

**KINSMEN MINOR SOCCER
ASSOCIATION**

POLICIES & PROCEDURES

1 GENERAL

Introduction

These Policies and Procedures are intended to collect and provide the basic rules by which the Club must operate on a day-by-day basis. They will represent the collected wisdom of the Club in terms of the procedures needed to operate effectively. One of their key values is to avoid relearning all of the same lessons over and over again as new members join the Board and take over some of the responsibilities within the Club. This document provides an important supplement to the Constitution. Many detailed issues are much better dealt with in this document than in the Constitution. The third document pertinent to operating the Club is the Club Playing Rules for internal Club leagues.

Club Philosophy

1. We are a community club. We are here to offer soccer programs and opportunities to all components of our community.
2. We will represent our Club and community well, on and off the field, when dealing with others. We will be good, assertive partners with soccer governing bodies; leagues and other clubs; the Seaway Valley; our sponsors, vendors; and others with whom we may transact business.
3. We will treat each other with respect, dignity and fairness.
4. Our goal is to be the best community club in Ontario. Our approach is continuous year-over-year improvement within a strong, stable system.
5. People are our most important resource. To remain strong, we must have continuing volunteer commitment by those who support our philosophy. Within the limits of our financial resources, we will contract for the services of skilled staff to supplement and assist our volunteers.
6. We will recognize and celebrate success; appreciate effort; cherish loyalty; and have fun.
7. Developing young players to give them technical and social skills, and a love of the game, is one of the most important things that we do, for they are our future.
8. We believe that soccer should be a lifelong sport. Supporting and promoting soccer for children is important for today, and for the future. We aim to provide opportunities for our members to continue playing throughout their lives.
9. Winning is important if it reflects the achievement of personal excellence on the part of players, coaches and managers; and success in building a strong successful system. Winning for its own sake, and at any cost, is hollow and for those without a philosophy, or a long-term view and commitment.
10. We will maintain affordable programs while maintaining a sound financial base for the future. Programs will be planned within the context of the total Club and its overall objectives. Our decisions will be driven by our philosophy and our long-term view while

recognizing short-term constraints.

Special Requests and Placement of Players and Coaches on Teams

The Club policy is that there will be no special requests accepted in relation to registration or placement of players/coaches on teams. Requests to have siblings play on the same team, if they naturally fall within the same age grouping, will be acted on and not considered to be a “special” request. Similarly, requests for siblings to play on different teams may also be accepted. Players will also be placed on the same team as a parent or guardian who is coaching, unless there is an explicit request or compelling reason to do otherwise. Children of sponsors will be placed, wherever possible, on the team which they are sponsoring (unless they have explicitly requested a different gender or age group to sponsor).

On an exception basis, on the recommendation of the appropriate Director, the Board may consider special situations where legal situations, compelling medical situations and other such situations make special placement of players or coaches appropriate. Normally these will involve the safety of the player (or coach) in question and will not be considered if the issue is strictly convenience. These situations must be documented prior to presentation to the Board for consideration. The Director may also bring forward such situations when he/she becomes aware of them. The Board will have the discretion to make exceptions based on a majority vote of the Board members.

Any exceptions will be for one season only and must be brought back to the Board again for any subsequent seasons.

Registration:

(a) The Registrar shall handle all registrations and records of players and must approve all registrations before players may participate with the Kinsmen Minor Soccer Association. Fees are to be paid at the time of registration, and proof of birth provided, if not already on record with the Club.

(b) Players must be registered on a form supplied by the Kinsmen Minor Soccer Association. Acceptance of a registration fee does not obligate the Club to assign a player to a team. In the event that a player is not assigned to a team by the time the season begins, the registration fee will be refunded in full.

(c) Coaches, Assistant Coaches, Conveners and other volunteers must complete a volunteer registration form in order to obtain membership in the Club. This must be done prior to taking on any formal or continuing role. Official registration is necessary in order to ensure that the volunteer is included in the Club's insurance coverage.

(e) If a Coach resigns or is dismissed for a misdemeanor, he/she shall return any Club equipment to the League Convenor.

(f) The Club will establish a schedule of registration-related penalties each season to address: Late registration, NSF cheques and administration fee for cancellations. A refund deadline will also be established. These must be presented to the Board annually for approval.

(g) Replacement cheques must be certified or paid in cash.

- (h) When divisions are full, new registrants will be put on a waiting list
- (j) Post-Dated cheques may be accepted but must be marked clearly on the cheque that they are post-dated.

Confidentiality - Use of Registration Information

All information provided through the registration process can be used by the Club internally as it sees fit. Discretion must be applied however, to the use of any personal medical information which may be supplied as part of a special request. The Club will not supply name, phone or address lists to anyone outside the Club, except to satisfy legal/government requirements..

Fields

Given the large demand for our fields, it is quite possible that a conflict could arise when two teams are assigned to the same field in error. Conflicts should be resolved using common sense and courtesy as follows:

First attempt to establish that both teams are at the fields that were assigned to them. In the case of two Club teams being in conflict, use the following:

Any game takes precedence over a practice. Team that is practicing can proceed to practice in any suitable nearby area that does not interfere with the game in process. Other option is to reassemble at the nearest unused field to practice.

If it is two games, the priority should go to the game in the highest level league in the following order:

- o Competitive Regional (ERSL Regional)
- o Competitive Multi-Jurisdictional (ERSLPremier, Division 1)
- o House League

If the conflict is with two practices, it is expected that the coaches to try to work together to share the field in a reasonable and safe manner.

