

MOUNT HAMILTON YOUTH SOCCER CLUB

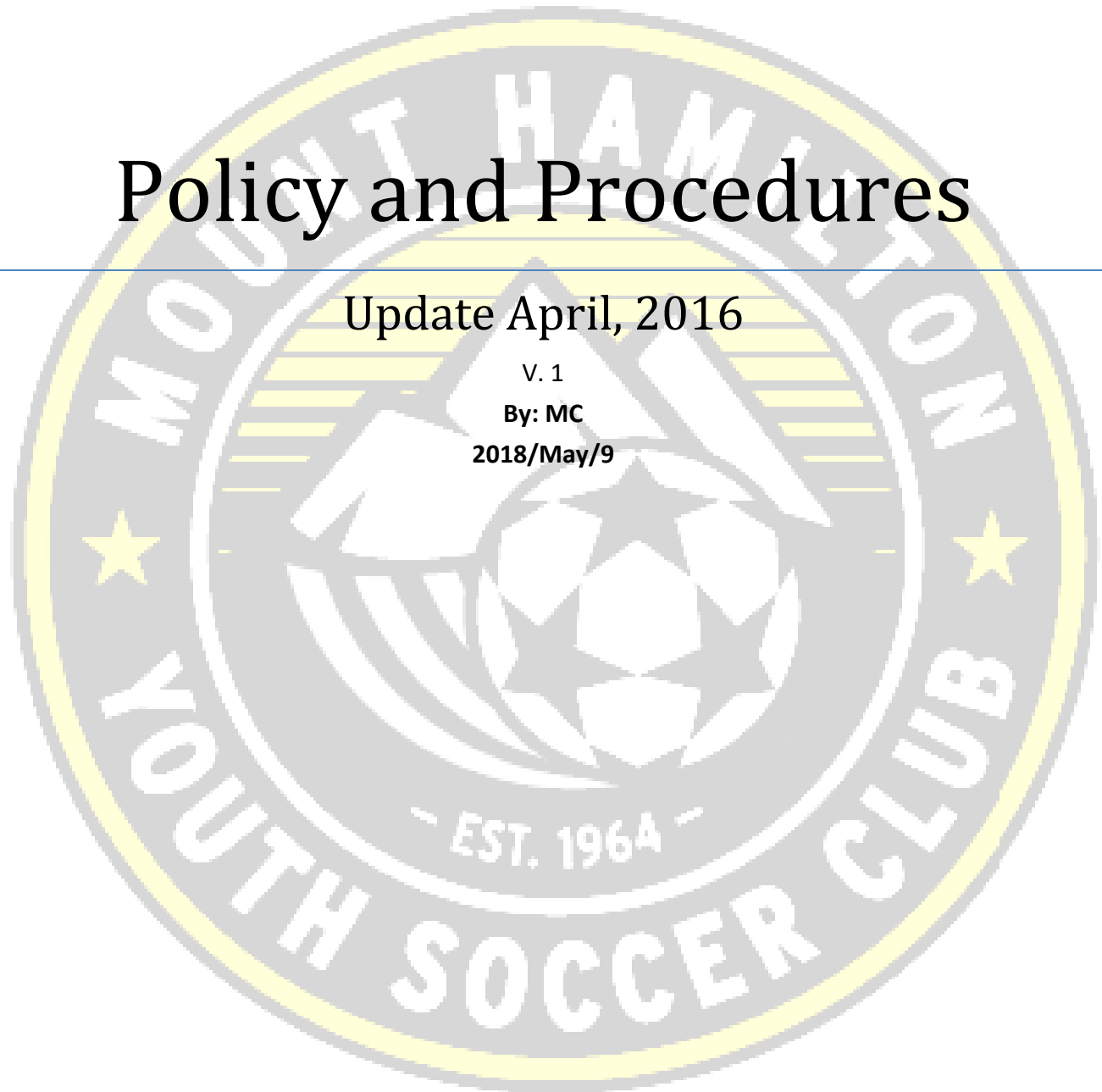
Policy and Procedures

Update April, 2016

V. 1

By: MC

2018/May/9



The MHYSC adopts and follows policies in accordance with OSA standards and guidelines from the Hamilton and District Soccer Club. MHYSC also implements the following policies to assist in the fairness and equitable application of rules in the organization.



