



OSHAWA TURUL SOCCER CLUB POLICIES AND PROCEDURES

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Introduction	3
Club Name and Insignia/logo	4
District Association Affiliations	5
Membership	6
Board of Directors.....	8
Director Roles.....	10
Board of Director Meetings	11
Annual General Meeting.....	12
Special General Meeting	15
Sub Committees	16
Conflict of Interest.....	17
Harassment.....	18
Screening	19
Discipline	20
Code of Conduct.....	21
Conflict of Interest.....	24
Finance	25
Privacy	27
Club Head Coach	30
Team Approval.....	31
Coach Approval	32
Responsibilities	33
Insurance	36
Tryouts & Team Selection	37
Registration	39
Tournaments	42
Exhibition Games.....	42
Club Tournament.....	42
Team Finances.....	43
Sponsorship.....	44
Fundraising	45
Publicity	46
Club Website.....	47
Practice Fields and External Training.....	48
Dnipro Field and High Performance Centre	49
Equipment.....	50
Payments to Suppliers	51
General	52

Introduction

This policy and procedures manual is to be used in conjunction with the Oshawa Turul Soccer Club (OTSC) Constitution.

For this manual, the Oshawa Turul Soccer Club will be referred to as 'the Club'

Club Name and Insignia/logo

Policy:

The use of the name of the Club shall be limited to the Club only, and the use of the insignia shall be limited to the Club also.

Procedure:

Supply items of any type bearing the name or the official insignia of the Club must be submitted to and approved by any of the Board of Directors

District Association Affiliations

Policy 1:

- i. The president or designate and accredited representatives shall be the chief delegate at all regional meetings
- ii. The president may also attend meetings outside the Durham Region Soccer Association (DRSA) should the need arise

Procedures:

The Club votes shall be cast in accordance with the direction given by the Board of Directors of the Club

Policy 2:

- i. Only the Club may propose candidates for regional office to the DRSA
- ii. Only the Club may submit resolutions to the DRSA

Procedures:

- i. Any member of the club may propose candidates for regional office. The Club Board of Directors shall approve any nomination before it is submitted to the DRSA.
- ii. Individual members of the Club wishing to seek an elected Regional Office position must declare their intentions to do so at a meeting of the board prior to the DRSA AGM at which the candidate wishes to stand for office
- iii. The Board of Directors of the Club shall approve only candidates for Regional Office who meet the requirements for Regional Office as set out in the DRSA constitution
- iv. The Board of Directors of the Club must give approval to the content of proposed DRSA resolutions. All resolutions shall be forwarded to the Secretary of the Club

Membership

Policy 1:

- i. There is no membership fee for eligible members of the Club
- ii. Eligible Club members are parents/guardians of registered players under the age of 18, registered players 18 years of age or older, directors and volunteers
- iii. Life members are individuals who have been associated with the Club and who have rendered special service to the Club in Oshawa for at least ten years, to an extent beyond normal participation
- iv. Associate members are members of the community that have given their time or financial support to the Club. Associate membership is for one year only and must be renewed annually. Sponsors can be classified as Associate Members

Procedures:

- i. Directors must submit to the full screening process
- ii. Volunteers must submit to the full screening process
- iii. All nominations for Life Membership must be submitted to the Board of Directors, accompanied by a resume of the individual describing their accomplishments and an acceptance of the nomination by the individual
 - a. The admission of a Life Member shall require the affirmative vote of at least two-thirds of the voting members present at a meeting of the Board of Directors
 - b. No incumbent Director shall be eligible for nomination to Life Member
 - c. Life Members shall not be eligible for nomination as a Director
 - d. At Board of Director meetings, Life Members shall have a voice, but will have no voting rights
 - e. Life Members shall hold a lifetime membership unless removed
- iv. Associate members are volunteers in the community that lend their support (financial or time) to the Club. This membership expires at every AGM. Renewal is granted by a simple majority vote of the Board of Directors. These members are welcome at any General Meeting and have a voice but no voting rights

Policy 2:

- i. All members and eligible members must honour and abide by the constitution, policies and procedures and code of conduct
- ii. All registered members are encouraged to attend the AGM as scheduled

Procedures:

Approval

- i. The Board of Directors shall pass approval of membership applications, Associate or Life members in good standing

Removal

- i. Any member who does not act in accordance with the constitution, policies and procedures, and code of conduct may be subject to removal from the membership

- ii. Any member may resign from the Club by giving written notice to that effect to the Secretary of the Club. Such resignation shall be effective from the date it is received by the Secretary
- iii. The Board of Directors shall make the final decision to remove members
- iv. Upon termination of membership in the Club either by resignation or dismissal, the member/players shall return to the Club all property that belongs to the club

Board of Directors

Policy 1:

The Board of Directors shall be the governing body of the Club. Board members must be completely conversant with the Club's administrative and program policies as well as with the Club Constitution and Code of Conduct, and shall undertake the duties for Directors outlined therein.

Procedures:

- i. The President and Vice-President will prepare a package to be presented to the Board at the first meeting after the AGM. It will include (at minimum)
 - a. A current board list (including phone numbers and email addresses)
 - b. Committees and their purpose
 - c. Board meeting schedules
 - d. Constitution, Policies and Procedures
 - e. Most recent audited financial statements
 - f. List of all funding sources
 - g. Procedures for Board meetings
 - h. Club Code of Conduct

It is the responsibility of each director to be aware of his/her role and area of responsibility as well as how this connects with the roles and responsibilities of other directors and volunteers.

Policy 2:

The Board of Directors shall appoint/remove Directors during their term.

Procedures:

Appointment

- i. Vacant positions may be advertised by email or other reasonable means
- ii. Individuals interested in appointments to the Club Board of Directors must submit an application that details the following;
 - a. Qualifications relevant to the position
 - b. Previous experience with a sports organization
 - c. Personal references
- iii. Applicants should be committed to fulfilling the position until the next AGM
- iv. Applicants must submit to the Screening process
- v. The decision to appoint a new Board member will be passed by a simple majority (over 50%) of the Club Board members present at the meeting.

Removal

- i. Directors who are absent with regrets for 3 meetings will be deemed as uncommitted in fulfilling the requirements for the position and subject to dismissal
- ii. Directors who do not fulfill the requirements of their position and do not make alternate arrangements to full these obligations will be deemed as uncommitted in fulfilling their requirements and will be subject to dismissal

- iii. Directors who participate in decision-making in the affairs of the Club while in a conflict-of-interest will be subject to dismissal
- iv. Individuals who are being dismissed will be notified that the Board is deliberating as to whether they will be dismissed
- v. The decision to remove a Director will be passed by simple majority (over 50%) of the Club Directors present at the meeting. The Director is question shall have a vote at this meeting if they wish.

Director Roles

Policy:

The Board of Directors will include and not be limited to the following directors:

- i. Equipment Director
- ii. Sponsorship Director (to include fundraising)
- iii. Publicity Director (to include the web site)
- iv. Social Director (to include planning of banquets)
- v. Field Allocation Director
- vi. Screening Director

Board of Director Meetings

Policy:

The Board of Directors is required to attend board meetings (a minimum of 8 times per years)

Procedures:

Meetings

The board will establish a schedule of a minimum of 8 meetings at the first board meeting following the Club AGM.

Minutes

- i. The secretary will be responsible for recording or to have recorded, the minutes of all Board of Director meetings
- ii. The minutes will include;
 - a. Date, time and place
 - b. Start time of meeting
 - c. Names and titles of members present, chair, observers, guests and others
 - d. Record board members absent with prior regrets or without prior regrets
 - e. Existence or absence of a quorum
 - f. All rulings by the Chair
 - g. All proper motions, including name of mover and seconder
 - h. In camera discussion will not be recorded in the minutes
 - i. A list of all reports, documents and handouts introduced during meetings
 - j. A summary of significant point raised
 - k. Any commitments by participants
 - l. The time of adjournment
- iii. Draft minutes will be provided by the Secretary, for the next Board meeting package
- iv. Board of Directors will approve the minutes
- v. Any changes agreed to will be made to the minutes
- vi. Final copy of minutes will be available on the secured Club web site

Annual General Meeting

Policy:

The annual general meeting for Oshawa Turul Soccer Club will be held the last Sunday in November each year.

