behaviours or police contact may be given the opportunity to discuss the information revealed with the Privacy Officer, as well as possibly with the President of the Club. A decision is made by the Volunteer Selection Committee for certain cases that fall in the “grey area” and conditions may be placed on the applicant’s acceptance. If a decision is made to accept an applicant with a criminal record, the check is returned to the applicant. No information other than the fact that a check was done is recorded. If an applicant is not accepted because of the information received from the check, the applicant will be told why and the information is returned to the applicant. In either case, both the decision and the discussion will be documented.

Refer to the KUSC’s web page for more information:

<http://www.kingunitedsc.com/index.php?src=gendocs&ref=VolunteerScreening&category=Main>



Discipline Policy

The King United Soccer Club adheres to the OSA discipline policy which is committed to providing an environment in which all individuals and organizations involved with the OSA are treated with respect. Membership and Registration in the OSA, as well as participation in its activities, brings many benefits and privileges. At the same time, Registrants and/or Registered Organizations are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the OSA's policies, bylaws, rules and regulations. Irresponsible behaviour by Registrants and/or Registered Organizations can result in severe damage to the integrity of the OSA and its District Association, Leagues, Clubs and Teams. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the OSA provides Registrants and/or Registered Organizations with the mechanism outlined in this Policy so that discipline can be handled fairly, expeditiously, and affordably.

This Policy applies to all Registrants and/or Registered Organizations under the jurisdiction of The Ontario Soccer Association and its affiliated and Registered Organizations.

Notwithstanding Policy 2, any person acting as a Team Official, Administrator or Game Official shall be considered to be a Registrant regardless of whether he/she has registered to do so.

This Policy does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Further discipline may then be applied according to this Policy.

A registered individual or organization shall at all times act in good faith and in the best interests of King United Soccer Club and The OSA, and act at all times in accordance with the aims, objectives, rules and regulations of KUSC and The OSA, and shall not engage in any conduct that may create a conflict of interest or that may bring KUSC and/or The OSA into disrepute.

King United Soccer Club is registered with the Ontario Soccer Association shall not directly or indirectly encourage or assist in establishing or operating a soccer organization or competition that is not, or will not be, registered with the Ontario Soccer Association or sanctioned by a District Association.

A registered individual or administrator, who is elected or appointed, and is in a position to make decisions for a governing organization, may be personally subject to the same disciplinary processes in accordance with the governance rules for any failure of their governing organization to adhere to any policies or operating procedures of the King United Soccer Club and the Ontario Soccer Association.



Healthy Snacks Policy

Obesity and nutrition-related diseases are on the rise in North America, even amongst athletes. King United Soccer Club feels that promotion and modelling of healthy eating habits and balanced lifestyles to members of our Club can play a crucial part in this issue. Whether as Players, Parents, Team Officials, Game Officials or as Supporters we all have a part to play. With the support of The OSA Club Excellence program, KUSC is committed to helping improve the well-being of our community and in doing so have implemented a Healthy Snack Policy.

A Healthy Snack Policy empowers participants to nourish their bodies in appropriate quantities and at appropriate times, limiting ingredients that will impede performance or wellness. Children learn about healthy eating at school and need a supportive environment, both at home and in the community, to help put those lessons into action. King United Soccer Club will help make this happen.

Community sports also provide adults with an opportunity to become role models for healthy eating. As such, the expectation is that snacks during or after games, pre-game meals and post-game meals are to be healthy. Healthy foods and beverages are those that fall within Canada's Food Guide and align with the information linked to below. KUSC's Healthy Snack Policy is maintained regardless of:

- Activity - Game, Practice, Training, Camp
- Playing level (Competitive or Recreational)
- Location (Home or Away)

For further information on providing proper nutrition and maintaining a balanced lifestyle, please refer to the excellent information from Eat Right Ontario (www.eatrightontario.ca), endorsed by the Ontario Soccer Association.



Zero Tolerance Policy and OSA Harassment Policy

PURPOSE

- To ensure fair, equitable and effective practices in the delivery of the sport of soccer
- To outline Board and staff roles and responsibilities related to the effective implementation of this policy
- To comply with the requirements and minimum standards of the Canadian Human Rights Act
- To comply with the requirements and minimum standards of Ontario Soccer Association (OSA)
- To establish the Simcoe and District Youth Soccer Club (SDYSC) sport delivery standards

DEFINITIONS

Abuse: To mistreat.