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Sec. 1: Meetings and Definitions

A) Adult Members/Coaches Meetings:

Held in the month of April. Place, dates and times to be published at the beginning of the calendar year.

B) Board Meetings:

To be decided and called by the President, at such time and place as deemed necessary, or at the request of a minimum of seven (7) Executive Members.

C) Senior Board Meeting: To be decided and called by the President, at such time and place as deemed necessary or at the very least, one a month.

D) Disciplinary Meetings:

To be held within seven (7) days after a written complaint is received by any of the following Executive: President, either Vice President, Secretariat and/or the Disciplinary Director.

E) Definitions: “the Club” – Mount Hamilton Youth Soccer Club.

F) (i) – Procedure for adding Items to the Agenda:

Board member(s) wishing to add items to the meeting Agenda, must provide the item and all related information no later than 5 (FIVE) days prior to the scheduled meeting. Please indicate when submitting if the item is a “Discussion Item” or “Item for Board Approval”. The Board Member or Designate, bringing the Discussion Item or Item for Board Approval to the meeting must be in attendance at the voting meeting. Discussion of the item at the Board meeting will follow. If the Board Member or Designate cannot attend the meeting, or does not provide sufficient information for the Board to have a credible discussion or make an informed decision, the item may be deferred to the next scheduled meeting.

In all cases the President shall review and approve Agenda items via an approved Agenda Item Request Form or Email notification to the Administrative Manager (or Designate).

F) (ii) – Agenda Items Requiring Immediate Action:

In exigent circumstances, the Board may approve items of a serious nature or of a time sensitive nature to be heard without the required notice. This will be determined by a motion to hear the item (followed by a second) and then majority vote to accept the addition of the item to the Agenda under Discussion Item or Item for Board Approval.

Sec. 2: Age Limit

A) Age limits are set as required by the Ontario Soccer Association for competitive only – Recreational will be at the discretion of the MHYSC.

B) A player may be moved up only one age level (any additional levels must be approved by the Board of Directors), but may not be moved down.



- C) Minimum and maximum ages will be determined by the Board of Directors annually.

Sec. 3: Registration

- A) All players must pay the registration fee before they can play in the Club.
- B) First time signing up with the Club, proof of age is required (e.g. a photo copy of a birth certificate, passport, etc.) before being allowed to play.
- C) All fees are due as follows:

Recreation Registrations – Discount date March 1st of year, full price thereafter.

Competitive & Select Registrations - \$200 Deposit due November 15th, balance due March 1st.

- D) Any player withdrawing from house league prior to June 1st will receive a refund less a fifty (\$50.00) administration fee.
- E) Rep & Select players will be subject to a two hundred (\$200) administration fee if they withdraw after December 15th.
- F) No refunds will be given unless the uniform is returned to the coach. No refunds will be made to any player withdrawing after June 1st of the year.
- G) Receipts for tax purposes will be issued to correspond with the calendar year of the outdoor season.
- H) The coach must inform the administrator when a player quits a team before a replacement player will be assigned. Only the Club administration can add a player to a team.
- I) No players will be registered after July 1st.
- J) No player shall play on both Recreational and a Competitive team except on a Trial Permit, as permitted by the Hamilton & District Soccer Association.

Sec. 4: Game Protests

- A) All protests must be submitted in writing to the Discipline Director via the administration office, along with a twenty five (\$25) dollar fee, no later than three (3) days after the date of the game to which it relates. Should the protest fail, the fee will not be refunded.
- B) The Discipline Committee, dealing with such protests, shall verbally notify the party involved of the decision within 48 hours. A written notification will be given if requested.



- C) Any member of the Board of Directors directly involved in any protest will be excluded from the meeting dealing with the protest.
- D) No protest on a referee's decision during a game will be accepted.