Procedures:

Return of Club Records

Directors whose positions are up for election at the annual general meeting must return all records to the club prior to the annual general meeting.

Date and Location of Meeting

- i. The Annual General Meeting will be held at a designated location commencing at 10AM, unless otherwise notified.
- ii. The Secretary will request to book a room, no later than August 31st in any year.

Advertising and Promotion

Any or all of the following methods of advertising and promoting the AGM could be used;

- i. Club web site
- ii. Poster on clubhouse door and on bulletin board
- iii. E-Mail reminder
- iv. Word-of-mouth
- v. Other methods

Content of Annual General Meeting Information Packages

Annual General Meeting information packages will be made available to members, on the Club web site, seven (7) days prior to the meeting. Information, approved by the Board of Directors, will include;

- i. the order of business, as per Constitution, Article 6
- ii. previous annual general meeting minutes
- iii. director's reports
- iv. the constitution
- v. proposed amendments to the constitution
- vi. motion(s) defeated to remove directors (if any)
- vii. table showing director positions up for election and length of term
- viii. motion by Treasurer to approve auditor
- ix. any new business items submitted

Chair of Annual General Meeting

The chair of the annual general meeting will be the current president of the Club.

Members Attending, Members in Attendance

- i. Each voting member will be asked to sign in name, phone number and team name.
- ii. No record will be kept of members leaving the room.
- iii. The “members attending” is the maximum number of voters possible.
- iv. The “members in attendance” is the voting members present at the time of a vote.
- v. The Secretary will advise the annual general meeting Chair of the number of members in attendance when the meeting is called to order and after the recess.
- vi.

Format for Director's Reports and Deadline for Submission

- i. Director's reports for the annual general meeting need to be submitted to the Board at the last meeting prior to the annual general meeting. It may be helpful for directors to review their job descriptions prior to preparing their reports. The report format, as stated in each job description is as follows;
 - a) What goals were set?
 - b) Were these goals met?
 - c) What changes were made? What lessons were learned?
 - d) Recommendations for next year.
- ii. Director's reports must be approved by the board in order to be included in the annual general meeting package.

Audited Statements (Club)

The audited financial statements are due on November 5th or sooner.

Amendments to the Constitution

As per the constitution, all proposed amendments shall be forwarded to the Secretary of the Club not less than thirty (30) days prior to the date of the Annual General Meeting.

Recommendations for Amendments to the Policies and Procedures

As per the constitution, amendments to the Policies and Procedures may be recommended by the general membership at the AGM. All recommended amendments should be forwarded to the Secretary of the Club not less than forty-five (45) days prior to the date of the Annual General Meeting. These recommendations need not be approved by the membership, but only need to be accepted for consideration of the Board.

Scrutineers and Elections

- i. Representatives from the DRSA will be asked to act as scrutineers for the elections. As per the constitution, any individual seeking election must be a registered member in good standing.
- ii. The scrutineers will advise the membership of the option for candidates to request the option speak on their own behalf or have someone else address the membership on their behalf.
- iii. The elections will occur in the order in which these positions are listed in the constitution.

Ballot Format

- i. Blank ballots will be provided to the scrutineers should they be needed.
- ii. Included on the ballot will be the title of the position up for election and a space for the voting member to state their preferred candidate. Blank ballots will be provided as well

should any other positions come up for election or should there be a need for succeeding ballots.

- iii. Candidate's names will be listed on a flip chart so that all voting members are aware of who was nominated and who accepted the nomination for a position.

Appointment of Auditor

- i. The auditor will be appointed based upon the recommendation of the past Treasurer.
- ii. Should the past Treasurer feel the need to change auditors, then they should provide at least three options in their Director's report.

New Business

Since there is no need to adopt the agenda at the beginning of the meeting, new business items could be agreed to at this point of the AGM.

Code of Conduct for Annual General Meeting

All will adhere to the club code of conduct.

Refreshments

The Secretary will arrange for light snacks and beverages.

Other Supplies

The Secretary will make available flipchart paper, markers, pens to be used by members for the elections, and additional meeting packages.

Special General Meeting

Policy:

General Meetings may be called by the President, by a majority vote of the Board of Directors, or at the request, in writing to the Secretary.

Procedures:

Date and Location of Meeting

The General Meeting will be held at the clubhouse or a suitable location within fourteen (14) days of being called.

Advertising and Promotion

Any or all of the following methods of advertising and promoting the general meeting could be used;

- i. Club newsletters
- ii. Club web site
- iii. Poster on clubhouse door and on bulletin board
- iv. E-Mail reminder
- v. Word-of-mouth
- vi. Other methods

Purpose of General Meeting

The purpose of a General Meeting is limited strictly to the business for which the meeting was called.

Chair of General Meeting

The chair of the general meeting will be selected by the board at the board meeting in which the meeting was called

Members Attending, Members in Attendance

- i. Each voting member will be asked to sign in
- ii. No record will be kept of members leaving the room.
- iii. The “members attending” is the maximum number of voters possible.
- iv. The “members in attendance” is the voting members present at the time of a vote.
- v. The roll call of delegates will occur by the Chair of the meeting
- vi. The Secretary will advise the general meeting Chair of the number of members in attendance when the meeting is called to order.

Voting Rights and Quorum at a General Meeting

As per constitution article 6

Sub Committees

Policy:

- i. The Board of Directors will appoint committees for specific tasks, as the need arises.
- ii. The composition, purpose, and delegation of power of committees will be established by the Board of Directors and recorded in the minutes.
- iii. Committees must consist of at least one (1) member of the Board of Directors and may consist of eligible members and Oshawa community members at large who can offer skills and experience related to the purpose of the committee. Generally, a Director should be the Chair of the Committee.
- iv. Committee meeting minutes shall be recorded by the Director and distributed at the next regularly scheduled Board of Director's meeting.
- v. The President shall be an ex-officio member of all Committees.

Procedures:

Executive Committee (see Article 7)

- i. If a long-term decision, or a decision that would fundamentally alter the character of the Club, is required before the next scheduled Board Meeting, the President shall call an emergency meeting to discuss this business only. A quorum of the Directors must be present as per the Constitution.
- ii. Executive Committee meeting minutes shall be recorded and distributed at the next regularly scheduled Board of Director's meeting.
- iii. Executive Committee members will serve on this committee for the duration of their term of office.

Conflict of Interest

Policy:

The Club will abide by the Conflict of Interest guidelines set out by the OSA (Policy 21.0) and detailed in the Club Constitution

Procedures:

- i. All directors will identify conflict of interest items immediately after election
- ii. If a conflict of interest arises, the Board of Directors will convene to discuss

Harassment

Policy:

The Oshawa Turul Soccer Club will abide by the Harassment Policy of The OSA

- i. In the event someone in the Club wishes to lodge a harassment complaint, such shall be submitted in writing to the DRSA's Harassment Officer(s).

Screening

Policy:

The Club will establish a screening committee to support the Club's obligation to do everything legally and morally possible for those in our care. This obligation is outlined in the provincial legislation "Duty of Care"

"The "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' obligation to screen carefully. It is part of their 'duty of care'."

DRSA Harassment / Volunteer Screening Workshop

Positions and Risk Management

The first principle of screening is risk management, which simply means, 'what could go wrong here' and 'how do we avoid it.' Risk management involves looking at the possibility of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize prevent or eliminate it altogether.