Discipline Panel: Is comprised of no less than 3 members of the Executive Board as per Article 13.2 of the Constitution Bylaws.

Harassment: Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

POLICY

KUSC is committed to providing an environment where everyone is treated fairly and with respect. The KUSC Board of Directors will communicate openly and make decisions in a transparent manner with respect to all aspects of this policy. As a result, individuals participating in any SDYSC sanctioned activity will be expected to comply with any/all Constitution Bylaws, Rules and Regulations, and Policies and procedures.

In compliance with the Human Rights Act of Canada, KUSC will not allow board members, club members, participants, parents, staff, volunteers, or visitors to violate any other individual's right to peaceful participation or spectate of the sport of soccer or any of its related activities within the clubs control. There will be no discrimination based on prohibited grounds and/or harassment or abuse of any kind to any individual partaking in any KUSC sanctioned activity.

The Board may impose sanctions and disciplinary action against any individual in violation of any act, bylaw, rule, regulation, or policy as may exist from time to time, at their sole discretion and authority and in compliance with its constitution bylaws, rules and regulations, and policies and procedures.

If it is the experience of any person that they have been unjustly treated in any KUSC activity, they may complete a written complaint, and forward to the Club Manager within 72 hours of any incident. The Club Manager will forward any such written complaint to the residing Club President who will convene a Discipline Panel to investigate and review any reported incident.

The Discipline Panel will investigate any complaint received and if required, a DBH (Discipline By Hearing) may be convened within fifteen (15) days of receipt of the complaint by the Discipline Panel. At such meeting both the complainant and the respondent may have the opportunity to address the Discipline Panel with witnesses to address any allegations lodged. The Discipline Panel will make a decision regarding discipline or sanctions within fifteen (15) days of the DBH and notify all parties directly affected of the final decision. Right of Appeal will be included.



Any decision made by the Discipline Panel will be binding and final. All complaints and subsequent investigation will be kept in a labeled complaint file and stored for no less than seven (7) years. Further appeal of any matter reviewed under the Zero Tolerance Policy should be forwarded to EMSA.

PROCEDURE

Any person:

In the instance any individual is being discriminated against, abused or mistreated, physically or verbally, at any KUSC sanctioned activity, inform the referee, coach of any team, the Club Manager, or a member of the Board immediately.

Any person in receipt of a verbal complaint:

Assess whether intervention is required and what type. For example, should mediation be attempted, police called, game stopped, etc.

At the conclusion of any intervention confirm whether any further action is required or whether all parties involved have had a satisfactory outcome.

If any party wishes to file a formal written complaint, direct the individuals to review the Zero Tolerance Policy and retrieve a complaint form from Club Manager and re submit to the club manager within 72 hours.

If no party wishes to file a formal complaint, forward an update communication to the Club Manager including the date and location of any incident and subsequent resolution in writing.

Club Manager:

Upon receipt of a written complaint about any persons conduct, forward to the residing President to DBR (Discipline by Review) or a DBH (Discipline by Hearing) may be called.

Club President:

Upon receipt of a written complaint from the Club Manager, convene a Discipline Panel consisting of no less than 3 current members of the Board of Directors.

A person certified in OSA Discipline Course must be present at any Club Discipline Panel.

Discipline Panel:

Review (DBR) any complaint received. Will assign a BOD or Club Manager to contact and speak with any/all parties involved to fully investigate the incident and consequent outcome and impact.

If able, mediate a mutually agreeable resolution between any disagreeing parties. If unable to reach an amicable outcome to any complaint, call DBH within fifteen (15) days of receipt of the complaint.

Inform all directly affected parties involved of the date, time, and location of DBH and advise them to bring any evidence and/or witnesses, relevant to the complaint.



Make a decision based on OSA Policies

Advise in writing, all directly affected parties of the decision within fifteen (15) days and include Right to Appeal.

AUDIT REQUIREMENTS

- Annual review of this policy and subsequent application to ensure compliance with OSA Policies and Procedures
- Review of all complaints and sanctions to ensure fair and equitable application of OSA Policy and Procedures



Concussion Policy

King United Soccer Club and the OSA see themselves as an integral piece of the puzzle in offering Coach Education, raising awareness to Parents, Players and Match Officials and in providing the most relevant information to its membership on concussions. Having a Concussion Protocol that includes two key parts;

1. a Sport Concussion Assessment Tool (SCAT)
2. a Return to Play (RTP) procedure is expected of any organization offering athletes programs.