Sec. 5: Discipline

- A) All matters within the Club will be dealt with via the Disciplinary Committee (except as prescribed by the OSA regulations). The Disciplinary Committee will be made up of the Discipline Director, who will act as chairperson, and 2 other board members in good standing with the club, who are unrelated to the incident. The club referee director may not be on the Disciplinary Committee.
- B) The Division Convenor, the Referee Director and the Coach's Director or any Board Member concerned will have the right to be present at the discipline hearing. Their presence will be as observers only, unless the chairperson has a question for any one of them.
- C) A person cautioned, booked or dismissed from a game shall present him/herself before the Disciplinary Committee if requested, by either verbal or written notice.
- D) A person absenting him/herself from the discipline meeting will be dealt with in absentia.
- E) A player red carded during a Recreational game will be suspended for a minimum of one game. The Discipline Director will inform coach and player of the date(s) to serve. A player will play until informed of the date(s) of suspension by the Discipline Director; The Discipline Director will contact the involved parties within 48 hours of a decision being finalized by the discipline committee.
- F) A player red carded during a cup/tournament game shall serve the suspension during his/her team's next cup/tournament game. If his/her team is out of the cup/tournament competition, the suspension will be served in the next regular league game. A member of the board of directors, with the proper credentials (H&D Discipline Course) will be chosen prior to the tournament open date as the head of discipline for the tournament only in absentia of the club Discipline Director who will remain Discipline Director for the tournament if available.
- G) A player red carded during the last regular season game or the last cup/tournament game shall carry the suspension forward to the next season.
- H) Recreational coaches that have been deemed to not conform to Club Policy regarding player substitution (Substitutions Sec. 10) may be penalized. The penalty may result in a suspension of the coach and game forfeit. A Club Director must witness the deviation of the policy or have independent corroborated evidence to make out the offence.
- I) Recreational coaches playing illegal players (non-registered or carded competitive players) will result in suspension and game forfeit once proven.



- J) A player or coach ejected for physical violence will receive a minimum of four (4) game suspensions or possible ejection from the Club. The incident will be reported to the Hamilton and District Soccer Association (refer to Paragraph E). All players or coaches ejected for physical violence will be required to be present for a meeting with the Disciplinary Committee.
- K) In all cases of alleged physical or verbal assault on a game official by a player, team staff, or parent, the person involved shall be suspended until the case has been dealt with by the Disciplinary Committee. Contact must be made to all involved parties within 48 hours of receiving the referees report.
- L) The Disciplinary Committee will submit a No Tolerance incident to the City of Hamilton's Dept. of Culture & Recreation under the Zero Tolerance of Violence Policy and/or the Hamilton & District Soccer Association.
- M) Removing his/her team from the playing field, other than specified under the Club's policy regarding Game Regulations (Recreational Coach/Team Responsibilities Sec. 9, Paragraph D), a coach may be subject to a suspension AND The game will be forfeited at the discretion of the discipline director.
- N) Coaches deemed to not be conforming to MHYSC standards (upon review of the MHYSC Board Members) will be dismissed. The aforementioned could include violations against the MHYSC Coaches Code of Ethics, other applicable MHYSC policy / guidelines or a violation against any Act of Parliament or City By-Law.
- O) Referees will be required to submit the official OSA referee reports to the Referee Director within 48 hours of the match as follows:
 - a. Dismissed Offence (Red Card, 2 Yellow Cards): OSA Dismissal Form
 - b. Cautioned Offence(All yellow cards): OSA Caution Form
 - c. Verbal/Physical Abuse: OSA Referee Assault Form

If the referee has not submitted the correct forms within 48 hours the club Discipline Director may discipline the referee at their discretion. The referee director must then forward the report onto the discipline director immediately, again within that 48 hours.

- P) The MHYSC disciplinary committee will follow the approved Discipline Procedure and Appeals Guide designed for MHYSC and reviewed every year by the Discipline Director to ensure accurate, expeditious and fair discipline.

