



OSHAWA TURUL SOCCER CLUB POLICIES AND PROCEDURES

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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 in question shall have a vote at this meeting if they wish.

Director Roles

Policy:

The Board of Directors may include, but will 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. A summary of Club minutes will be available upon request after approval of the executive.

Annual General Meeting

Policy:

The annual general meeting for Oshawa Turul Soccer Club will be held no later than last Sunday in January 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 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. Proxy Vote will be allowed by individuals providing the appropriate documentation

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 December 1st or sooner.

Amendments to the Constitution

As per the constitution, all proposed amendments shall be forwarded to the Secretary of the Club a minimum of twenty-one (21) 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 Ontario Soccer 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 Ontario Soccer

- 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).

Zero Tolerance Policy

Oshawa Turul Soccer Club is a strong supporter of making sport safe for our youth. Oshawa Turul Soccer Club supports the following policy to help ensure the safety and enjoyment of soccer for all.

Policy

Any coach, player, parent, grandparent or guardian judged by the Discipline Board to be guilty of abusive conduct 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.

Please Note: In the case where the alleged abuse is of a physical nature, consider contacting the local police service to file a complaint.

Complaints Procedure

In the event that any member feels that he or she has 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 Club Administrator or in the absence of a Club Administrator then the Club President. If this is not practical then any complainant is directed towards Ontario Soccer (Complaint Procedure) of the Ontario Soccer Published Rules. Further guidance is available online (www.ontariosoccer.net/rules) to assist in dealing with Club Complaints including:
 - Provincial Harassment Officers
 - District Harassment Officers
 - Case Review Panels
 - Child Social Services
2. Put their complaint in writing using the Complaint Intake Form (available through Club Administrator)
3. The Club Discipline Committee will sit for any hearings that are requested.
4. The Club Discipline Committee will have the power to:
 - a) Warn as to future conduct
 - b) Suspend from membership
 - c) Remove from membership any person found to have broken the Club's Polices or Codes of Conduct.

Screening

Policy

Oshawa Turul S.C. (OTSC) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. OTSC is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with OTSC activities who may pose a risk to OTSC and its participants.

This Policy applies to all individuals whose position with the OTSC is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

Not all individuals associated with OTSC will be required to undergo screening through a PVSC and a Screening Disclosure Form because not all positions pose a risk of harm to OTSC or to its participants.

Oshawa Turul S.C. will determine which individuals will be subject to screening using the following guidelines:

1. *High Risk* – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability.
 - a. Any individual who interacts with players (including, but not limited to, competitive coaches, assistant coaches, managers, and assistant managers)
 - b. Any individual who handles the finances of the team/club
 - c. All Executive Board Members (Club President, Vice President, Secretary, Treasurer) and any Directors at large who have access to financial or personal records)

Documents and Forms:

 - Appropriate Registration form, if not already on file
 - Internal Application form, including references
 - Disclosure form
 - Personal interview
 - Police Vulnerable Sector Check (PVSC)
 - Boundaries and Limitation
 - Code of Conduct

2. *Low Risk* - Individuals involved in low risk assignments that are not involved with financial/cash management, and/or do not have access to minors or people with a disability.
 - a. Any individual who interacts with players (including, but not limited to, House League coaches/managers, Directors at large, parent volunteers, team helpers)

Documents, Forms and operational procedures:

 - Appropriate Registration form, if not already on file
 - Disclosure form completed by the person being screened
 - Boundaries and Limitations

3. Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.