DRSA Harassment / Volunteer Screening Workshop

Procedures:

- i. The Screening Committee will screen
 - a. Any individual who interacts with players (including coaches, assistant coaches, managers, assistant managers, trainers)
 - b. Any individual who handles the finances of the team/club
 - c. All executive members
- ii. Screening will include
 - a. Personal interview
 - b. Police checks
 - c. Reference checks
- iii. Topics covered in screening include
 - a. Safety of players
 - b. Parent relationships with team official
 - c. Financial accountability
 - d. Fundraising
 - e. Support from the Club
- iv. Committee members will include at least 1 male and 1 female screener
- v. When possible, the committee will conduct interviews together
- vi. Screening shall proceed in accordance with DRSA policies
- vii. The screening committee will view Police Checks and return them to the individual at the screening interview.

Discipline

Policy:

The Club will ensure that discipline is ensured in conjunction with the Laws of The Game (FIFA). Discipline will encompass Directors, Coach, Team Officials, Players, Parents and Fans

Procedures:

- i. Discipline issues will be dealt with, in order
 - a. By team coaching staff
 - b. By club coaching committee/head coach
 - c. By the Board of Directors
- ii. The Team Head Coach is responsible for knowing the specific rules and discipline procedures of the League the Team is participating in as well as of the OSA and the Club.
- iii. The Board of Directors/Head Coach must be notified by the Coach of the team of all incidents that may lead to a disciplinary hearing.
- iv. Any suspected contravention of Club's Policies is subject to investigation and possible discipline by the Board of Directors
- v. Any discipline decision issued by the Club may be appealed in writing to the Board of Directors within thirty (30) days of the decision being issued. On request by the appellant, and at the discretion of the Board, the implementation of the decision may be deferred until the appeal is heard
- vi. Coaches are responsible for the actions of themselves, their coaching staff, their players, their team families and their guests at all times in connection with soccer related Club approved activities, including, but not limited to, league games, team practices, exhibition games, tournaments, team gatherings and/or communications between or among teams, coaches, leagues, parents and Clubs.

Code of Conduct

Policy 1- Director:

As representatives of the Club, Directors will conduct themselves accordingly and within the guidelines set by the DRSA and the OSA

Procedures:

Directors shall consider the following during any course of action

- i. Impact on the club and its members
- ii. Association with individual teams should not be considered when opportunities arise
- iii. Personal gain or profit is not allowed

Policy 2- Player:

Players are expected to show respect for the game and to conduct themselves in accordance with the Club, DRSA and OSA policies.

Procedures:

- i. Wear Club uniform proudly
- ii. Arrive on time
- iii. Follow the directions of your coach
- iv. Act in a sporting manner at all times
- v. Avoid improper conduct
- vi. Honour all laws of soccer, especially those which forbid abusive language and sexual or racist remarks
- vii. While representing the Club, all players will wear the uniform provided to them by the Club
- ix. Display respect for the referee and his/her decisions at all times
- x. Display respect for the other Team coaches and players
- xi. Display respect for fellow Team players, coaches and parents
- xii. Participate actively in games and practices without disruption
- xiii. Maintain a positive attitude at games and practices
- xiv. Players may not wear jewellery on the field of play

Policy 3 - Team Official

Honour and abide by the OSA Code of Conduct for Coaches and Team Officials

Procedures:

Commitment

- i. A coach's commitment to improve the performance of the players and the Team physically and mentally
- ii. A coach needs to provide a high quality of soccer program for players with a positive environment / atmosphere

Know Your Subject

- i. A coach must be thoroughly acquainted with FIFA Laws of the Game and must keep attuned to the sound principles of Coaching

Respect

- i. Coaches must respect all individuals as unique human beings
- ii. Opponents and officials must be treated with respect
- iii. Players must be coached to win within the Laws of the Game

Enthusiasm

- i. Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when deserved

Personal Conduct

- i. A coach must maintain the high standards of personal conduct and fair play
- ii. Coaches should never be involved in any circumstance which is offensive or suggests sexual connotations
- iii. Coaches are not permitted to enter the field of play unless called by the official

Oshawa Turul Team Coaches must:

- i. Treat players with respect and help them, as athletes, to develop a positive self-image
- ii. While representing the Oshawa Turul Soccer Club, ensure that they and all players, under their control, will not attempt to embarrass or otherwise demean their hosts, or act in any way which would serve to bring the Oshawa Turul Soccer Club into disrepute
- iii. Be a positive role model for players
- iv. Model the highest standards of personal conduct, model the principles of fair play, and promote good sporting behaviour
- v. Assume the best of fellow coaches
- vi. Display respect for fellow coaches and their decisions during games and practices
- vii. Show concern for the physical well being of players at all times
- viii. Show priority consideration to develop players as people
- ix. Engage in good planning for and be prepared for, games, practices and meetings
- x. Be responsible for encouraging good conduct by players and parents at games
- xi. Provide a smoke-free, alcohol-free and drug-free environment before and during all games and practices
- xii. Follow the principles and procedures as outlined in the Club Coaches handbook
- xiii. Display respect for the game officials and their decisions at all times
- xiv. Teach players and parents that officials are an important part of the game and that the laws of soccer must be honoured
- xv. Display respect for opposing team coaches and players

xvi. Remember that while winning is desirable, winning at all costs defeats the purpose of the game

xvii. Remember that losing can be a triumph when the team has given its best

Conflict of Interest

Policy:

Team Officials shall be subject to the Conflict of Interest Policy 21.0 in the OSA's published rules.

Procedures:

- i. Directors in breach of Conflict of Interest policies will be informed as to the violation by the President of the Club.
- ii. The Board of Directors will recommend a course of action as per the violation
- iii. If the conflict of interest cannot be resolved and the Club's policies and procedures have been breached, it will be recommended that the Director resign.
- iv. If conflict of interest involves financial issues, reimbursement to the Club will be required within 7 business days.

Finance

Policy:

See Article 12, Club Constitution

Procedures:

To comply with Auditors requests and to ensure that budget requirements are adhered to, in keeping with the Boards financial responsibility to its members, the Treasurer will implement the following procedures

Banking

All funds of the Corporation shall be deposited in a Chartered Bank or Trust Company in Canada.

Registration Fees

The registration fees of the Club shall be established by the Board of Directors at the meeting prior to the AGM and shall consist of the following:

- i. Registration fees shall be assessed to each player, irrespective of the league he/she wishes to play in as a flat seasonal charge and shall be payable at the time of registration
- ii. Registration fees shall be intended to provide the Corporation with sufficient funds to operate
- iii. All Non-Sufficient Funds (NSF) cheques are subject to a \$30.00 administration fee.
- iv. Sponsorship

Sponsorship

The Club shall actively seek sponsorship from local business and large corporations to supplement the membership/registration dues and shall be assessed a sponsorship fee to be determined at the start of each fiscal year by the Board of Directors.

Expenditures

Except for items of a capital nature and for matters of extreme emergency, expenditures in any year shall not exceed income for that year.

Inventories

All property of the Club shall be held in the name of the Oshawa Turul Soccer Club. The Vice-President shall be accountable and shall be responsible for all property including furnishings, office equipment and gifts presented to the Club. Upon assuming office, a new Vice-President shall immediately become accountable for the aforementioned property and shall sign a written inventory of properties received, a copy of which shall be furnished to the President and Treasurer.

Supplies

The Board of Directors of the Club shall approve the sale or resale of any item of supply, which might bear the name of insignia of the Club.

Budgeting

- i. Directors will be required to submit a proposed budget for the coming season, to the Treasurer by no later than the second general meeting of each year.
- ii. The budgets must, as accurately as possible, reflect the operating needs required to undertake the activities of the position.
- iii. The Treasurer shall prepare a reasonable budget for any vacant Directorship or if any Director fails to provide a proposed budget for the coming season.

- iv. The Board of Directors must approve all budgets at the Annual Budget meeting, to be held no later than the November Board meeting.
- v. The Board of Directors must approve requests for upward amendments to individual Director's budgets prior to any costs being covered. These costs must be covered out of existing surplus as identified by the Treasurer.

