



# Petrolia Soccer Club: Policies & Procedures

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## Club Constitution

### Article 1: Name

The name of this Club shall be the Petrolia Soccer Club, hereinafter referred to as PSC or the Club. The headquarters of PSC shall be located within the District Boundaries of the Lambton Kent District Soccer Association, hereinafter referred to as the District Association.

### Article 2: Objects

PSC shall have the following objects:

1. To promote and develop the game of soccer within its boundaries.
2. To help individuals to develop their character as resourceful and responsible members of their community by providing opportunities, through the game of soccer, for their mental, physical, social and leadership development.

### Article 3: Affiliations

The PSC shall be a member of Ontario Soccer and shall follow the published rules and guidelines of the OSA. PSC is subject to the published rules in declining order of authority of the following governing organizations:

1. The Canadian Soccer Association (C.S.A.)
2. The Ontario Soccer Association (O.S.A.)
3. The Lambton-Kent Soccer Association (L.K.S.A.)

### Article 4: Membership

The membership of the PSC shall be open to all residents of the Town of Petrolia and surrounding areas that are interested in supporting the activities of the club.

Members are:

- All parents or legal guardians of players currently registered with PSC.
- Players, coaches, conveners and referees registered with the club.
- Members of the Executive Board of Directors for the current year.
- Others whom in the opinion of the Board of Directors are currently making a major contribution to the club in time, effort, or financial commitment.

The Executive reserves the right to revoke or suspend the membership of any member who fails to adhere to the rules of the club or who fails to adhere to the basic tenants of good conduct and sportsmanship.

### Article 5: Board of Directors

The management and administration of the PSC shall be vested in the Executive Board of Directors (hereinafter known as the Executive), with full authority to act as they see fit within the scope of the Constitution and By-Laws. To operate effectively and efficiently, the Executive shall comprise of a minimum of 9 individuals and no more than 15.

The Executive shall consist of the following elected/appointed two-year term positions:

- President
- Vice-President
- Secretary
- Treasurer
- Registrar

The Board shall also consist of the following elected/appointed one-year term positions:

- Webmaster
- Sponsorship Director
- Facilities/Fields Director
- Equipment Director
- Referee Coordinator
- Volunteer Coordinator
- Events Coordinator
- Coach Coordinator
- Member Liaison
- LKSA Representative

Directors at large as determined by the current executive in office.

NOTE: The Executive shall include the Past President only if one exists. Executive members shall be eighteen (18) years of age or older. An executive member may hold more than one position. All executive shall remain in office until his/her successor is elected or appointed. Board members are required to serve on the board the previous year before running for an executive role.

**Auxiliary Board Members** – Members may join the PSC auxiliary board, to assist with club business, with holding a specific role. Auxiliary board members may attend meetings, but do not hold voting rights. If an executive board member is absent from two consecutive meetings of the Executive without providing regrets or satisfactory reason, they will be moved from the executive board to the auxiliary board.

#### Article 6: Election and Appointments

When practical, to allow for changes in the executive, a reasonable transition and to ensure that the continued operation of the club is not greatly impacted, the position of President and Vice President shall be elected on opposite years.

All elections and appointments shall be made known to the members at the annual general meeting, held yearly in October.

All board members and auxiliary board members are to sign the Board Member code of conduct, confidentiality agreement, privacy policy and conflict of interest policy yearly at the AGM.

#### Article 7: Vacancies

The office of a member of the Executive shall be vacated:

- Upon resignation in writing.
- If one becomes of unsound mind or otherwise incapable of performing the duties of the position held.
- If convicted of a criminal offence.
- If found guilty of conduct detrimental to PSC.
- If absent from two consecutive meetings of the Executive without providing regrets or satisfactory reason. *(See Article 5 – Auxiliary Board Members)*

The Executive may, as deemed necessary, combine or split duties and responsibilities of the Executive, and appoint persons to fill these positions as circumstances dictate. Should a vacancy occur on the Executive, said Executive entitled to vote may elect a successor to fill all position(s) held by the removed Executive for the remainder of his/her term being filled.