Sec. 6: Appeals

- A) The decision of the Board of Directors regarding the Club's policy on Game Protests and Discipline are binding, but may be appealed to the Hamilton & District Soccer Association.



- B) Appeals against the decisions of the Hamilton & District Soccer Association may be furthered appealed to the Ontario Soccer Association and appeals against the decisions of the Ontario Soccer Association may be appealed to the Canadian Soccer Association. All appeals have set fees, which are predetermined by each association.

Sec. 7: Competitive Teams (Rep. and Select)

- A) Applications to coach competitive teams must be made in writing to the Director of Coach and Player Development and the Club Technical Director by August 15th prior to the season that the application is intended. After all applications are reviewed, the Board of Directors will be made aware of the coaches of the competitive teams. The Director of Coach and Player Development and/or Club Technical Director will advise the board of successful applicants.
- B) Competitive & Select fees will be identified annually on the registration form and will not exceed 90% of annual Competitive fees.
- C) Coaches and team officials must go through the screening process outlined by the OSA regulations and the Club's own process (Recreational Coach/Team Responsibilities Sec. 9, Paragraph K) to coach and or manage a team.
- D) Certification of competitive team coaches shall be in line with OSA requirements (refer to Sec. 9).
- E) A competitive coach may submit a proposed expense for his/her out of pocket expenses at the beginning of the season to a maximum amount of \$1,000. The MHYSC is not responsible for this amount. This money will be part of the team budget and can only be dispensed when receipts are submitted. This must also be approved by the players' parents when the budget is presented to them PRIOR to the season start and/or upon selection of their child to the team. This amount can only be withdrawn if the current year's budget can support the amount. It cannot be transferred to the next year nor can it be retroactive to previous years. The current year's budget must be signed by each parent/guardian and maintained by the team with their records with one copy given to the Club office.
- F) Any player trying out for a competitive team must be registered with the Club or a waiver must be signed for non-MHYSC players.
- G) The final installment for competitive players must be paid by March 1st.
- H) Competitive coaches will be permitted to sign recreational players at the discretion of the Club Technical Director. The deadline for this move is July 1st of the current season. Competitive team coaches must submit their player lists, including registration information, to the MHYSC office by April 1st of the current season. The coaches must also keep them abreast of any changes that may occur thereafter.
- I) A copy of the competitive schedules must be placed in the MHYSC office at the start of each season.



- J) Fines charged to any competitive team by any of its governing bodies will be at the team's expense and must be paid within fourteen (14) days of receipt by the Club.
- K) The Board of Directors must be made aware of (using a provided form) any fund raising activities of the competitive teams in advance of the event.
- L) Financial statements must be filed with the Club's Finance Director by each competitive team no later than October 30th with documentation as requested by the Finance Director and/or Club administration and as outlined in the Development and Competitive Coach's and Manager's Guide. Any surplus of funds may be carried to the next season or used for winter training. The teams' funds will be returned to MHYSC if the team is disbanded (the team is no longer registered in the following year in the relative age group for MHYSC regardless of the league it is registering in). These rules must be clearly communicated to players' parents at the start of every season. There will be NO money returned to the players of any competitive team unless approved by the Board of Directors.
- M) Each competitive team must have 3 (three) signing authorities (2 of 3 to sign for cheques) for their team bank accounts which will not include a coach's spouse or relative. It must consist of Coach, Assistant Coach (or coaches), Team Manager and/or a reliable parent of a player on the team. Annually, on May 1st, each competitive team must provide the bank, account number and name and all signing authorities on the account to the administration office.
- N) The team's Head Coach will be held accountable for ALL financial activity of the team and will ensure that all parents are aware of ALL rules that apply to the players, players' parents and the team.
- O) Failure to follow MHYSC rules, or the failure to submit financial statements to the Club, will be subject to dismissal or other discipline as directed by the MHYSC Board.
- P) The Club Technical Director and Director of Coach and Player Development will oversee the daily operation of all the competitive teams.
- Q) Each Fall, competitive/development teams will hold discovery sessions or trials and a \$5 fee/player/session will be charged for each of these sessions. Proceeds are to be remitted to the club along with a full listing of all players who attended. If teams decide to upgrade facilities, the extra cost is their responsibility and they may charge extra for each session, however; the 1st \$5/player/per session must still be remitted to the club. The proceeds will be used by the club to pay for regular field rentals and any balance will be designated towards a player subsidy fund to help players who cannot afford competitive soccer.
- R) Additionally coaches and managers should refer to policies and procedures detailed in the Developmental & Competitive Coach and Manager's Guide.