Reimbursement of Expenses

- i. No reimbursement for Club expenses will be made without proper receipts in evidence.
- ii. Travel allowances will be covered in accordance with rates as established by the Board of Directors. Travel expenses are reimbursed at \$.41/km
- iii. Travel authorization is pre-authorized for League representatives.
- iv. A list of Directors receiving travel allowances shall be made available to the Membership by request at the AGM.
- v. Coaches will be reimbursed \$100 per year for expenses incurred on attaining CCL certification. Coaches are expected to pay for registration and submit receipts to the club.
- vi. Each team will be allowed to submit receipts for outdoor tournaments up to \$500. Reimbursement for these expenses will occur once the team is fully registered for the tournament.

Insurance

- i. Each year, liability insurance and a Sports Accident Package shall be purchased, likely from the Ontario Soccer Association for Officers and Employees of the Club.
- ii. Optional insurance may be purchased to cover the assets of the Club.

Reports

- i. The Treasurer will provide quarterly income and expense reports to the board.

Other

- i. The Treasurer may be supported by a volunteer responsible for day to day banking.

Privacy

Policy:

The Club has always been, and will continue to be, committed to maintaining the accuracy, confidentiality and security of Personal Information. As part of this commitment, the Club adheres to the 10 Principles established by the Canadian Standards Association's Model Code for the protection of Personal Information. These principles form part of the Personal Information Protection and Electronic Documents Act (the "Act"), which establishes rules governing the collection, use and disclosure of Personal Information by the private sector. The Club is responsible for personal information under our control.

Procedures:

Accountability

Personal information to club affiliates is provided in accordance with our responsibilities to comply with their rules and regulations. A comparable level of protection exists within those organizations.

Identifying Purposes

Youth information is collected for the following purposes;

- i. To provide our membership with soccer programming opportunities in accordance with our corporate governance structure, policies and procedures
- ii. To perform administrative functions related to the provision of appropriate soccer programming opportunities
- iii. To provide the volunteer program directors with relevant player information to ensure that each player is playing at the right level to meet their individual soccer needs
- iv. To conduct seasonal surveys about the quality of soccer programming
- v. To allow staff and volunteers to contact parents/guardians or players over 18, and referees directly regarding their individual soccer related activities
- vi. To comply with any of our governing affiliate's policies, procedures and direction related to soccer programming at various levels

Consent

- i. The Club requires both knowledge and consent of its members for the collection, use or disclosure of personal information, except where otherwise required or permitted by our governing affiliates. This relates to fulfilling specific purposes as the consent to use or disclose information may be a condition for soccer administration as undertaken by our governing affiliates
- ii. The form of consent we seek and the manner of obtaining the consent from our members may include, but not be limited to; registration forms, volunteer application forms, referee registration forms, administrator registration forms, optional identification on program surveys, and other forms used in the administration of soccer programming
- iii. Personal information relating to the payment of fees, in any form of such payment, will be collected
- iv. A member may withdraw consent at any time upon reasonable notice and prior to processing,
- v. Thereby involving the return of registration/application form and applicable payment
- vi. If a member wishes to withdraw consent or not be contacted with respect to surveys, and other notices may opt out of our use of his or her contact information may do so by

contacting the Board of Directors in writing at Oshawa Turul Soccer Club, c/o The Italian Recreation Club, 245 Simcoe St. S , Oshawa, Ontario, L1H 7K8

If a member wishes to withdraw consent or not be contacted with respect to notices for the Ontario Soccer Association, simply check the circle on the registration acknowledgment section Limited Collection

The Club limits the personal information collected about its members and volunteers to the applicable minimum necessary to meet the administrative and program needs in a fair and lawful manner such as but not limited to; name, contact information, birth certificate, player photo, date of birth, parent/guardian names, maiden name, highest coaching/referee certificate granted, and references

Limiting Use, Disclosure and Retention

- i. personal information is not disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by the policies and procedures of our governing affiliates
- ii. personal information is retained only so long as necessary for the fulfillment of those purposes, subject to legal requirements or policies and procedures of our governing affiliates
- iii. once personal information no longer needs to be retained, the information will be destroyed by shredding
- iv. Personal information will be kept in safe, locked storage, out of view unless currently in use, and electronically in password protected files, for administrative purposes. Information will only be used in the hands of the responsible staff or volunteer as charged with safekeeping according to these policies and procedures
- v. all club records maintained by volunteers in the performance of their duties, will be returned to the club for safekeeping or destruction, immediately upon resignation or revocation of their volunteer position

Accuracy

- i. The Club takes reasonable steps to ensure that the personal information used and disclosed is accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it was intended.

Safeguards

- i. The Club protects the personal information of our members and volunteers with security safeguards appropriate to the sensitivity of the information. These safeguards are aimed at protecting personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modifications.
- ii. The Club educates and trains its staff and volunteers on the importance of protecting all member and volunteer information.

Openness

The Club privacy statement is as follows:

“Your privacy is important to us. Any personal information collected on club forms is collected and intended to be used to enable the Oshawa Turul Soccer Club to deliver quality soccer programs to the youth of Oshawa and surrounding areas. The Oshawa Turul Soccer Club is a non-profit organization.”

“Your personal information will be kept secure and will not be shared with anyone other than those individuals charged with administering the club's programs and the club affiliates; Durham Region Soccer Association and the Ontario Soccer Association as required. If the club wishes to share any of your personal information with a third party for any reason, your prior consent will be sought. The Oshawa Turul Soccer Club adheres to the Personal Information Protection and Electronic Documents Act. If you require further information, please contact the club.”

This information is available on the web site www.oshwawturul.com , and is provided to members when they register in person

The privacy policy is available on the club web site,

Individual Access

- i. Request for Access: Upon written request to the Board of Directors at the Club, the Club will provide you with information about the existence, use and disclosure of your personal information and access to the information.
- ii. Requests for Amendments: If a member or volunteer believes that the information contained in his/her file is inaccurate or incomplete, a written request for updates to the Board of Directors should be provided.
- iii. Requests for an Accounting of Disclosures: Upon written request to the Privacy Officer, an account of the third parties to which his/her personal information has been disclosed will be provided.

Challenging Compliance and Privacy Complaints

It is important to us that our Privacy Policy addresses members' concerns and responds to members' needs. Members may contact the Privacy Officer regarding compliance with federal laws governing privacy at Oshawa Turul Soccer Club, c/o The Italian Recreation Club, 245 Simcoe St. S, Oshawa, Ontario, L1H 7K8

If a member is not satisfied with the results of our investigation of his/her privacy complaint, he/she may contact the Office of the Privacy Commissioner of Canada, 112 Kent Street, Ottawa, Ontario, K1A 1H3.

Club Head Coach

Policy:

The Club may hire, as staff, a Club Head Coach to develop programs for coaches, players and the club. Responsibilities will include monitoring current coaching techniques, developmental plans per team and player, creating programs to elevate the Club to elite status, providing feedback to the Board of Directors and to the team coaching staff.

Procedures:

- i. The Club will search for a Head Coach by using the web site, DRSA web site, newspapers and other means of advertising
- ii. This position will be a part time position
- iii. Salary for the Club Head Coach will be determined the Board of Directors
- iv. Salary will be generated from player fees
- v. Club head coach will have opportunity to increase his salary by:
 - a. Holding clinics for coaches
 - b. Summer camps for Turul players
 - c. Holding clinics for players
- vi. In the event that a suitable Head Coach cannot be hired, the Club will use a Coaching Committee to fulfill the above responsibilities
- vii. A technical committee may be formed in the absence of a Club Head Coach
- viii. Members of the technical committee will be able to charge \$50 per training sessions for Turul teams

Team Approval

Policy:

The Board of Directors, with the recommendation of the Club Head Coach/Coaching Committee, shall review and determine all League entries and division levels for each rep team

Leagues

The Oshawa Turul Soccer Club, as a member of the Durham Regional Soccer Association (DRSA), can participate in: District Leagues, such as the Durham Boys Soccer League (DBSL) and the Durham Girls Soccer League (DGSL), Multi-Jurisdictional Leagues, such as the Central East Soccer League (CESL), Regional Leagues, such as the Central Soccer League (CSL) and the Central Girls Soccer League (CGSL), and the Provincial League Ontario Youth Soccer League (OYSL), Durham Women's Soccer League (DWSL) and Ontario Girls Soccer League OGSL and Ontario Women's Soccer League (OWSL).