#### Article 8: Proxy

All Executive members are expected to attend regular and special meetings as scheduled by the President. If an executive member will be absent from a meeting, he/she may appoint a proxy within the current Executive. This proxy would then have an additional vote at the meeting.

## **Codes of Conduct & Ethics**

### **Definitions**

1. The following terms have these meanings in this Code of Conduct:
  - a. "Organization" – Petrolia Soccer Club
  - b. "Individuals" – All categories of membership defined in the Organization Bylaws, as well as all individuals engaged in activities with, the Organization including, but not limited to, athletes, coaches, volunteers, managers, administrators, committee members, and directors and officers

### **Purpose**

1. The purpose of this Code is to ensure a safe and positive environment (within Organization programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour. Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### **Application of this Code**

1. This Code applies to Individuals' conduct during Organization business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Organization activities, Board of Director meetings and any other Organization meetings.
2. This Code also applies to Individuals' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization, at its sole discretion.
3. An Individual who violates this Code may be subject to sanctions. In addition to facing possible sanction, an Individual who violates this Code during a competition may be ejected from the competition and the Individual may be subject to additional discipline.

### **Responsibilities**

1. Individuals have a responsibility to:
  - a. Maintain and enhance the dignity and self-esteem of Individuals and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Consistently treating individuals fairly and reasonably
    - vi. Ensuring adherence to the rules of soccer and the spirit of those rules
    - vii. Focusing comments, criticism or disciplinary actions appropriately

- viii. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - ix. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - x. Treating individuals fairly and reasonably
- b. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts
  - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
  - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
  - iv. Leering or other suggestive or obscene gestures
  - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - vii. Any form of hazing
  - viii. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
  - ix. Bullying
  - ix. Offensive or intimidating phone calls or emails
  - x. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
  - xi. Psychological abuse
  - xii. Discrimination
  - xiii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
  - xiv. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- c. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - i. Sexist jokes
  - ii. Sexual violence
  - iii. Display of sexually offensive material
  - iv. Sexually degrading words used to describe a person
  - v. Inquiries or comments about a person's sex life
  - vi. Unwelcome sexual flirtations, advances, or propositions
  - vii. Inappropriate sexual touching, advances, suggestions or requests



- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
    - ix. Unwelcome sexual flirtations, advances, requests, or invitations
    - x. Physical or sexual assault
  - d. Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
    - i. Verbal threats to attack
    - ii. Sending to or leaving threatening notes or emails
    - iii. Making threatening physical gestures
    - iv. Wielding a weapon
    - v. Hitting, pinching or unwanted touching which is not accidental
    - vi. Throwing an object
    - Blocking normal movement or physical interference, with or without the use of equipment
    - vii. Any attempt to engage in the type of conduct outlined above
- 2. Abstain from the use of illegal drugs or the use of performance-enhancing drugs or methods. The Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- 3. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- 4. While acting in the capacity as either a coach or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants or alcohol
- 5. In the case of minors, refrain from consuming alcohol, drugs or tobacco products.
- 6. Respect the property of others and not wilfully cause damage
- 7. Adhere to all federal, provincial, municipal and laws
- 8. Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- 9. Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

## Code of Conduct for Players

In addition to the Code of Conduct & Ethics, Petrolia Soccer Clubs Players have obligations, as set out below:

### Obligations to the Game

A player should:

1. Make every effort to develop their own sporting ability, in terms of skill, technique, tactics and stamina.
2. 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.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. 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.
6. 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 and 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 Referees

A player should:

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

### Respect towards Team Officials

A player should:

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

### Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters.

### Code of Conduct for Coaches/ Managers

In addition to the Code of Conduct & Ethics, Petrolia Soccer Club Coaches and Managers are expected to follow Ontario Soccer's Code of Conduct, which is set out below:

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 referees. Opponents and referees 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 high standards of personal conduct and fair play.
8. Never be involved in any circumstances that are offensive or suggest sexual connotations.