SCAT

The FIFA SCAT is recognized worldwide as an excellent tool for the identification of concussions and the subsequent steps required in returning a player to full activity. The FIFA SCAT is assessed quadrennial by the FIFA Medical Committee as they gather data and monitor trends on concussions globally. The latest version of the SCAT is known as SCAT 3. Coaches are strongly recommended to familiarize themselves with the FIFA SCAT 3 for Adults and/ or Child

- SIRC - [Click for Head Injury Report Form Child Scat 3](#)
- SIRC - [Click for Head Injury Report Form Adult Scat 3](#)

Return to Play

A typical RTP process will be made up of 6 steps. There must be a minimum of 24 hours before each step is assessed although this could be considerably longer than 24 hours. Oversight should be provided by a medical professional. The 6 steps are as follows:

1. No activity, complete rest. Once the athlete is asymptomatic, they proceed to level two. The athlete spends, at the minimum, one day at each stage.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training. Performing step two without symptoms allows the athlete to proceed to level three. If symptoms return, the athlete moves back one stage then continues.
3. Sport specific training (e.g. skating in hockey, running in football), progressive addition of resistance training at steps three or four. Performing step three without symptoms allows the athlete to proceed to level four.
4. Non-contact training drills. Performing step four without symptoms allows the athlete to proceed to level five.
5. Full contact training after medical clearance. Performing step five without symptoms allows the athlete to proceed to level six.
6. Game play.



Tobacco-Free Sports and Recreation Policy

BACKGROUND AND RATIONALE

The King United Soccer Club is committed to providing a healthy environment for participants, volunteers and spectators involved with our organization. We recognize that there is significant evidence demonstrating the negative health impacts of tobacco use and exposure (including second-hand smoke from the use of tobacco indoors and exposure to drifting smoke outdoors) and that no level of tobacco exposure is safe. We also recognize that children and youth gain positive images of tobacco use when they see role-models, leaders and individuals that they respect using tobacco.

COMMITMENT

We believe that soccer is a healthy activity that promotes physical activity, a healthy community, and healthy living. Players, coaches and volunteers involved in our sport have a responsibility to model positive health behaviour with regard to tobacco use.

OUR CLUB'S POLICY

Activities including but not limited to games, tournaments, competitions, practices, training sessions, events (e.g., fundraising) and other performances sanctioned by our organization will be tobacco-free.

Definition: Tobacco-free means that the use of tobacco by players/ participants, coaches/leaders, parents/caregivers, spectators and officials is prohibited during all activities sanctioned or engaged in by our organization. Tobacco products include: cigarettes, e-cigarettes, cigars, pipes, cigarillos, tobacco chew, plug, or snuff, snus, hookah, bidis and kreteks.

SCOPE AND LOCATION

The King United Soccer Club tobacco-free policy will apply to all activities including, but not limited to games, tournaments, competitions, practices, training sessions, events (e.g., fundraising) and other performances sanctioned by our organization. Locations for each of these activities will vary, however our policy will apply to all locations while the Shamrock Soccer Club sanctioned activity is ongoing.

POLICY IMPLEMENTATION

We will promote the tobacco-free policy at all our activities by:

- Providing a copy of the policy and explaining it to coaching staff. Coaching staff will explain the policy to parents/caregivers.
- Reviewing and sharing the policy with others organizations/groups who may attend or participate in our activities.
- Including the policy in all orientation and information packages provided to coaches, officials, players, members, volunteers and teams/organizations attending or participating in our activities and/ or using our facilities.
- Making the policy visible throughout the year using various channels/opportunities including information on our website, and exploring other options like banners/signage at events and encouraging coaches and all players to promote a tobacco-free lifestyle.



POLICY ENFORCEMENT

We encourage those participating in King United Soccer Club events to remind others of the policy if they witness tobacco use happening. Failing that, we encourage those that have noticed tobacco use occurring at one of our events to notify the King United Soccer Club Executive at their earliest convenience. At that time, the King United Soccer Club Executive will determine the appropriate measure dependent upon individual circumstances.

Social Media Policy

This policy governs the publication of and commentary on social media by volunteers, employees and Members of The King United Soccer Club. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Club volunteers, employees and Members are free to publish or comment via social media in accordance with this policy. Club employees are subject to this policy to the extent they identify themselves as an employee of the club (other than as an incidental mention of place of employment in a personal blog on topics unrelated to the Club).