Procedure:

- i. The Club registrar will prepare and submit a League application on behalf of each existing team as directed by the Club Head Coach/ Coaching Committee, in line with the league's published deadline for application submission.
- ii. New teams to the Club must be approved by the Head Coach and Board of Directors

Coach Approval

Policy 1: Appointment

The Board of Directors approves all coaching selections recommended by the Club Head Coach/Coaching Committee

Procedures:

- i. Applications for coaching positions shall be submitted in writing to the Club Head Coach by the published deadline of August 15 and will include the current year budget and financial statements, invoices for any current tournament fees owing by the club and following year training and tournament plans.
- ii. Application forms will be available on the Club website or from the Head Coach/Coaching Committee.
- iii. Each applicant will be notified in writing by the Club Head Coach of the Board's decision with respect to that application
- iv. Coaches shall be familiar with, support and adhere to all Club policies and procedures and the Club Code of Conduct. Any clarifications needed should be raised at Rep Team meetings or directly with the Club Head Coach, as applicable. Failure to adhere to the Club policies and procedures may result in investigation by the Board of Directors, and/or disciplinary action.
- v. The Team Head Coach (hereafter referred to as the coach) appointments shall commence for the upcoming season immediately upon notification by September 15 and will not terminate unless notified
- vi. Coaches must reapply for their position each soccer season. The application will apply to indoor and outdoor play for the upcoming seasons.
- vii. All Coaches and coaching staff must satisfy the Club Screening requirements to obtain and maintain a position with the Club
- viii. The Club reserves the right, at any time, to remove any coach or other volunteer, by
 - ix. motion brought to and approved by the Board of Directors
 - x. All coaches must declare potential conflicts of interest to the club head coach in writing.

Policy 2: Number of teams coached

Coaches will be limited to coaching 1 team within the Club, as a Head Coach in accordance with providing the best developmental environment for players.

Policy 3: Conflict of Interest

Coaching with other clubs as a Team Head Coach is not allowed.

Procedures:

- i. Coaches will disclose any prior arrangements with other clubs
- ii. The Board of Directors will review conflict of interest policies and formulate a solution.
- iii. If the conflict cannot be resolved, membership can be revoked.

Responsibilities

Coach

- i. Coaches shall submit a seasonal plan by March 1 and an end of season review by September 15 to the Club Head Coach by the published deadlines
- ii. A copy of the financial plan included in the pre season plan and post season review must be submitted to: the Club Treasurer
- iii. After the seasonal plan for the team is approved by the head coach, it must be presented to the team parents
- iv. The post season financial report must be distributed to parents as well as the club head coach, treasurer and rep director
- v. All Coaches must ensure that they abide by their respective league rules and policies, that they carry the required travel permits, playing out permits or permission to host or play in exhibition games
- vi. All Coaches must within 24 hours notify the league of any serious injury to a player arising as a result of Club soccer related activity.
- vii. The Coach must ensure the appropriate OSA Soccer Accident Report Form is completed and submitted within 24 hours to the OSA and the Club
- viii. Coaches, or a team representative must attend the Club's AGM
- ix. Coaches should actively encourage Team parents to become involved with the Club administration in a volunteer capacity
- x. Coaches shall assist with any player development program or clinics organized by the Club
- xi. All communications regarding the Team, individual players, parents, coaching staff or their conduct shall be the ultimate responsibility of the Coach, in particular to ensure that any such communication adheres to the Club Policies and Code of Conduct
- xii. The Coach may involve the Club Head Coach as needed to assist with any such communications
- xiii. The Coach shall be alert to the confidentiality of communications and personal information and shall support and abide by the Club's Privacy Statement
- xiv. The Coach shall ensure that Team members and/or Team parents do not use any personal information (including, but not limited to, player phone numbers, email address and player names) except in accordance with Club policies and with the knowledge and consent of the Coach
- xv. Coaching Staff will not receive compensation from teams. Coaches who do not have a child on the team may be compensated based on the following;
 - a. They may receive reimbursement of expenses such as mileage and accommodation costs(during tournaments only)
 - b. This must be agreed upon by the parents of the players and the coach prior to the start of the season
 - c. Mileage will be calculated on \$.42 per km
 - d. All expenses must be submitted in writing to the manager of the team

Team Officials

The Team Officials are selected by the Coach, and are subject to approval of the Screening Committee

Teams with female players must have a designated female to represent the interests of female players on the Team throughout the season listed as one of the team officials

Team Officials may be comprised of any/all of the following positions, at the discretion of the Head Coach:

Assistant Coach (es)

Team Manager

Assistant Manager

Assistant Coach

- i. While the overall responsibility for all Team affairs lies with the Coach, the Assistant Coach shall agree to assume the same obligations and responsibilities to the players, Team and Club, particularly where the Coach is absent
- ii. The Assistant Coach shall support the Coach, and reinforce his or her developmental objectives and shall provide meaningful input to the Team.
- iii. The Assistant Coach has the same responsibility and obligation to the Club as the Coach with respect to all Club Policies
- iv. Assistant coaches must complete the Community Coaching Levels as per the OSA guidelines and will be reimbursed for costs associated by the Club
- v. At least 1 assistant coach must complete the CCL levels

Manager

The Manager, as appointed by the Coach, is responsible for:

- i. Supporting the Coach in his or her responsibilities to the Team and the Club
- ii. Adhering to all Club requirements and dates as published
- iii. Acting as liaison between the Team Parents and Coach
- iv. Ensuring that the Club Constitution, Club policies and the Code of Conduct are followed
- v. Conducting the Team's affairs in a responsible and organized manner
- vi. Maintaining an up-to-date and well prepared Team budget
- vii. Maintaining an up-to-date record of Team finances, statistics, player books, etc.
- viii. Reporting to the Club and to the Team regarding finance as required by Club Policies and procedures
- ix. Planning Team activities (i.e. tournaments, exhibition games, parties, etc.)
- x. Responding in a timely manner to any request for information from the Club
- xi. Cooperating with the Club in all Team matters
- xii. Maintaining and protecting at all times the integrity of the Team as it represents the Club
Completing game sheets accurately and ensure player books are available for each game
- xiii. Keeping sponsors and the Club informed of Team activities

Parent Volunteers

- i. It is important to get Team parents involved in Team activities, such as for social committees, fundraising committees, tournament committees, field/net setup, and Team contact person.

- ii. The Coach and Manager shall develop an appropriate description for each volunteer Team position, which shall promote the importance of parent involvement to a successful soccer season while maintaining and adhering to Club policies and Code of Conduct.
- iii. Coaches and managers should encourage parents to act as volunteers for the club in the role of fundraising

Insurance

Policy:

All Oshawa Turul Soccer Club players, coaches, volunteers and Board members are insured against injury, death and dismemberment, while operating within the Club participation requirements. These requirements include proper registration, certification, carding and obtaining all permission necessary for participation in soccer and soccer related events.