The club will ensure that Coaches and Manager are made aware of and agree to adhere to the Code of Conduct for Coaches and Managers.

### Code of Conduct for Parents/Carers/Guardians/ Spectators

In addition to the Code of Conduct & Ethics, Petrolia Soccer Clubs

Parents/carer/guardians/spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other Players
- Referees
- Managers
- Spectators

Petrolia Soccer Club will ensure that parents/carers/guardians/spectators within the club are always positive and encouraging towards all of the players—not just their own—and will encourage parents/carers/guardians/spectators to:

- Applaud the opposition as well as their own team
- Avoid coaching the child during the game
- Not to shout and scream
- Respect the referee's decisions

- Give attention to each of the children involved in soccer, not just the most talented
- Give encouragement to everyone to participate in soccer

The club will ensure that parents/carers/guardians/spectators agree and adhere to the Code of Conduct and Ontario Soccer's Screening Handbook.

#### Codes of Conduct for Match Officials

In addition to Code of Conduct & Ethics, Petrolia Soccer Club Match Officials have certain privileges through and by The PSC, with respect to the game, shall realize and respect their responsibilities and duties to The PSC and the game. The PSC endorses The Canadian Soccer Association's "Code of Ethics" for Match Officials:

##### Match Officials shall:

- Conduct themselves with dignity both on and off the field of play and shall, by example, endeavor to inspire the true principles of fair play and earn the respect of those whom they serve;
- Not cause The Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate;
- Adhere to all standards and directives;
- Always be neat in appearance and maintain a high level of physical and mental fitness;
- Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes;
- Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- Not publicly criticize other referees or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
- Be subject to disciplinary action for not complying with this Code of Conduct.

#### Codes of Conduct for Board & Community Members

In addition to Code of Conduct & Ethics, Petrolia Soccer Clubs Board Members and Committee Members will have additional responsibilities to:

- Function primarily as a member of the board and/or committee(s) of the PSC; not as a member of any other particular member or constituency
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of PSC business and the maintenance of individuals' confidence.
- Ensure that the Club's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Club.
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.

- Keep informed about PSC activities, and general trends in the sectors in which they operate.
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the PSC is incorporated.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- Respect the decisions of the majority and resign if unable to do so.
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- Have a thorough knowledge and understanding of all PSC governance documents.

## **Petrolia Soccer Club Policies, Procedures, Guidelines & Forms**

### **Oath of Confidentiality**

This agreement made this day of (Day) (Month) (Year)

Between: Petrolia Soccer Club and (Name) \_\_\_\_\_

I understand that all information directly or indirectly received through my involvement with the Petrolia Soccer Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e., financial information, personnel issues relating to staff and other volunteers, and participant/family information).

A break in this oath of confidentiality may result in my being asked to leave my position with the Club.

I have read and understand all of the above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Conflict of Interest Policy

Directors and the Executive Committee members of Petrolia Soccer Club are bound to act honestly, in good faith and in the best interest of Petrolia Soccer Club, its members, partners and supporters. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

The basis for a Conflict-of-Interest Policy is to provide for the “unconditional loyalty” of Directors and the Executive Committee, which is to keep Petrolia Soccer Club and its members best interests first in their decision-making. This includes any situation in which Directors and the Executive Committee have a private or personal interest sufficient to appear to influence the objective exercise of his/her official duties.

Decision-Making Process when Conflict of Interest is Present when a potential conflict of interest is relevant to a decision being considered by the Directors and the Executive Committee, the following process shall occur:

1. The interested party shall call it to the attention of the Board
2. Such person shall not be allowed to vote on the matter
3. In some cases the President can request and have a majority vote by the Board to determine if such person should leave the room and shall not participate in the final deliberation. However, prior to their exiting, questions may be asked of her/him
4. A contract or transaction shall be considered binding if the interest is disclosed and the Board approves, authorizes or ratifies the action in good faith by a majority of directors (not counting the interested board member) at a meeting where a quorum is present.