Sec. 8: Game Duration, Ball Size, Award System & Substitution Rule for Mini Field

Age Group	<u>Game Duration</u>	Ball Size	Type	Substitution Intervals	Players On Field	Field Size
3 & U	60 minutes (30 min training - 30 min game)	3	Micro	3 Minutes	3 v 3 NO GK	20' X 30'
4 & U	60 minutes (30 min training - 30 min game)	3	Micro	3 Minutes	3 v 3 NO GK	20' X 30'
5 & U	60 minutes (30 min training - 30 min game)	3	Micro	3 Minutes	3 v 3 NO GK	20' X 30'
6 & U	60 minutes (20 min training - 40 min game)	3	Micro	4 Minutes	3 v 3 NO GK	20' X 30'
7 & U	50 min (2 - 25 min halves)	4	Modified Mini	5 Minutes	5 v 5	25' X 35" (1/2 Mini Field)
8 & U	50 min (2 - 25 min halves)	4	Modified Mini	5 Minutes	5 v 5	25' X 35" (1/2 Mini Field)
9 & U	60 min (2 – 30 min halves)	4	Mini	8 Minutes	7 v 7	Mini
10 & U	70 min (2 – 35 min halves)	4	Mini	8 Minutes	7 v 7	Mini
12 & U	70 min (2 – 35 min halves)	4	Modified Full Field	As per Sect. 10	9 v 9	55' X 70'
14 & U	80 min (2 – 40 min halves)	5	Full	As per Sect. 10	11 v 11	Full
16 & U	90 min (2 – 45 min halves)	5	Full	As per Sect. 10	11 v 11	Full
19 & U	90 min (2 – 45 min halves)	5	Full	As per Sect. 10	11 v 11	Full
Women's/Men's WWISL	90 min (2 – 45 min halves)	5	Full	N/A	11 v 11	Full

The point award system starts at 14 year olds and up and it shall be:

3 points for a win = 1 point for a tie = 0 points for a loss



Mini Field Substitution Rules:

Mini field rules have been modified to allow for 4 minute (age 6), 5 minute (ages 7 and 8) and 10 minute (ages 9 and 10) intervals for substitutions. The Referee will be responsible for the timing (Ages 8 to 10) and the coaches are responsible for properly substituting players on the field. The play will stop at the whistle and will start with a drop ball where the play was stopped. If the play is stopped and the ball is in the goal crease, the play will begin outside the goal crease, with a drop ball as well.

NO PLAYER(S)' SHIFTS SHOULD EXCEED MORE THAN 1 OF ANY OTHER PLAYER ON THE TEAM DURING THE GAME UNLESS A PLAYER(S) REQUESTS TO MISS A TURN.

If a player has played 5 shifts while another teammate(s) has 4 shifts then the player with 5 shifts must sit off.

Micro Soccer Rules:

Field size is 30(27.7m) Yards X 20(18.2m) Yards (Approximately one quarter of a mini field)

Cones are to be used for sidelines and marking corners and half-way line

Maximum number of players on the field (per team) is 3.