Procedures:

- i. Where a Team is playing out of the Province or outside Canadian borders, the Team shall ensure additional coverage is secured as mandated by the OSA and a requirement of securing a travel permit
- ii. Should an incident occur, the Coach shall, within 24 hours of the incident, contact the Club to provide details and arrange for any necessary claim forms to be completed, written documentation giving details of the accident must accompany all claims. Copies of the Sports Accident Claims Forms and Soccer Accident Report Form are available at the Club's office. These forms must be completed whenever a soccer accident occurs which requires some form of medical attention, and should be returned to the Club as soon as possible to be forwarded to the OSA and the applicable league office

Tryouts & Team Selection

Policy:

The Club will provide the environment for tryouts and team selection in order to develop elite athletes with an equal opportunity to play for the Club

Procedures:

- i. The Club will provide a designated weekend for tryouts once the current season is complete. There will be two consecutive days of tryouts.
- ii. Teams may also continue tryouts throughout the indoor season.
- iii. Fields will be provided by the Club. No Teams are permitted to use any Town of Oshawa owned soccer field prior to official release of fields by the Town to the Club through permit, and subsequent confirmation of such authorization for use by the Club
- iv. Advertisements will reflect date, time and age group for tryouts. Players will be encouraged to contact the Coach/Manager for a tryout
- v. Walk on players will be directed to a club official for registration
- vi. All players will fill out a registration form (for tryout only)
- vii. Tryout sessions shall be conducted observing OTSC policies and procedures
- viii. The Coach/Manager shall ensure all players trying out are properly registered
- ix. Club coaches will be involved in running tryout sessions. Each age group tryout session will include goalkeeping sessions, technical and tactical drills. Coaches selecting players will not run drills.
- x. Coaches will be encouraged to evaluate players on the club evaluation form
- xi. A Player shall be advised within 48 hours of the last try out session (if not before) whether he or she has been invited to join the Team; is invited to attend further Team practices for further evaluation; or has not made the Team and is being released to try out for another Team
- xii. A Player who is not chosen to make the Team shall be advised by one or more of the following methods in this order of preference:
 - a. Personal Interview
 - b. Phone Call
 - c. Letter
 - d. email
- xiii. Players will be informed of their strengths and areas of improvement
- xiv. If possible, coaches are encouraged to provide alternate club or team information to the player
- xv. No player shall be required to try out for or play with any particular Team. The final decision to try out, or accept any offer to play for a Rep team lies with the player and his or her parents.
- xvi. The player selection process must be completed by the Team Head Coach in time to meet the published date for submission of the roster, player books and Rep fees to the Club
- xvii. The latest date for releasing a player is **March 1** of the upcoming season. This allows players to register in other leagues, organizations
 - a. All players released after March 1 must receive a player assessment and reasons for release in writing

- b. If being released after March 1, coaches must receive approval from club directors on a club release form which must be signed and given to the player. A copy must stay with the club directors.
 - c. After March 1, released players must be given a list of potential teams to apply to
 - d. Coaches will not provide personal information on players to other clubs or coaches without express written consent from the player's family
 - e. Communication by the coach to the team regarding released players should
 - i. Show respect for the players feelings by not discussing details with other team members
 - ii. For example – "..... is no longer with the team. I'm not at liberty to discuss the details – that is between me and the player."
- xviii. After Team selection, a Team meeting including parents shall be held by the Coach to discuss the Team's seasonal plan, appointment of Team officials, coaching philosophy, budget, Team rules, Club policies, Rep Manual, and Code of Conduct.
- xix. Poaching of players, as defined by the OSA, will not be tolerated and will be referred to the Board of Directors
- xx. Coaches shall cooperate with each other in order to avoid being short of players for any particular game. Call up players shall only be used when a Team is short of players, and must meet the conditions outlined in the league policies under which the team plays. The coach of said team must contact in order; The coach of the other team and then the parents of the player requested

Registration

Policy 1: Player Registration

- i. Registration fee shall be determined by the Board of Directors.
- ii. Registration fee shall be a fixed, non-discountable fee, payable to the club. Players registering after the season has started may negotiate discount with their Team. If the Team wishes to offer a discount the Team will have to make up the difference to the Club.
- iii. There shall be a hardship clause for players in financial need.
- iv. Registration forms must be completed in full by the parent/guardian of the player unless that player is over 18 years of age.

Procedures:

- i. Team official (coach or manager) obtains OSA Player and Team Official Registration forms from the Club website.
- ii. Player (or parent/guardian if under 18) completes form and returns to the Team official along with registration fee.
- iii. Those wishing to be considered for financial aid under the Hardship clause must submit a formal request to Club President for review by Club Executive. Upon approval by Club Executive, a 100\$ reduction will be granted to the applicant.
- iv. Teams are encouraged to support players with financial need by:
 - a. Fundraising for Club fees or accommodations at away tournaments
 - b. Asking for payment in instalments.

Policy 2: Team Registration

- i. Team official must submit OSA Registration forms, OSA books, and registration fees for a minimum of 11 Players and 1 Coach to the Club Registrar on or before deadline set by Club in order for a team to be registered.
- ii. A late charge may be charged to any Team submitting a roster after the Club deadline at the discretion of Club Executive.
- iii. No registration activities shall be undertaken if required registration fee is not received with registration forms and OSA books except under extenuating circumstances as determined by the Club.
- iv. Any changes to a Team roster during the playing season must be done in accordance with OSA and League rules through the Club Registrar.
- v. Coaches shall comply with all League and Tournament permission and Team registration requirements.
- vi. No player shall be permitted to participate in any Team activity until registered with the Club and holding a valid OSA certified player book.
- vii. The Coach shall ensure that every participant is registered with the Club and meets the residency requirements in order to meet the Club/OSA regulations, policies and procedures, DRSA residency rules and insurance requirements.
- viii. A Coach who knowingly allows an unregistered player to participate on a Team actively shall be subject to discipline by the Club and the OSA.
- ix. A Coach who signs an illegal player to a Team shall be subject to discipline by the Board of Directors and the OSA.

- x. A Coach who “tampers” with a player registered on a higher classification Team roster by encouraging that player to be on the lower classification Team shall be subject to discipline by the Club.

Procedures:

- i. Team official submits required OSA Registration forms, OSA books, and registration fees to the Club Registrar by due date.
- ii. The Club Treasurer issues an official detailed receipt for all paid registration fees.
- iii. The Club Equipment Director issues, without exception, as many uniform kits as provided for on the official receipt(s).

Policy 3: Winter Season Registration

All players training with Club teams must be registered to that team.

Procedures:

- i. A registration fee of \$30 will be levied to all players registering for indoor leagues / indoor training sessions
- ii. Teams must register with the registrar if they are playing in an indoor league/ playing exhibition games/ playing in tournaments
- iii. Teams wishing to play any 11-aside games during the winter must register as an 11-aside team
- iv. A portion of this registration fee may be allocated to the Club Head Coach
- v. To play in an indoor league outside of Durham Region, the Team must obtain a “Playing Out Permit” from the DRSA. 26.5 Player books for all players playing in an indoor league must be validated by the DRSA.

Policy 4: Refunds

Refunds will be provided by the club based on the following criteria

- i. If a player has been released by a team before March 1 and has paid the full registration fees, they will be refunded the full fee less DRSA/OSA registration fees, less the cost of all equipment and uniform (if issued).
- ii. If a player has been released by a team after March 1 and has paid the full registration fees, their refund will be calculated as follows: Full registration fee less DRSA/OSA registration fees, less the cost of all equipment and uniforms, less a prorated amount based on the number of games the team has played in their league.
- iii. If a player is injured prior to the season and cannot resume play for the current season, they will receive the full fee less DRSA/OSA registration fees, less the cost of all equipment and uniform (if issued). The Player must provide appropriate medical documentation relevant to the injury to back his or her claim. If an injury occurs during the season, the refund will be prorated based on the amount of games played prior to July 1 – after which no refund will be issued.
- iv. If a player resigns from a team prior to the start of the season, they will receive the full fee less DRSA/OSA registration fees, less the cost of all equipment and uniform. If a player resigns from a team after start of the season, they will not receive a refund.

Procedures:

- i. Team official or player notifies Club Registrar in writing of refund request and associated circumstances
- ii. Club Registrar informs Team official or player the applicable form and source that needs to be completed by the player for removal from Team roster.

- iii. Player completes required form and submits to Club Registrar.
- iv. Club Registrar notifies Club Treasurer amount of refund owing to player.
- v. Club Treasurer issues refund cheque to player.