After this action, the official Minutes shall reflect that these requirements have been met.

**The Directors are subject to the Conflict-of-Interest Policy in Ontario Soccer’s published rules and are referred to this document. Club Constitutions are also required to state this rule.  
Conflict of Interest Policy.**

I have read and understand all of the above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Privacy Policy

Petrolia Soccer Club is committed to controlling the collection, use and disclosure of the personal information provided by our members.

"Personal information" is personally identifiable information such as your name, residential address and e-mail address. Personal information is collected by our soccer club only when you specifically and knowingly choose to provide it, as when you register with our Member Clubs and Leagues. Publicly available information, such as public directory listing of your name, address, telephone and electronic address is not considered personal information.

Personal information is used for registration purposes with Ontario Soccer, CSA and Leagues in which you or your child participate or to communicate with you should the need arise. **No other sharing of this information is permitted.**

Unless you specifically authorize us to release your personal information, or release is required or permitted by law, Petrolia Soccer Club will not sell, lease or trade your personal information to other third parties.

Ontario Soccer is committed to protecting your privacy. Access to Ontario Soccer's registration database A.I.M.S. for the purpose of registration will be granted to Member Clubs and Leagues on completion of the following:

1. Training in the use of the database system by the clubs District Administrator or an individual designated by the District Board of Directors.
2. Signing of a Privacy Agreement as stated below:

**As an authorized and approved user of Ontario Soccer's registration database, A.I.M.S. I agree to the following Privacy Agreement:**

1. Agree not to use the confidential information in any way except for the purposes set out in this policy.
2. Agree to use best efforts to prevent and protect confidential information, or any part of, from disclosure to any person other than a Director, Volunteer, Employee of the District, the District Club / League Members, Ontario Soccer and/or CSA having a need for disclosure.
3. Agree to take all steps reasonably necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of an unauthorized person.

The obligations of this agreement shall be continuing until the Confidential Information disclosed is no longer confidential. Failure to comply with this policy will result in withdrawal of access to Ontario Soccer's registration database, A.I.M.S. If there has been an egregious misuse of the database, further sanctions may apply at the discretion of the District or Ontario Soccer.

I have read and understand all of the above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Zero Tolerance Policy

Petrolia Soccer Club is a strong supporter of making sports safe for our youth.

Petrolia Soccer Club supports the following program to help ensure the safety and enjoyment of soccer for all.

Any coach, parent, grandparent or guardian judged by the Discipline Board to be guilty of abusive conduct toward a referee during a Club's House League game will be reprimanded in writing. A second conviction, during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In extreme cases, as determined by the Discipline Board, a member may be reinstated subject to a review hearing.

When a referee feels that they are being abused, as per the scope of this policy, by either a coach or supporter, the referee is allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and proceed with contacting the Referee Coordinator and the police to file a report.

The Referee may verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the referee will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Discipline/Complaint Sub-Committee will be sent in for review. If the source is a supporter, the appropriate coach will provide the referee with the name of the supporter and the coach must advise the fan that the next occurrence of a similar nature will result in abandonment of the game. A report to the Club's Discipline/Complaint Sub-Committee will be sent in for review. If the supporter is not associated with either team, both coaches are asked to speak to the supporter and ask the individual to leave.

Once the prescribed action has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped. If the abuse continues, the referee will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that an Incident Report will be forwarded to the Club's Discipline/Complaint Sub-Committee. The official must clearly indicate on the game sheet that the game was abandoned due to abuse and if abandoned:

- The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident immediately.
- An Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within 24 hours:  
<https://petroliasoccer.com/incident-reports/>
- The referee and referee coordinator may contact local police if an investigation is required.
- The Club's Board will then review and deal with the report as per their guidelines.
- If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

NOTE: In the case where the alleged abuse is of a physical nature, the referee should contact the local police service and file a complaint.