4. When the Screening Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within OTSC without adversely affecting the safety of the OTSC, any individual, athlete or member of the OTSC through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an individuals' participation.
5. If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to OTSC.
6. If an individual provides falsified or misleading information, the individual will immediately be removed from their OTSC position and may be subject to further discipline.
7. Screening Committee will consist of no less than 2 members; whenever possible this will include at least 1 male and 1 female screener. OTSC will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PVSCs and the Screening Disclosure Form and render decisions under this Policy
 - a. During annual review periods, the committee will conduct group interviews with all team officials working within the same development squads or competitive teams; this interview will include a performance review of the current year.
 - b. The screening committee will view Police Checks and return or destroy the PVSC upon completion of the Police Record Check Declaration Form by applicant.
 - c. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.
8. OTSC may remove any member of the Screening Committee. When a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, OTSC will appoint a replacement member.
9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of Oshawa Turul S.C. Board of Directors.
10. The Screening Committee is responsible for reviewing all PVSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within OTSC. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
11. The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.
12. Subsequent to its' review, the Screening Committee, by majority vote, will:
 - a. Approve an individual's participation; or
 - b. Deny an individual's participation; or
 - c. Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate.
13. If an individual's documents do not reveal a relevant offense, the Screening Committee will advise the appropriate person that the individual is eligible. If an individual's documents reveal a relevant offense, the Screening Committee will render its decision and provide notice of its decision in to the appropriate person.
14. Decisions of the Screening Committee may not be appealed or may be appealed in accordance with OTSC appeal policy.
15. PVSCs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a PVSC or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

ADDENDUM: All Ontario Soccer Governance changes will supersede the Club Policies and Procedures.

Relevant Offenses

16. Provided a pardon has not been granted, the following examples are considered to be relevant offenses:

- a) If imposed in the last five years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
- b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
- c) If imposed at any time:
 - i. Any offense involving the possession, distribution, or sale of any child-related pornography
 - ii. Any sexual offense
 - iii. Any offense involving theft or fraud

Criminal Convictions

17. An individual's charge or conviction for any of the following Criminal Code offenses may result in expulsion from the OTSC and/or removal from OTSC designated position(s), competitions, programs, activities and events upon the sole discretion of OTSC:

- i. Any offense of physical or psychological violence
- ii. Any crime of violence including but not limited to, all forms of assault
- iii. Any offense involving trafficking of illegal drugs
- iv. Any offense involving the possession, distribution, or sale of any child-related pornography
- v. Any sexual offense
- vi. Any offense involving theft or fraud

Show Your Respect Policy

Oshawa Turul Soccer Club is committed to promoting positive behaviour on and off the soccer field through the support of Team Officials, Parents, Players, Volunteers and Game Officials.

Respect is the responsibility of each participant in soccer. Oshawa Turul Soccer Club seeks to create an environment that is both safe and enjoyable for all who take part through the enforcement of the Ontario Soccer's Show Your Respect initiatives:

- Code of Conducts for Players, Team Officials, Parents/Spectators and Game Officials
- Respect in Soccer Certification Program (mandatory for all competitive team officials)
- Standard Discipline Procedures

All members of the Oshawa Turul Soccer Club are required to adhere to this policy of respect and will abide by the standards established in the Club's Code of Conducts and discipline policies.

The Respect in Sport Program is an Ontario Soccer Mandated program and must be completed by:

- a. Team Officials (RIS-Activity Leader)
- b. Parent (RIS-Parent Program)

Note: The course can be transferred if already completed for another sport (i.e. hockey).

- If any team official or player parent does not complete the course the Ontario Soccer / DRSA will not allow the team to be registered for the current playing season.

Discipline

Policy:

The Club will ensure that discipline is ensured in conjunction with the Laws of The Game (FIFA). Discipline will encompass Directors, 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 Ontario Soccer 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 Ontario Soccer

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 Ontario Soccer 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
- viii. Display respect for the game official and his/her decisions at all times
- ix. Display respect for the other Team coaches and players
- x. Display respect for fellow Team players, coaches and parents
- xi. Participate actively in games and practices without disruption
- xii. Maintain a positive attitude at games and practices
- xiii. Players may not wear jewellery on the field of play

Policy 3 - Team Official

Honour and abide by the Ontario Soccer 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. Team Officials must respect all individuals as unique human beings
- ii. Opponents and Game Officials must be treated with respect
- iii. Players must be coached to win within the Laws of the Game