Policy 5: Adult Teams

Adult teams registration fees will be as follows

Procedures:

- i. Registration fees for the first 18 players will be \$250 and will include
 - a. Home jersey, shorts and socks
- ii. Registration fees for players (19 to 25 maximum registered) will be \$100. The team is responsible for purchasing the uniforms for these players.
- iii. The club will be responsible for field costs and mandatory league fees. Teams will be responsible for all other costs.

Tournaments

Policy:

Teams shall only participate in OSA approved tournaments

Procedures:

- i. Teams will submit a list of potential tournaments to the Head Coach/Coaching Committee
- ii. Travel permission must accompany all tournament applications outside the Durham Region.
- iii. Only Board of Directors with signing authority may approve a travel permit, except that if the member is also an official of the team.
- iv. Team coach or manager should submit a brief tournament report 14 days after completing the tournament

Exhibition Games

Policy:

Teams are encouraged to play exhibition games prior to the season.

Procedures:

- i. Teams must submit an application to Host an Exhibition Game to the Club Registrar
- ii. The Registrar will then submit the document to the DRSA
- iii. Application to Travel to an Exhibition Game must also be completed if the game is outside Durham Region
- iv. Teams must be registered and insured as per OSA policies
- v. Teams may supply their own official, provided that official is a registered member of the OSA Referee Association
- vi. Teams are discouraged from playing exhibition games against teams that are 2 years older or younger.

Club Tournament

Policy:

The Board of Directors will investigate the viability of hosting an Oshawa Turul Tournament

Procedures:

- i. A committee must be formed to investigate the following
 - a. Costs associated with running a tournament
 - b. Revenues associated with running a tournament
 - c. Sponsorship opportunities
 - d. Timing of a tournament (Spring, Summer or Fall)
 - e. Management of a tournament

Team Finances

Policy:

Teams are required to manage financial responsibility as per the DRSA and the Club guidelines

Procedures:

- i. the Team Manager shall be responsible for collecting Club fees from the Team players and submitting payment to the Registrar upon completing registration, from the Team in the form of 1 cheque
- ii. Provide a detailed proposed budget for the Team projected expenses and income to the Club Treasurer and to the Team parents no later April 15th for the outdoor season and by September 15th for the indoor season
- iii. Each Team must open a Team bank account ensuring signing authority to two (2) members of the Team, one of which must be the Team Manager.
- iv. The individuals with signing authority must not be related
- v. All monies received by the Team must be deposited to the Team bank account
- vi. The Team bank account name must not include the words "Oshawa Turul Soccer Club" but must include the Team name and age
- vii. Any fines levied by soccer ruling bodies against Teams, players, coaches, officials or others associated directly with a team are the direct financial responsibility of that team
- viii. Any Team Official, parent, player or other person associated directly with a team and responsible for incurring such a fine shall be responsible for paying the fine to the team, or directly reimbursing the Club
- ix. Any outstanding monies owed to the Club must be paid on demand to the Club
- x. If a Team has incurred any fines or late fees, it is the Team's responsibility to pay such fines or late fees before closing out accounts (by October 15th at the latest for the outdoor season, and by May 15th for the Indoor season)
- xi. If payment is not received, the Club will deduct such fines from any Team funds held on account
- xii. If there still remains any outstanding monies owed, those persons responsible for the monies shall be notified that they are not in good standing with the Club, and their member privileges suspended until such time as they are brought back in good standing with the Club
- xiii. An accurate and up-to-date accounting of all monetary transactions must be kept by each Team. The Manager must be prepared to present this detailed record when asked by the Club
- xiv. An interim financial update is recommended by July 31st for the outdoor season.
- xv. A final financial report by no later than October 15th for the Outdoor season and May 15th for the Indoor season shall be provided to the Club Treasurer and the Rep Team
- xvi. A penalty of \$20 may be applied by the Club, where the published deadlines are not followed
- xvii. The Club will issue a cheque to each team for regular season league game officials and for the first League Cup game. All subsequent fee requests should be submitted in writing to the Treasurer
- xviii. Team families may collectively agree to retain fundraising and/or sponsorship funds in the Team account for the next season, however, this agreement must be unanimously made at season start. Otherwise, players (and their families) contributing to fundraising efforts, whether remaining on the Team at the end of the season or not, must receive

their proportionate share of the remaining balance of Team funds at the end of the season.

- xix. Players who continue with the Team into the next season may leave their share with the Team account for next season budgeting purposes, but this must be reflected in the end of season financials as consented individual player carry-overs

Sponsorship

Policy 1: Team Sponsorship

The Club encourages Teams to accept donations from secondary or minor sponsors in order to support the financial requirements of the team.

Procedures:

- i. A list of all sponsors must be submitted to the Club as soon as a Team accepts the sponsorship
- ii. All Team sponsorship cheques must be made payable to the Oshawa Turul Soccer Club and must flow through the Club. A Club cheque in the identical sponsorship amount will be exchanged for the sponsorship cheque. The Club Treasurer will prepare a cheque upon receipt of a cheque requisition form and the sponsor's cheque. A letter/receipt for sponsorship funds may be requested and shall be prepared by the Club Treasurer and/or Team Manager, as applicable
- iii. In the event that the cheque is made out to the Team, a photocopy of the cheque and all sponsor details must be provided to the Club Treasurer in order for the sponsor to receive a club receipt.
- iv. In the event of a cash donation a letter must be submitted by the sponsoring party that a cash donation of a specified sum was made to the team- the cash may then be directly deposited to the team account and a copy of the letter is forwarded to the club treasurer.

Policy 2: Club Sponsorship

The Club will endeavor to encourage corporate sponsors to support the financial requirements of the Club.

Procedures:

- i. The Board of Directors will establish a fund raising committee to be chaired by the Director of Sponsorships
- ii. Sponsorship fees are outlined below
 - a. Platinum \$5000 +
 - b. Gold \$1500
 - c. Silver \$250
 - d. Bronze \$100
- iii. Sponsorships support may include banners, web site advertisement, corporate logos placed on jerseys, bags, tracksuits, tents etc
- iv. Placement of logos will be discussed by the Board of Directors upon receipt of application
- v. Sponsorship support must be aligned with the ethical and moral obligations of a youth soccer club
- vi. Sponsorships may be declined if they are viewed as not being in the interest of the Club

Fundraising

Policy:

Teams are encouraged to engage in fundraising activities to support the financial needs of the Team while observing the Policies and Procedures of the Club

Procedures:

- i. All fundraising activities must be reported to the Director of Sponsorship
- ii. The Club reserves the right to cancel or prohibit any fundraising activity considered by the Club to be detrimental to the image and reputation of the Club
- iii. There shall be no cash rewards for players participating in fundraising efforts. Prizes such as soccer balls, etc. for the most successful fundraising effort is permitted
- iv. Funds raised by Team members must be used for Team related activities organized by the Team
- v. Lottery games, games of chance or draw on a large scale may require a provincial license and are therefore not permitted
- vi. Events of a limited scale, such as product draws and 50/50 draws, are acceptable fundraising events
- vii. Draws involving liquor where tickets are "mass marketed" are not acceptable fundraising events in keeping with OSA Alcohol Policies
- viii. The sale of products must not conflict with similar products offered by the Club
- ix. Teams are expected to comply with all governmental requirements, if any, with respect to any fundraising event
- x. The Team Manager, is responsible for and shall ensure proper Team fundraising money management and banking of cash funds
- xi. The Team Manager is responsible for ensuring that any fundraising is conducted legally, in good taste and in accordance with Club policies
- xii. The Club will not be held responsible for any losses or liabilities sustained by any Team in their fundraising activities

Publicity

Policy:

Teams are encouraged to submit reports or releases to the media and the Director of Publicity for use on the web site

Procedures:

- i. Any publicity efforts of the Team should include Club and Team sponsors, unless otherwise directed by the Team sponsor
- ii. Any trophies, etc. won by Club Teams at tournaments or within their League shall be brought to the Clubhouse for permanent display. (Note: this does not include individual player trophies)
- iii. Players and parents must sign a release form if photos are to be included
- iv. Names of players should not be included and directly linked to photos

Club Website

Policy:

The Club website will be created and used to promote the Club, its teams and players to the community.