## 24 Hour Policy

The PSC realizes that from time to time, an issue may occur, which is why the time was taken to develop this policy and provide that avenue to all of our members. The PSC prides itself on its family-like atmosphere and its ability to communicate directly with all members by not losing sight of what is most important – all players having fun playing soccer.

The 24-hour rule works this way: if you have something to say to the coach, or they have something to say to you (that could be contentious) wait 24 hours after the event or the game before discussing it. By this time, you have better perspective, they have better perspective and a lot of arguments naturally are eliminated in the process. Soccer is an emotional game. It's best to let the emotions simmer before talking to the coach, adult to adult, preferably away from the pitch.

In the event this conversation does not bring both parties to an agreement the issue can be submitted online to the PSC Complaint Sub-Committee. Whether this issue is labelled as coaching error, teammate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized manner, and to everyone's satisfaction.

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, coach, volunteer, etc.

Please keep in mind that under certain circumstances, cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police. Despite the seemingly unregulated nature of social media, the law still applies online.

Postings online (and similarly in email or text messages) are subject to the law in areas like defamation, racial discrimination, intimidation, breach of copyright and trademark.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

In essence, the same organisational values and behaviours that act as a compass for club members in the real world should also guide them in the virtual world and in social media exchanges. These include values such as transparency, honesty, respect and tolerance, to name a few.

### Fair Play/Sportsmanship Policy

The executive strongly supports the concept of fair play and realize that it is the philosophy of respect for others, respect for the institution of sport, and making the right choices. It is an agreement between all those involved in our soccer league, to believe in the same values and lessons we want our children to learn.

This includes:

- Never run the score up on a weaker team. Understand that a good coach keeps the score close, and ensures that their players respect the need to have fair play.
- Help build a good sportsman in all players, by holding the best players back when your team has scored and gained a lead over the other.
- Teaching sportsmanship, starts by helping the strong player learn to play all positions and possibly spend more time in a position where they can't score. This helps them learn the concept of passing and helping their fellow players become better and gain confidence.
- Remind all players that they don't win by being the star, but when they accomplish a victory through solid team work where all have done their part.
- Remind players that it is okay to celebrate after a goal with a high five to a fellow player, but a continued celebration or reminder of the number of goals scored is an unacceptable way to demonstrate sportsmanship.

### Respect in Soccer Program

The Respect in Soccer program was introduced in 2011 to provide coaches with invaluable information about coaching and essential approaches around working with youngsters in an appropriate respectful and nurturing coaching environment.

Respect in Soccer is an e-learning program for coaches, trainers, managers and any adult with a supervisory role over youth involved in soccer. It is designed as a tool to assist participants in identifying and dealing with abuse, neglect, harassment and bullying in sport. This certification is highly recommended and is available online: <https://www.ontariosoccer.net/respect-in-sport>

## Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that PSC is equally accessible to all.

PSC is responsible for setting standards and values to apply throughout PSC at every level. Soccer belongs to and should be enjoyed by, anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities. This policy is fully supported by PSC Officers who are responsible for the implementation of this policy.

PSC, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Petrolia SC will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

PSC will not tolerate harassment, bullying, abuse or victimization of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

PSC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Declaration of Expectations for Fairness in Sport (the London Declaration) 2001, Canadian Human Rights Act 1985 and Employment Equity Act 1995 as well as any amendments to these acts and any new legislation.