Enthusiasm

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

Personal Conduct

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

Oshawa Turul Team Officials 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 team officials
- vi. Display respect for fellow team officials 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 game officials are an important part of the game and that the laws of soccer must be honoured
- xv. Display respect for opposing team officials 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 in Ontario Soccer'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 August Board Meeting prior to the commencement of Fall Tryouts and shall consist of the following:

- i. Club Fees, Training Fees and Player Registration Fees shall be assessed to each player, irrespective of the league he/she wishes to play. Fees will be payable by scheduled dates as assigned by the Club.
- 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 an administration fee.(fee schedule)
- 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 deadline established by Budget Committee each year.
- ii. The budgets must, as accurately as possible, reflect the operating needs required to undertake the activities of the position.

- iii. The budget committee 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 January 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 authorization is pre-authorized for League representatives.(fee schedule)
- iii. A list of Directors receiving travel allowances shall be made available to the Membership by request at the AGM.
- iv. A maximum of two (2) coaches-1 Head Coach & 1 Assistant Coach- will be reimbursed for expenses incurred on attaining necessary certification each year of involvement with the club. The amount reimbursed per year (fee schedule) will be paid at the start of the Outdoor Playing season, after Outdoor Team Registration has been completed and Team Officials are confirmed as registered to the appropriate team rosters. Coaches are expected to pay for registration and submit receipts, along with proof of completion to the club. Any exceptions to this policy- due to changes in League and Ontario Soccer minimum standards must be handled individually by the Board of Directors.

Insurance

- i. Each year, liability insurance and a Sports Accident Package shall be purchased, likely from Ontario Soccer 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 game officials 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, 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, 27-1300 King Street East Suite 165 , Oshawa, Ontario, L1H 8J4

If a member wishes to withdraw consent or not be contacted with respect to notices for Ontario Soccer, 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/officiating 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 Ontario Soccer 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.”

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 its members' needs. Members may contact the Privacy Officer regarding compliance with federal laws governing privacy at Oshawa Turul Soccer Club, 27-1300 King Street East Suite 165 , Oshawa, Ontario, L1H 8J4

Club Head Coach

Policy:

The Club may appoint a paid 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 sub-contracted position Payment for services provided by the Club Head Coach will be determined the Board of Directors
- iii. Payment for the service of Club Head Coach will be generated from player fees
- iv. Club Head Coach may receive payment for activity and/or expenses related to development and operation of additional club programming. Directives for new or existing program development will be provided on a quarterly basis by the Competitive Program Director.
- v. In the event that a suitable Head Coach cannot be appointed through a sub-contract, the Club will use a Coaching Committee to fulfill the above responsibilities
- vi. A Technical Committee may be formed in the absence of a Club Head Coach

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 development / competitive team.

Leagues

The Oshawa Turul Soccer Club, as a member of the Durham Regional Soccer Association (DRSA), may participate in District, Regional, Multi-Jurisdictional, and Provincial Leagues

Such as:

Fundamental Development League (FDP)
 Learn to Train Development League (LTTDP)
 Durham Region Soccer League (DRSL),
 Central Soccer League (CSL)
 York Region Soccer League (YRSL)
 Ontario Women's Soccer League (OWSL)
 Ontario Soccer League (OSL)
 Durham Soccer League (DSL)

Procedure:

- i. The Club Administrator 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 Development / Competitive 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 a motion brought to and approved by the Board of Directors
- ix. All coaches must declare potential conflicts of interest to the club head coach in writing.

Policy 2: Number of teams coached

Any coach applying for more than one (1) team will require the approval of the Club Head Coach with provision it meets the policies of their teams' leagues and the integrity of the best developmental environment is maintained for all players. In the event there is no Club Head Coach or the Club Head Coach is proven to be in conflict of interest; an Executive majority vote will be required.