Goal keepers are not required

Sec. 9: Recreational Coach/Team Responsibilities

- A) If a coach can't field a team at game time, he/she shall be allowed a 20-minute grace period from the scheduled kick off time. If after the 20 minute grace period a team cannot be fielded, the game shall be awarded to the opposing team. This rule does not apply to the U3 to U12 divisions.
- B) In the U9-U10 age division five (5) players shall constitute a team. In the U12 division and older, seven (7) players shall constitute a team. Minimum number of player rule does not apply in the U3 to U8 age divisions.
- C) If a league referee is not present, both coaches must agree upon a referee (tournament games excluded). In the event both coaches cannot agree on a substitute referee, both teams will be required to provide a referee for one half (1/2) of the game each. The game will not be rescheduled.
- D) Games may be suspended at the field by the referee only (or Team Coaches in the U3 to U8 Divisions) due to electrical storms, hail, heavy rain, insufficient light or other unsafe field conditions as deemed by the referee. Only in these cases will the game be rescheduled. However, if a game including cup/tournament games is stopped by the referee after three quarters (3/4) of the match has been played, the score at the time of suspension of play shall stand and the game will be considered complete. No



points will be awarded for a game postponed for any other reason, other than by the referee. Refer to the Member Zone for schedules and rescheduled games.

- E) In all divisions (except U3, 4, 5, 6, 7 and 8 age divisions) coaches shall do their coaching from the sidelines only. Opposing coaches will coach from the same side of the field from their own team's first half side (centre line to top of penalty area). Coaches are to use own half of the field's sidelines and they must remain on opposite halves.
- F) The Referee will be responsible for submitting the game results.
- G) The home team shall provide a game ball and six (6) cones to mark the field sidelines. The cones will be placed in each of the 4 corners and at the centre line of each sideline.
- H) Coaches are responsible for informing players, team staff and parents/guardians of the Club's Policies and Procedures.
- I) All spectators should remain a minimum of one (1) meter away from the sidelines on the opposite side of the players' bench at all times during the game. Spectators are not permitted to stand or sit behind the goal lines during the game.
- J) A qualifying coach that completes an OSA Active Start, Fundamentals or Learning to Train coaching certification course will have the cost of the enrolment reimbursed by the Club. To qualify, a coach must have coached in the Club for one (1) full year after certification and be an active member in good standing.
- K) All coaches (including assistant coaches) must clear the Police screening process to coach for the MHYSC. The coach will sign an Offence Declaration annually. If the coach breaks continuity of coaching with MHYSC, then he/she must provide another police screen in order to coach again with the Club. The Club reserves the right to ask any volunteer to provide a police screening if warranted. Club policy for coach screening is the same as the OSA. Once a screen has been processed, it must be shown to the Club Administrator and logged. Any coach who does not submit a police check can be removed as a coach and member of the Club. Any coach who has not submitted a police clearance report by June 30th of the current season will be asked to immediately provide one or he/she could be asked not to participate as a coach in MHYSC.
- L) All coaches will be required to sign the Privacy Agreement for the Club and the coaches' protection.
- M) All men's and women's teams will be subject to WWISL (West Wentworth Interlock Soccer League) Rules and Regulations.



Sec. 10: Substitutions – U12-U19 Divisions

- A) The referee must be notified prior to any substitution. This includes the goalie at half time.
- B) NO PLAYER(S)' SHIFTS SHOULD EXCEED MORE THAN 1 OF ANY OTHER PLAYER ON THE TEAM DURING THE GAME UNLESS A PLAYER(S) REQUESTS TO MISS A TURN.**

If a player has played 5 shifts while another teammate(s) has 4 shifts then the player with 5 shifts must sit off.

- C) In Recreation play, coaches can substitute as many players as they wish:
 - i. After a goal is scored
 - ii. At half time
 - iii. At any team throw-in
 - iv. At a goal kick
 - v. An injured player, at any time (injured player only)
- D) Micro and Mini Divisions (Ages 3 through 10) must follow substitution intervals as described in Sec. 8.
- E) In all cases of extreme heat, the MHYSC will post an advisory. In all cases, the player and parent have final say as to whether their child will participate. Where a referee is present, the referee may provide for extra and frequent water breaks as required. Where there are no referees present, MHYSC Coaches will be encouraged to ensure regular water intervals and rest are provided for those who wish to participate.