HOUSE LEAGUES

Balancing of Teams

The Club will attempt to balance its house league teams in order to achieve balanced and competitive leagues. It is the responsibility of all involved to contribute to the success of the process.

Trophies

Trophies will be awarded on the last night of play to all participants in the KMSA house league. The shields will be labeled 'Participant' except for 1st place which will mark Champions for those divisions that have playoffs. Club registrar will provide the trophy provider with the correct number of trophies required.

Leagues

(a) Registration

The House League Director, with the concurrence of the Board of Directors, shall establish limits on numbers of players and teams in each league according to the facilities and Coaches available. It will be our intent however, to accommodate every player who applies, to the greatest extent possible. Any movement of players will be done solely by the division convenor

(b) Age Groups

Age groups for House League play shall be at the discretion of the Board of Directors, with the objective of accommodating the maximum number of players]

(c) Moving Players to An Older Age Group

Players may not play in an Older Age Group unless there is exceptional circumstances. The Board will make the determination if this move is in the best interests of the Club.

A player is not normally allowed to play in a lower age group. This would only be allowed if the Board deemed this to be a special case(f) Call-ups Within House League

House League teams may call up players from younger house league divisions to allow them to field enough players during vacation periods. This will be subject to the following rules:

- There will be a maximum of three call-ups per team per game.
- The player in question and his/her parents must agree.
- The coach of the younger player and the convenor of that age group must be informed.
- Such a call-up will not be allowed if it interferes with a scheduled game for the younger player.
- No player may be called up to any one team more than twice.
- A callup player can only be utilized if the team has less than the following number of players:
 - Minifield (8 players)
 - Fullfield (13 players)

- Such players will be treated as a normal part of the team..
- Called-up players must be indicated on the game sheet with the word

“call-up” next to their names.

- No call-ups are permitted for a play-off game.
- No call-ups are permitted from the Micro divisions (U7 and below).
- the Convenor of each division (U9 and up) will allocate the players from the division below to the teams in the older division, and a team in the older division may only call up players from the younger division who have been allocated to that team. (For example, if both divisions have the same number of teams, the Convenor may declare that Team 1 may only call up players from Team 1 of the division below, or the red team may only call up players from the red team in the division below.)

(g) Teams

All House League MINI-Field teams shall have a maximum of ten (13) players and House League FULL FIELD soccer teams shall have a maximum of fifteen (18) players.

(h) Coach Violation of Equal Play Rules

Regular Season

1st Offense - A discussion with the League Convenor and/or the League Director.

2nd Offense - A reversal of the game result for the game in question (if the team in question were the winner, and if this has not already been done as a result of the protest). The coach will be asked to present him/herself at a review with the League Director.

3rd Offense - Replacement of the coach.

Playoffs

1st Offense - Same as second offense above.

2nd Offense - Replacement of the Coach. The team of the offending coach will default the game.

(j) Uniforms and Equipment

Jerseys are supplied by the Club and remain Club property until the end of the year, at which time the players may keep them. All players are expected to maintain their jerseys in good, clean condition come dressed in full equipment for the games • All players are required to wear shin pads to games and practices.

Players are encouraged to wear proper soccer shoes but this is not mandatory.

(k) Schedules

- A schedule showing dates, times and locations for all House League games shall be issued as soon as possible prior to the first League games. The

Registrar shall assign team numbers at team make-up time and this is carried through the League schedule and playoffs.

- In the event of a game cancellation, ALL rescheduling shall be done by the Director of House League. If it does not affect league or play-off standings, at the discretion of the Director of House League, the game may be canceled (not played).
- Play-off schedules shall be issued during the playing season.

(l) Game Records

For FULL FIELD and MINI soccer, game sheets shall be submitted to the Canteen Office at the KMSA Soccer Fields by the Referee on regulation game sheets after the game. Referees are also required to fill in the results on the Boards provided in the referee's room.

(m) Use of Ineligible Players

An ineligible player is any player not assigned to the team by the Convenor, with the exception of valid called-up players

The use of an ineligible player during a game will result in the offending team defaulting the game.

5 COACHING

- All team officials shall conduct themselves in an exemplary manner at all times, and must not carry on displays of bad feelings in front of players. Drinking, swearing and obnoxious behaviour of any kind, while in charge of a team, will not be tolerated.
- Coaches shall be responsible for their own actions and the conduct of team members, team officials and all supporters connected with their team at all games and practices.
- The team Coach shall be responsible for any Club equipment issued to the team and shall account for any deficiencies.

While their own team is the particular concern of the Coach and Manager, it must be remembered that the overall good of the Kinsmen Minor Soccer Association must be the primary concern of all team officials. Good sportsmanship and good example should be displayed at all times.

6 REFEREES

- The Referee shall have sole authority on the field and shall work under the direction of the Chief Referee. Designated Referees shall be paid a fee for each game in which

they officiate. The amount of the fee shall be in accordance with the scale established by the Board of Directors.

- If a game is shortened or abandoned by the Referee due to darkness, bad weather or any unforeseen circumstances, both Coaches shall be advised of any such change but the decision of the Referee shall be final.
- Referees shall abide by all applicable sections of the Policies and Procedures.

9 HARASSMENT AND ABUSE

The Club supports the right of all its members to respect and dignity. The Club will not accept actions on the part of members or others which violate this. Coaches must avoid any words or actions which would violate this and do their best to ensure that their players, parents and spectators do likewise. If they have a situation which they do not feel capable of controlling, they must report this to the responsible Club Director. Any incidents of this type must be reported to the Club.

Any adults with responsibilities for children (who are not their own) must be careful to maintain both the appearance and the reality of a very proper relationship with the children in their care. Individual standards and