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. Coaches, or a team representative must attend the Club's AGM
- viii. Coaches should actively encourage Team parents to become involved with the Club administration in a volunteer capacity
- ix. Coaches shall assist with any player development program or clinics organized by the Club
- x. 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
- xi. The Coach may involve the Club Head Coach as needed to assist with any such communications
- xii. The Coach shall be alert to the confidentiality of communications and personal information and shall support and abide by the Club's Privacy Statement
- xiii. 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
- xiv. 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 (fee schedule) 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 (s)

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 appropriate coach certifications as per Ontario Soccer guidelines

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 / cards, 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 / cards 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, team officials, volunteers, administrators 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 Ontario Soccer and a requirement of securing a travel permit
- ii. Should an incident occur, a Team Official shall provide the Club Administrator a completed injury report within 24 hours of any occurrence requiring medical attention or suspected injury to any member of the team; when possible additional documentation should be provided to support injury report, additional insurance information will be provided to members as required

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 Team Officials 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 Development/Competitive team lies with the player and his or her parents.
- xvi. The player selection process must be completed by the Team Head Coach within a reasonable period of time following the tryout selection process.
- 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 by a team must receive a written player assessment and be provided the reason for release.
 - b. Coaches will not provide personal information on players to other clubs or coaches without express written consent from the player's family

- c. 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 – Competitive Manual, and Code of Conduct.
- xix. Poaching of players, as defined by Ontario Soccer, 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. Club Fees, Training Fees and Outdoor Player Registration Fees shall be assessed to each player, irrespective of the league he/she wishes to play. Fees will be payable by scheduled dates as assigned by the Club.
- iii. 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 Ontario Soccer Player and Team Official Registration forms from the Club Administrator.
- ii. Player (or parent/guardian if under 18) completes form and returns to the Team official along with registration fee and current Ontario Soccer Player Book (if applicable).
- iii. 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 installments.

Policy 2: Team Registration

- i. Team official must submit Ontario Soccer Registration forms, Ontario Soccer books / cards, appropriate fees and RiS Parent certificate numbers for the minimum # of players required to authorize the initial playing roster; 1 coach and 1 manager, meeting all Ontario Soccer roster requirements must also be supplied to the Club Administrator 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. This is in addition to any fines levied by DRSA or applicable leagues.
- iii. No registration activities shall be undertaken if required registration fee is not received with registration forms and Ontario Soccer books / cards 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 Ontario Soccer and League rules through the Club Administrator.
- v. Team Officials 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 Ontario Soccer certified player book / card.
- vii. The Team Officials shall ensure that every participant is registered with the Club and meets the residency requirements in order to meet the Club/Ontario Soccer regulations, policies and procedures, DRSA residency rules and insurance requirements.
- viii. A Team Official who knowingly allows an unregistered player to participate on a Team actively shall be subject to discipline by the Club and Ontario Soccer.
- ix. A Team Official who signs an illegal player to a Team shall be subject to discipline by the Board of Directors and Ontario Soccer.

- x. A Team Official 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.

Policy 3: Winter Season Registration

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

Procedures:

- i. Indoor Player registration fee is included in Initial Club Fee for all players registering for Sanctioned indoor team activities.
- ii. ALL players must be registered as per standard registration through the Club Administrator if they are playing in an indoor league/ exhibition games and festivals or tournaments.
- iii. Teams registering to play during Indoor must register accordingly to meet all Ontario Soccer and Indoor League requirements
- iv. To play in an indoor league outside of Durham Region, the Team must obtain a “Playing Out Permit” from 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 outdoor player registration fees, they will be refunded the full outdoor player fee: less any related administration fees, less the cost of all equipment and less any outstanding expense from team participation.
- ii. If a player is injured prior to the season and cannot resume play for the current season, they will receive the paid outdoor player registration fees, less any related administration fees, less the cost of all equipment and less any outstanding expense from team participation. 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 outdoor league games played prior to July 1 – after which no refund will be issued.
- iii. If a player resigns from a team prior to the start of the season, has paid the outdoor player registration fees, they will be refunded the full outdoor player fee: less any related administration fees, less the cost of all equipment and less any outstanding expense from team participation. 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 Administrator in writing of refund request and associated circumstances
- ii. Club Administrator informs Team official or player the applicable form that needs to be completed by the player for removal from Team roster.
- iii. Player completes required form and submits to Club Administrator for authorization by club and DRSA
- iv. Club Administrator notifies Club Treasurer the amount of refund owing to player.
- v. Club Treasurer issues the refund cheque to the appropriate party (where applicable).