Sec. 11: Rescheduling

- A) Only the Head Referee and/or the Scheduler & Field Director will reschedule games. (Or notified by MHYSC office)
- B) All cancelled games will be played the Friday of the same week at the same time and field unless notified otherwise. (Recreational Coach/Team Responsibilities Sect. 9, paragraph A applies to rescheduled games as well)



Sec. 12: Call Ups

- A) In the U12 and older divisions, teams may call up a maximum of four (4), players for any one game to a maximum total of 13 players per game with the exception of the U19 Division which will be allowed five (5) call ups to a maximum of 15 players per game.
- B) In the U8 and 9 and 10 divisions, coaches may call up to three (3) players for any one game, to make a total of nine (9) players per game.
- C) Call-ups are permitted from the designated farm team only. Farm teams shall be the team in the age group immediately below having the same colour jersey. If a team of the same colour is not available in the division below, the Board of Directors or Administration Office will assign an alternate team.
- D) All call-ups must wear their own uniforms even if the colours are different. Colour conflicts with opposing team must be rectified prior to game with the referee.

Sec. 13: Tie Breaking

- A) In the event of two (2) or more teams are of equal points for first or second place at the completion of the regular league schedule, further games maybe arranged by the Referee Coordinator and or the Scheduler in order to decide a winner division 1st & 2nd place. If time does not permit, the decision will be made according to the following order:
 - a. Most recent game head to head
 - b. Coin toss

Sec. 14: Dress Code

- A) All players must wear the uniform supplied the Club.
- B) All players should wear shin pads and soccer shoes (metal cleats are prohibited).
- C) For safety reasons, players cannot play with the following:
 - 1. Exposed hard arm casts
 - 2. Stiff rimmed baseball caps
 - 3. All items of jewelry (necklaces, rings, bracelets, earrings, rubber bands, leather bands, etc. are forbidden and must be removed. **USING TAPE TO COVER JEWELRY IS NOT ACCEPTABLE!**
 - 4. **Anything the referee feels might endanger any player on the field**



Sec. 15: Home and Practice Fields

- A) A team shall have the right to play regular season games on a field, only on the dates and times that are on the schedules that they receive from the Club.
- B) A team shall have the right to play rescheduled or exhibition games on a field, only on the date and times that are cleared through the Head Referee, the Scheduler & Field Director or the MHYSC office.
- C) Practices will be scheduled according to the practice fields allotted for the team (ages U7 to 10). All coaches and players are encouraged to use this schedule and location as provided. If two or more teams are practicing on one field, the fields should be shared.

Sec. 16: Mini Soccer Rules (Ages 7 to 10)

The Team

- A) A maximum of five (5) players on the field at one time (U7 & U8).
- B) A maximum of seven (7) players on the field at one time (U9 & U10).
- C) If a team can't field a minimum of three (3) players (U7 & U8) and five (5) players (U9 & U10), the team with more players will share its players with the other team so the players can play a game (no scores, no standings).

Offside

- A) This rule does not apply.

Penalty Kick

- A) The ball will be centered 7m in front of the net.
- B) All the players will stand 5m behind the ball, except the penalty kicker.
- C) The goalie shall stand on the goal line.

Goal

- A) A goal can be scored from anywhere from within the field of play.



Goal Kick

- A) The ball shall be placed anywhere on the goal box line.
- B) Opposing players must stand 5m from the ball.

Free Kick

- A) Opposing players must stand a minimum of 5m from the ball.
- B) All free kicks are indirect (two touch).
- C) If the ball is passed back to the goalie by a team-mate and the goalie touches it with his/her hands, a free kick will be awarded to the opposing team. The ball will be placed on the penalty box line, closest to where the infraction took place.

Pass-In & Slide Tackles

- A) U7, 8, 9 and 10 divisions will be performing pass-ins. In the U9 & 10 divisions, if the player taking the kick, kicks the ball directly into the opponent's goal box, an indirect free kick will be awarded to the opposing team.
- B) The player must face the field of play and kick the ball from on or behind the touch line.
- C) The opposing players must be at least 3metres from the ball.
- D) If the player performing the kick in plays or touches the ball a second time before it has been played or touched by another player, a free kick will be awarded to the opposing team.
- E) A goal may not be scored directly from a kick-in.
- F) Slide tackles are not permitted in micro or mini soccer.