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that the Club must otherwise follow.

Don't Tell Secrets

It's perfectly acceptable to talk about your work and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about our financial information, upcoming projects, membership, research, and trade secrets.

Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the club website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Be Honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others; including the Clubs own copyrights and brands. You should never



quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

Respect your audience, the Club, and your colleagues

The public in general, and the Club employees, volunteers and members, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with our website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Club..

Protect our customers, business partners and suppliers

Members and partners should not be cited or obviously referenced without their approval. Never identify a member and partner by name without permission and never discuss confidential details of a customer engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a customer (e.g., Customer 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the member or make it easy for someone to identify the member. Your blog is not the place to "conduct business" with a member or partner.

Controversial Issues

If you see misrepresentations made about the Club in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

Think About Consequences

For example, consider what might happen if a Club Member is in a meeting with a member or partner, and someone on the customer's side pulls out a print-out of your blog and says "This person at the Club says that member sucks."

Saying "Project X needs to have an easier learning curve for the first-time user" is fine; saying "Project X sucks" is risky, unsubtle and amateurish.

Once again, it's all about judgment: using your blog to trash or embarrass the Club, our customers, or your co-workers, is dangerous and ill-advised.



Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble - it may not have much legal effect.

Wherever practical, you must use a disclaimer that states while you work or volunteer for the Club, anything you publish is your personal opinion, and not necessarily the opinions of the Club.

Don't forget your day job.

Make sure that blogging does not interfere with your job or commitments to members.

Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media.

- The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.
- Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog looks decent, and take their advice on how to improve it.
- The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Enforcement

Policy violations will be subject to the King United Soccer Club's disciplinary action, up to and including termination for cause.

Accident/Incident Guidelines

King United Soccer Club recommends that the following procedure is used when dealing with an Incident or Accident.

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury regarding specialist treatment, call the emergency services
5. Deal with the rest of the group and ensure that they are adequately supervised
6. Do not move someone with major injuries. Wait for the emergency medics
7. Contact the injured person's parent/ guardian
8. Complete an Accident Report Form (See "Accident/ Incident Report Form" in this section)
9. Hand the copy of the Accident Report Form in to your Club Administrator.



PLAYER EVALUATION INSTRUCTIONS

WHAT

The King United Soccer Club is evaluating the players in the younger age groups to assist us with establishing balanced teams.

WHY

When teams are not balanced it usually ends up causing the weaker teams to be discouraged and attendance suffers.

We are hoping that the player evaluations will help us better assess the quality of the teams. The participation of the coaches will also make it a more interactive process for the coaches.

WHO

The evaluation of the players should be done by the coaches and the assistant coaches.

In the event that a significant imbalance in the caliber of the teams still occurs it should be brought to the attention of the convener who will assess the situation and come up with a solution.

WHEN

Children will be run through drills for 4 practices. If one of the first 4 practices is cancelled the evaluation is to be extended to the next practice. The teams are to be set before the uniforms are handed out at the beginning of the season.

HOW

Each coach will be assigned a group of players for each practice. This group will stay with the coach for the full practice during which they will be evaluated using various drills and game (scrimmage) situations. The coaches should have a different group of players at each practice to ensure no bond forms between players and any one coach. Also, an effort should be made to alter the players within each group to ensure a bond doesn't form within one group of players. At the minimum, each player should be evaluated by 2 different coaches.

A group of drills for the cross section of techniques being evaluated is enclosed but does not have to be used exclusively. If you have other drills which will help evaluate the same techniques you are free to use them. Please not, Heading is not a technique which will be assessed in the Under 06 and Under 08 categories. Remember, scrimmages are an important assessment tool.

Scoring will be simple. Evaluate each technique and score it as shown below. When complete, fill in the 'Overall' score. This overall score will be the basis of forming the teams.

- A** – Impact type player, will make a positive contribution to the success of the team.
- B** – Neutral player, no positive or negative impact on the team.
- C** – Other players, these players will likely need support on the teams they play.



Please do not let the players see your evaluation sheets.

Remember, balancing the teams is very important because it gives all players an opportunity to experience winning and losing. When evaluating the players and setting the teams, it should be kept in mind that the entire Club is one team.