Policy 5: Adult Teams

Adult teams registration fees will be set annually based on applicable league parameters and club cost to field these teams. Team will be responsible for additional training costs and optional team activities.

Tournaments

Policy:

Teams shall only participate in Ontario Soccer 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 Club Administrator, or in absence, a Board Member with signing authority may approve a travel permit. Board member must not be registered as a team official for team seeking travel permission.
- iv. A Team official 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 Administrator
- ii. The Administrator 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 Ontario Soccer policies
- v. Teams may supply their own game official, provided that the game official is a registered member of the Ontario Soccer.
- 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 appropriate Team Official shall be responsible for collecting all Club related fees from the Team players at designated time periods set by the Board of Directors. All outstanding fees shall be submitted to Administrator at the designated time periods in the form of 1 cheque issued from the approved team bank account.
- ii. Provide a detailed proposed budget for the Team projected expenses and income to the Team parents no later April 15th for the outdoor season and by October 30th 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, team 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. 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 development / competitive team members.
- xiv. A penalty will be applied by the Club, where the published deadlines are not followed.
- xv. Where applicable, the Club will issue a cheque to each team for regular season league game officials and for the first League Cup game. Where applicable, all subsequent fee requests should be submitted in writing to the Treasurer.
- xvi. Team funds generated by fundraising, sponsorship, donation or player contribution remain with the team at the end of the indoor or outdoor season.
- xvii. In the event a team disbands remaining monies will be dispersed as follows: 1. Monies attained by fundraising, sponsorship or donation will belong to the OTSC. 2. Monies attained through player contributions will be dispersed equally to all contributing team members.

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 endeavour 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. Sponsorships support may include banners, web site advertisement, corporate logos placed on jerseys, bags, tracksuits, tents etc
- iii. Placement of logos will be discussed by the Board of Directors upon receipt of application
- iv. Sponsorship support must be aligned with the ethical and moral obligations of a youth soccer club
- v. 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 Ontario Soccer 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. Players and parents must sign a release form if photos are to be included
- iii. 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, club President or any board delegate with Administrative privileges on the website.

- i. Items can be posted either by the Web Site Manager or any board delegate with Administrative privileges on the website.
- 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.

Social Media Policy

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

Club Staff and Members are free to publish or comment via social media in accordance with this policy. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that the Club must otherwise follow.

Do not publish confidential information. Confidential information includes things such as unpublished details about our financial information, upcoming projects, membership, research, and trade secrets.

Be mindful of posting information that you would not want the public to see. Do not blog anonymously, using pseudonyms or false screen names.

Social Media Policy

We believe in transparency and honesty. Do not say anything that is dishonest, untrue, or misleading

Respect copyright laws -It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others; including the Clubs own copyrights and brands. Never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. When possible link to others' work rather than reproduce it.

Respect the Club and its members diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with our website. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory.

Report misrepresentations made about the Club in the media to the Board of Directors. Always do so with the facts. When speaking about the club, make sure what you say is factual and that it does not disparage that club. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

When participating in Social media forums it's all about judgment: using your blog to trash or embarrass the Club or our competitors is dangerous and ill-advised.

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

Enforcement

Policy violations will be subject to the Oshawa Turul Soccer Club's disciplinary action, up to and including termination of club involvement.