### Petrolia Soccer Club Complaints Procedure

In the event that any member feels that they have suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken they should follow the procedures below:

1. They should report the matter to the PSC Complaint Sub-committee. This can be found online at: <https://petroliasoccer.com/incident-reports/>
2. The Clubs complaint sub-committee will acknowledge the complaint via email within 24 hrs and provide updates, resolution or next steps in timely manner.
2. Each complaint is unique and will be handled on a case by case basis.
4. The PSC complaint sub-committee will have the power to:
  - Warn as to future conduct
  - Suspend from membership
  - Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

*If this is not practical then any complainant is directed towards Ontario Soccer's Policy 7.0 (Complaint Procedure) under Section 13 (Harassment) of Ontario Soccer Published Rules. Further guidance is available online ([www.ontariosoccer.net/rules](http://www.ontariosoccer.net/rules)) to assist in dealing with Club Complaints including:*

- *Provincial Harassment Officers*
- *District Harassment Officers*
- *Case Review Panels*
- *Child Social Services*

### **Petrolia Soccer Club's Weather Policy**

To protect the well being of all participants, officials & spectators, the following guidelines and principles shall be used in cases where the weather or field conditions should result in a delay, reschedule or cancelled game.

- Light to moderate rain is considered by OSA to be acceptable for playing the game of soccer, which means all games shall start at corresponding start times and weather will be monitored.

#### *Prior to game start*

The Convenor Coordinator in conjunction with the referees shall determine if the games can start based on the following criteria;

- A cancellation decision will be made by 2pm, the day of, if the temperature predicted to be 33C or above at 5pm on the Weather Network app games will be cancelled\*.
- If standing water or puddles are present, then games on all fields shall not start and all teams are to be sent home.
- If there is lightening, thunder or extremely threatening weather in the immediate area, then the games on all fields shall not start and all teams are to be sent home.
- If there is heavy rain/torrential downpour occurring, then the games shall be delayed by 15 minutes to see if rain lets up. If the rain subsides, then games shall be played. If the sky in the immediate area doesn't appear to be clearing, then the delay will be extended to no more than 30 minutes. If the rain does not ease, then the games on all fields shall not start and all teams are to be sent home.

#### *During the Game*

The Convenor Coordinator, Referee, Club President, Vice President or Referee Coordinator have the right/responsibility to stop all games based on the following criteria;

- If standing water or puddles develop on the field, or the condition becomes very slippery, then the games on all fields shall be stopped and all teams are to be sent home.
- If there is lightening, thunder or extremely threatening weather developing in the immediate area, then the games on all fields shall be stopped and all teams are to be sent home.
- If heavy rain/torrential downpour develops during the game, all games shall be stopped. A temporary delay for up to 15 minutes shall be taken to see if the weather improves. If the rain subsides, then the games shall resume. If the heavy rain continues then the games shall be cancelled and all teams shall be sent home.
- If the temperature climbs above 33C, before humidex.

### *Games stopped due to weather*

- If the game has been played up to or beyond half time before the game is stopped due to weather, then the game will be considered complete and the score considered final.
- If the game has not made it to half time, then the executives will determine if the games will be rescheduled to the next available field opening, or cancelled completely with all games considered a tie.
- Games that are rescheduled shall start with the full game time, no practice time prior, and score prior to the stoppage will be granted to all teams.

When games are cancelled due to inclement weather, an update will be posted on the official website and Facebook group of the club. This will be the only formal communication that parents/coaches receive and it is the parent's responsibility to check the website accordingly. Coaches may choose to contact their players on their own as well, but this is a voluntary option. No refunds or re-scheduling will be made on any missed games.



### Police Records

All board members, volunteers and coaches must provide a valid police check. PSC will provide volunteers with the Police Check Form and it is to be returned before the start of the soccer season.

All criminal record checks will be screened by an appointed board member. Individuals with certain criminal offenses will not be accepted for a Position of Trust within the Petrolia Soccer Club. These offenses include, but are not limited to:

- Any offenses related to abuse against youth/children
- Any type of sexual assault or exploitation
- Any violent offenses
- Any other offenses at the discretion of the screener and PSC board of directors, including outstanding convictions or charges pending

### Accident/Incident Guidelines

Petrolia Soccer Club recommends that the following procedure is used when dealing with an Incident or Accident:

1. Stay calm and observe the situation. Is there danger of further injuries? Is there danger to others?
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 a serious injury, call 911.
5. Ensure the rest of the team is adequately supervised by a responsible adult (example: coach, board member or parent volunteer).
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 on PSC website:  
<https://petroliasoccer.com/incident-reports/>

## Communications Policy

Proper communication within the Petrolia Soccer Club is vital to our success. These policies have been created to ensure that a minimum level of communication is maintained within the club. Efforts should be made to ensure that where possible, the standards and frequency of communication meet the requirements of the club members.