KUSC Fields and Maps

All King United Soccer Club fields are located on the KUSC web site at the following link:

<http://www.kingunitedsc.com/index.php?src=gendocs&ref=Outdoor%20Field%20Map&category=Main>

KUSC Coach Education and Training Program

To help facilitate King United Soccer Club (KUSC) coach development plans, all club coaches will be strongly encouraged to take courses appropriate for their level of team's play and the club will cover the costs for all coaches who participate. Simply provide proof of taking the course and a receipt to the KUSC Head Coach at headcoach@kingunitedsc.com and course expenses will be reimbursed.

ACTIVE START:

U4-U6 Female and Male Players Course objective: Working on fundamental movement skills such as running, jumping, kicking and dribbling.

Coaches will be introduced to age appropriate games and activities that are designed to get children moving, keeping them active and becoming friends with the ball.

Approx. 4 hour course offered throughout Ontario

Courses are held throughout York Region. Registration must be done online through the OSA's Coach Centre.

FUNdamentals: "Fun with the ball"

U6-U8 Female and U6-U9 Male Players

Course objective: Focus on individual player development through a stimulating learning environment where the atmosphere is "Freedom and Fun"

Coaches will be introduced to concepts that promote the continued development of physical literacy while recognizing that individual technique development is paramount. This program starts to move into a team format with more formalized games.

Approx. 8 hour course offered throughout Ontario

Courses are held throughout York Region. Registration must be done online through the OSA's Coach Centre.



Learn To Train:

U8-U11 Female and U9-U12 Male Players

Suitable for all soccer coaches (a requirement for competitive coaches in U8+).

Course objective: To teach basic principles of play and to establish a training ethic and discipline using repetition in a fun and challenging environment.

Coaches will be introduced to the concept of gradual progression development of players while encouraging players to make decisions on their own.

2-Day course offered throughout Ontario

Courses are held throughout York Region. Registration must be done online through the OSA's Coach Centre.

Making Ethical Decisions (MED):

Suitable for all soccer coaches (a requirement for competitive coaches). By taking this course you will be fully equipped to handle virtually any ethical situation with confidence and surety.

Courses are held throughout York Region. Registration must be done online through the OSA's Coach Centre.

King United Soccer Club Commitment

All coaches within KUSC should expect a level of support from the club which maximizes the expectations of the various stakeholders inside and outside the organization. Coaches are often the most visible club representatives and it is of the utmost importance that the KUSC provide them with all the tools to enhance their coaching development needs; which in turn directly translate into the successful execution of player development and individual's enjoyment within the game.



INJURY REPORT FORM

King United Soccer Club

1. Date of Accident _____
Time _____
2. Name of Injured Person _____ Date of
Birth _____
Address _____
Phone Number _____
Parent/Guardian Name _____ Phone
Number _____
3. Location of Accident

4. Describe how the person was injured

5. Noticeable Injuries (check all that apply)

<input type="checkbox"/>	Cut	<input type="checkbox"/>	Bruise	<input type="checkbox"/>	Thigh	<input type="checkbox"/>	Knee	<input type="checkbox"/>	Lower Leg
<input type="checkbox"/>	Ankle	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Hip	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	Chest
<input type="checkbox"/>	Back	<input type="checkbox"/>	Neck	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Arm	<input type="checkbox"/>	Wrist
<input type="checkbox"/>	Hand	<input type="checkbox"/>	Thumb	<input type="checkbox"/>	Finger	<input type="checkbox"/>	Head	<input type="checkbox"/>	Face
<input type="checkbox"/>	Eye	<input type="checkbox"/>	Nose	<input type="checkbox"/>	Mouth	<input type="checkbox"/>	Teeth	<input type="checkbox"/>	Other



6. Medical Aid Rendered:

None Needed Called 911

First aid given – Describe

Taken to Hospital – By Whom _____

Hospital _____

7. If injured person is under 18 years of age was a parent or legal guardian notified?

Yes In Person Phone

No

8. Injured Person Released

Self To Parent To other party name _____

9. Describe condition of injured person at time of release

10. Name (s) of witness (es) at time of accident

_____ Phone

_____ Phone

11. Name of person completing report _____

Date _____

1. All injuries, including blows to the head, should be attended to by a medical professional immediately.
2. An Accident Report Form should be completed any time there is an injury or accident.
3. The Accident Report form is to be completed only by KUSC staff.
4. If you or someone else has additional comments, please put those on a separate paper and attach to the Accident Report Form.