Healthy Snacks Policy

In light of the fact that obesity and nutrition-related diseases are on the rise in Canada, the Oshawa Turul Soccer Club feels that promotion and modeling of healthy eating habits and balanced lifestyles to members of our Club can play a crucial part in this issue. To help improve the well-being of our community, Oshawa Turul Soccer Club has implemented a **Healthy Snack Policy effective February 24, 2013.**

A Healthy Snack Policy empowers participants to nourish their bodies appropriately and limit ingredients that will impede performance or wellness. Children need a supportive environment; both at home and in the community to help put healthy food choices into action. Oshawa Turul Soccer Club is committed to help make this happen.

Community sports involvement provides an opportunity to become role models for healthy eating. The expectation is that half-time snacks, pre-game meals and post-game meals are to be healthy foods and beverages that fall within Canada's Food Guide.

Oshawa Turul Soccer Club Healthy Snack Policy is to be maintained regardless of:

- Playing level (Competitive or Recreational)
- Location (Home or Away)
- Purpose (Match, Training)

For further information on providing proper nutrition to enable a balanced lifestyle, please check the document and/or links on our website.

Tobacco Free Policy

POLICY

We stress to leaders, coaches, officials, parents, spectators and all others involved the importance of maintaining a tobacco-free environment while working with young people.

Club representatives are to remain tobacco free at all games, activities, tournaments, competitions, sponsored events, and other performances sanctioned by our organization.

Tobacco free means no smoking, snuffing, dipping or chewing tobacco by players/participants, team officials/leaders, parents, spectators and game officials.

Failure to abide by this policy may result in club disciplinary measures being taken against the offending party.

Accessibility for Ontarians with Disabilities Act

The Oshawa Turul Soccer Club will abide to the Accessibility for Ontarians with Disabilities Act Policy of Ontario Soccer.

The Oshawa Turul Soccer Club is committed to providing its services in a way that respects and promotes the dignity and independence of people with disabilities.

Please forward suggestions and feedback regarding policies, practices and procedures concerning the needs of our members with disabilities to the Club Administrator by email, phone, in person or by mail.

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) which applies to both the public and private sector is a Provincial Legislation with the purpose of developing, implementing and enforcing mandatory accessibility standards with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises by 2025.

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 coordination with Club Administration 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; Club reserves the right to request payment of additional facility rental fees prior to releasing the facility permit to requesting team.
- 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 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. Team Officials 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.

Concussion Policy

Purpose

Oshawa Turul S.C. is committed to maintaining the health, well-being and safety of all its members. Safety is a top priority for those participating in the organization.

Oshawa Turul S.C. recognizes that increased awareness of concussions and their potential long-term effects are important to all its members.

This policy is intended to be a tool to assist in proper management of those who have a concussion or are suspected of having a concussion.

Oshawa Turul S.C. encourages the prevention of concussions using sound education programs and enforcement of the rules of the game.

This includes, but is not limited to:

- The reduction of violence in the game.
- The reduction of head contact.
- The reduction of hitting from behind.
- Education of all participants on prevention and recognition of head injuries and responsible return to play.
- Encouraging respect and fair play.

Scope

This policy applies to all players, coaches, officials, trainers, registered participants, parents / guardians, administrators, and decision makers within the organization.

Adherence

Oshawa Turul S.C. expects all members to be dedicated to reducing concussions and their impact through a commitment to education and enforcement of the rules.

Oshawa Turul S.C. expects all team coaches, trainers, and staff to adhere to the Provincial Sport Governing Body Return to Play strategies/ Protocols as a minimum standard in addressing concussion injuries.

Disciplinary action may be taken towards any individual who knowingly disregards their responsibility of requiring a physician's written permission permitting a participant to return to play following a concussion.