1. **Annual General Meetings (AGM):** to be held yearly in October.
2. **Board of Directors:** Board meeting minutes will be made accessible to the club members within two weeks of their approval at the next scheduled board meeting. Minutes should be distributed via email to all PSC board members. Where possible, the agenda for the upcoming board meeting should be made available to the members prior to the meeting.
3. **Sub Committees:** shall report to the board, updates and minutes of the Sub-Committee meetings.
4. **Petrolia Soccer Club Bylaws, Policies and Procedures:** The club bylaws, policies and procedures must be made available on PSC website.
5. **Membership Communication:** Informally, throughout the year, there will be cause to communicate club activities and events to members and the public. To facilitate this, the club maintains a website, as well as social media platform. Information posted on the website may be shared on social media as well.
6. **Website Guidelines:** The website must be updated and maintained as required. This is the responsibilities of the PSC board and webmaster.
7. **Social Media:** Social media pages/groups will be used to share information from the website. Posts should link/reference the PSC website. Posts must be made by the PSC webmaster and appointed board members, and it is encouraged that commenting is turned off and members are directed to the website for communication with board members.

### Refund Policy

Requests received **before** the season starts will be entitled to a complete refund, less a non-refundable administration charge of \$25 (covers registration charges by O.S.A.) and any late fee that has been incurred due to late registration.

It is the responsibility of the parent/guardian/player to request a refund.

In addition, competitive surcharges/levies are non-refundable.

**Requests received after the start of the season will not be entitled to a refund.**

## Financial Guidelines

The financial statements of the Club shall be:

1. Presented annually at the AGM
2. Based on a defined fiscal year end January 1<sup>st</sup> to December 31<sup>st</sup>
3. Completed by the Treasurer
4. Audited each year

**Budget Committee:** A sub-committee of the PSC board that will create and implement a yearly budget to be approved by the PSC board.

**Bank Signing Authorities:** President, Vice-President and Treasurer.

### Internal Controls:

- All expenditures require two signatures.
- Any purchases that are not on the approved to be brought to the board for approval.
- Treasurer to provide quarterly reports.
- Identify individuals approved to make purchases for PSC.
- Establish an events committee with appointed individuals to handle cash/monitor financial transactions.

## Record Retention Policy

The Canada Revenue Agency (CRA) stipulates that a tax return is filed on time, records should be kept for a minimum of six years after the end of the tax year to which they relate. If the return is late, records have to be kept for six years from the date of filing of the return, and if a taxpayer files an appeal or an objection, records have to be kept until the issue is settled and the time for filing any further appeal expires or until six-year period has expired, whichever is later. To destroy your records before the minimum six-year period ends, you need written permission from the CRA.

### What You Should Retain -

#### **For Tax Records:**

Returns and supporting documents for at least six years following the year of the income, GST or HST returns; cheques documenting payments for goods; cheques and credits for revenue received.

#### **For Insurance Claims:**

For proof of loss: evidence of ownership of goods. All major equipment purchases should be supported by original receipts. For loss-of-business claims: tax records, income statements and balance sheets for period representative of business being done. Retain records for two years minimum.

### Intellectual Property Policy

This policy is related to any and all works; documents, forms, communications, etc. created or received by PSC board members and volunteers in connection with the PSC are the property of Petrolia Soccer Club.

All board members are to store PSC related documents on the shared google drive. If a board member leaves their position, any and all PSC intellectual property is to be handed over to the Executive.