Procedures:

Any item posted on the web site must be authorized by the Director of Publicity.

- i. Items can be posted either by the Web Site Manager
- ii. The Web Site Manager should post major additions that may require adjustment to the website structure. The Web Site Manager can do routine updates and revision or minor additions to the content already on the site.
- iii. At least one week should be allowed in order to post an item. The Web Site Manager may be able to make faster updates or revisions if required.
- iv. Requests to the Web Site Manager for a rush job should only come from a member of the Executive.
- v. The Web Site Manager may temporarily remove any link from the Club web site to any previously authorized location if and when they feel the content on the effected site is detrimental to the image of the Club. Once removed, the Board of Directors will determine if and when the link will be re-established.

Policy:

The site should not contain any information that is detrimental to the image of the Club.

Procedures:

- i. Phone numbers, last names (if under 18) and web site addresses should not be posted unless the individual has given written permission.
- ii. No inappropriate ads such as gambling or pornography should be displayed on any site directly linked to the Club site.

Policy:

All teams sites linked to the club site must conform to the club's policy on web site content.

Player's full names should not be published on the web site. First names can be published in a group but not individually or in such a way that a picture can be associated with a name.

Contact information for players should never be published. A child's privacy and security should always be considered first.

Procedures:

- i. Teams are encouraged to develop their own web pages and request that these be linked to the club web site.
- ii. The team should submit the teams URL and name to the appropriate director who will review the content and then forward the request the Club Webmaster who will provide the link.
- iii. The club reserves the right to remove any links if, in its view, it contains information that is detrimental to the image of the Club.
- iv. Teams must provide their own host for their site. For example, the eteamz site is a great place for teams to build their own websites <http://www.eteamz.com/company/sitez>. Teams are responsible for maintaining their own sites.

Practice Fields and External Training

Policy:

The Club is reliant on the City of Oshawa and local school boards for allocation of fields and gyms and these facilities will be organized centrally for distribution

Procedures:

- i. All requests for permits for either a practice field or a gym must be forwarded to the Director of Fields in the following manner
 - a. Day and time
 - b. Specific locations can be requested but may not be fulfilled
- ii. The Director of Fields shall be the only contact for facility booking with the Town, the School Boards, or any other organization requiring our Certificate of Insurance. Club Administration will handle Team requests and obtain the applicable permit if available.
- iii. The Teams shall be responsible for any fees or costs associated with such extra permit request, which shall be billed through the Club to the requesting Team
- iv. Teams not using Club allocated fields must inform the Club as to the location of the field and whether insurance is required
- v. The Team shall also be responsible for any cancellation or security deposits or other costs applied by the Town.
- vi. Each Team requesting additional facilities (gym or field) is responsible for payment for the full cost of the permit, prior to receiving the permit from the Club to use the gym/field
- vii. The Club will secure outdoor practice fields,
- viii. Each home Team shall inspect the field prior to start of the game. The purposes of these inspections is to ensure that the field is in proper condition (free of garbage, glass, large divots, animal feces, etc.) to allow for safe play
- ix. Where a significant problem is discussed (see listing below) the Coach should identify these concerns to the referee. If the referee decides that the field conditions prevent the game from being played, the Coach or his designate shall call the Director of Fields immediately to report the problem. The Club will then contact the appropriate authority to report the condition of the field. The game may be moved to another available field, or rescheduled, as determined by the Club, the Town and/or the League.
- x. All Teams shall conduct an inspection of the field perimeter after each game/ practice to ensure that all water bottles and refuse are disposed of in the appropriate receptacles provided
- xi. Missing or overflowing garbage receptacles shall be reported to the Field Allocation Director.
- xii. Only indoor soccer balls (not supplied by the Club) shall be used in the indoor practice gyms as per Durham District School board regulations. School custodians will report any violation of this or any other permit rules for use of the gyms, which may result in the loss of that gym to all Teams
- xiii. Coaches shall comply with all the rules associated with use of the gyms. These rules include arriving and leaving at the specified times, prohibiting water bottles or wet footwear in the gyms and never propping open exit doors.

Dnipro Field and High Performance Centre

Policies:

All uses of the Oshawa Turf fields and High Performance Centre located at Dnipro Hall must be governed by the following:

Procedures:

- xiv. All coaches must be trained on the use of the Fitness and Conditioning Centre which includes proper training regimens for age specific training programs
- xv. Outdoor footwear is not allowed on the playing surface or in the Fitness Centre
- xvi. Respect must be shown for the equipment of the HPC. Do not use any equipment that another coach has left there unless you have gained their permission
- xvii. Coaches who leave equipment at the HPC must identify it with their name if they do not want it to be used by others
- xviii. Coaches are asked to arrive before any players and are also expected to exercise control over their teams. The Technical Training area (turf) is not a shooting gallery and is meant to be used to develop technical skills
- xix. All water bottles and garbage must be taken back out of the HPC by each user. We do not have the ability to monitor the garbage in the building.
- xx. Please ensure the door is locked if you are the last user of the day
- xxi. Washrooms – are generally not available for public use. The washrooms, however, can be accessed through the main doors of Dnipro under emergency conditions.
- xxii. Dnipro field will be available for practices on the basis of high performing teams first, senior teams second and so on.
- xxiii. Dnipro field will be rented to outside groups for games at \$75 per usage
- xxiv. The High Performance Centre (training centre and fitness centre) will be available to club teams for the price of \$40 per hour.
- xxv. The High Performance Centre (training centre) will be available to non-club teams for the price of \$60 per hour.

Equipment

Policy:

The Club will provide an official uniform to each Team

Procedures:

- i. Teams will be sized at a place and time specified by the Equipment Director for the upcoming season.
- ii. Alternate jerseys may not be used for the indoor season without prior consent from the Equipment Director
- iii. Each player will receive
 - a. Jersey
 - b. Shorts
 - c. Socks
 - d. Tracksuit or Rain suit
 - e. Bag
- iv. Teams shall wear the Club official uniform at all tournaments which is comprised of the Club issued jersey, black shorts and black socks.
- v. Where multiple games are played in one day, teams may wear their alternate jerseys even when not required to due to a colour conflict with the “away” team
- vi. When wearing the alternate white jersey, teams may select to wear white socks instead of black. If a third jersey is purchased by a team, it must be black
- vii. Teams shall wear official Club uniforms at all league, tournament and exhibition games, which uniform shall consist of green and black jersey, black shorts and black socks as distributed by the Club to that Team
- viii. No substitution of Club uniforms shall be permitted
- ix. Teams shall be permitted to wear the Club official alternate jersey only in the event that the official Club jersey colour is sufficiently similar to the opposing Team jersey to cause confusion on the field and the Club Team is the “home” Team
- x. Teams shall not wear any other uniform except official Club approved uniform.
- xi. New teams will be given (if required)
 - a. Corner flags
 - b. First aid kit
 - c. Goal nets
 - d. Cones
 - e. Equipment bag
 - f. Ball bag
- xii. Teams will also receive 1 practice ball per player each year (given to the player) and 2 game balls
- xiii. Coaches will receive a tracksuit, a coach’s shirt or the equivalent – supplied by Uniform manufacturer
- xiv. All other items purchased for the team must be invoiced to and paid by the team.

Payments to Suppliers

Policy

- i. All payments to suppliers will be have terms of Net 30 upon presentation of an invoice
- ii. Special exceptions must be discussed and voted on during a board meeting

General

The Clubhouse at the Italian Recreation Club is available to all Club Teams for Team meetings.

Teams shall contact the Club Administration to book the Clubhouse in advance

The Club will host a banquet for all players to be held at the end of the outdoor season. Location and time will be determined by the Board of Directors

Teams are responsible for supplying their own team pictures.