Process

If a participant is suspected of having a concussion:

- They are immediately removed from play, regardless if the concussion occurs on or off the field - they are not permitted to return to play that day.
- If there are doubts, assume that a concussion has occurred.
- The participant is referred to a physician for diagnosis as soon as possible.
- Once a participant, who is experiencing "concussion like symptoms", is diagnosed, they are not permitted to return to play or practice/training until all of the return to play requirements are met.
- Written clearance from a physician is required as outlined in the return to play strategy prior to returning to activity.

Second impact syndrome, although rare, can occur in players who return to activity with ongoing symptoms. Monitoring of return to play is essential. Always err on the side of caution.

- The participant is observed for symptoms and signs of a concussion using the current SCAT Recognition Tool
- Remember, even though symptoms may not be present or they come and go, the participant is removed from play the day of the injury, does not return that day and sees a physician as soon as possible.
- If a concussion is suspected, participants are observed on site. If a licensed healthcare professional is available they can assist with this observation and evaluation. If the person on site is not a physician, the participant is directed to a physician for diagnosis and follow-up as soon as possible.
- If the participant experiences loss of consciousness assume a neck injury – call Emergency Services. If there is a significant loss of awareness and/or orientation, direct the participant to an emergency room at the nearest hospital. If unsure err on the side of caution and call Emergency Services. It is important to become familiar with the red flags sections of the SCAT Recognition Tool.
- All injuries, including concussions are documented and reported as per member/association reporting policies. If the participant is a child or adolescent, also report to the parents/guardians.
- All concussions and suspected concussions must be referred to a physician as soon as possible.
- Coaches, Safety Personnel, and parents/guardians are not to pressure the participant to return to play until the player has completed their return to play strategy and is medically cleared by a physician.

Important:

A second sustained concussion on top of the first sustained concussion can lead to substantially more damage than one concussion alone.

- The effects of concussions are cumulative and the end result of several concussions could be ongoing symptoms. If not properly managed the result could be the end of a participants' involvement in sport and affect other aspects of their life.
- Sufficient time between the concussion and return to play is critical. If there are previous concussions, it is important to report this to the physician.
- Children are more sensitive to the effects of a concussion and will need to have a longer period before returning to sport. Use symptoms rather than a set time frame when assessing return to play. Always follow the advice of a physician.

The Oshawa Turul S.C. will review the Concussion Policy and Return to Play Protocols annually.

Equipment

Policy:

The Club will facilitate the provision of the official club uniform for its players /teams

Procedures:

- i. Uniform sizing opportunities will be arranged at a place and time specified by the Equipment or Uniform Director for the upcoming season.
- ii. Each Player will be required to purchase the uniform pieces designated by the Board of Directors::
 - a. Player Home and Away Kit
 - 2 jerseys
 - 1 short
 - 2 socks
 - b. Player Training Kit
 - 1 jersey
 - 1 short
 - 1 sock
- iii. 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.
- iv. If a third jersey is purchased by a team, it must be black.
- v. Teams shall wear official Club uniforms at all league, tournament and exhibition games, which uniform shall consist of Club jersey(s), short and sock.
- vi. No substitution of Club uniforms shall be permitted.
- vii. 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.
- viii. Teams shall not wear any other uniform except official Club approved uniform.
- ix. Prior to start of outdoor league playing season, New teams will be given (if required):
 - a. Corner flags
 - b. Goal nets
- x. Teams will receive 2 quality game balls.
- xi. Team Officials will receive team gear as supplied by Uniform manufacturer.
- xii. All other items purchased for the team must be invoiced to and paid by the team.

Payments to Suppliers

Policy

- i. Where possible, all payments to suppliers will be have terms of Net 30 days upon presentation of an invoice and/or record of payment & requisition form.
- ii. Exceptions must be discussed and voted on during a board meeting whenever possible; alternately, when general board approval is not possible, special exceptions must be approved by no less than two(2) Executive Committee members : President, Vice President, Treasurer or Secretary.

General

The Club may 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

The Club may host a Volunteer Recognition Event at the end of the outdoor playing season. This will be determined by the Board of Directors.

Teams are responsible for supplying their own team pictures.