U3 - U10 Divisions

- A) No points are awarded for a win or a tie in these divisions.
- B) Referees are not assigned to the U3 to U8; therefore coaches should share in the responsibility of coaching/refereeing games.
- C) Only one coach per team is allowed on the field to direct his/her team.
- D) Referees will be assigned to the U9 & U10 Division games to introduce players, coaches and parents to the rules of the game. This also assists with training for an entry level referee.



Note: FIFA rules and MHYSC Policies & Procedures govern the rest of the game.

Sec. 17: Cliff Marshall Memorial Recreational Tournament Regulations

- A) Tournament schedule is made before the season begins.
- B) Call-ups from farm teams are not permitted for any tournament game.
- C) The length of tournament games are as follows;

Full Field Soccer: 2 – 30 minute halves, 5 penalty kicks per team for tie breakers.

- D) In all divisions, game and score shall stand if a match is stopped at the $\frac{3}{4}$ mark or later of any game.
- E) In the event that games must be cancelled due to weather conditions, these games will be rescheduled.
- F) All penalty kicks will be taken at the same end of the field. The referee will decide this location. No appeal of this decision will be allowed.
- G) Only players on the field at the end of the overtime period will be eligible to take penalty kicks. In Mini soccer all players are eligible. Any player can play in as a goalie. A goalie can take penalty kicks.
- H) Penalty kicks will be taken in a declared group of five (5) players per team. The team scoring the most goals from this group will be the winner. However if still tied, then sudden death penalty kicks will come into effect. The kicks will continue on alternating basis with the rest of the players going one on one, until a winner is decided.
- I) Substitutions will apply as outlined in Sect. 10 for tournament play.
- J) A member of the Board of Directors will be in attendance at each game to resolve any conflicts, if necessary.
- K) Any other regulations pertaining to these competitions will be published prior to the beginning of the tournament.
- L) Games will start on time.

Note: FIFA rules and MHYSC Policies & Procedures govern the rest of the game.

Sec. 18: Trophies

- A) All trophies will be distributed after the Cliff Marshall Memorial Tournament final game for the individual divisions.



- B) All players will receive one (1) trophy for regular season and an additional trophy will be presented to the winners or finalists of the Cliff Marshall Tournament. U19 division players will receive a gift certificate in lieu of a participant trophy.
- C) Competitive players will be given an allowance of \$10 per player to be applied to their own team party.

Sec. 20: Special Awards

The Andrew Martin Memorial Award:

This award is given to one coach in the Mini Division and one coach in the Full Field Division.

This award will be based on good sportsmanship, fair play and dedication to the sport of soccer.

Parents and players are encouraged to nominate coaches by August 15th of each season by means of a letter or email.

The recipient will be announced at Awards Day.

The Dean Walmesley Award

This award is given to a keeper in the U16 Boys Division and one in the U16 Girls Division.

Coaches, parents and players are encouraged to nominate keepers by August 15th of each season by means of a letter or email.

The selection will be made by the MHYSC Board of Directors in conjunction with the Club Head Coach

This award is based on the player's good sportsmanship, being a team player and their goal tending ability.

The recipient will be announced at Awards Day.



Sec.21: Board of Directors Job Descriptions

Past President

The Past President is responsible for ensuring that the mission of the MHYSC is executed.

Duties and Responsibilities – Non Voting – Senior Board Member

The Past President will:

- Provide guidance and leadership to the current President and act as a mentor for the growth and development of the Club and Board of Directors as a whole.
- Attend as required to MHYSC Board / Senior Board meetings.
- At all times, represent the values of the Club.

Time Commitment

5 hours per month.

President

The President is responsible for ensuring that the mission of the MHYSC is carried out as outlined below:

We are committed to the sport of soccer and the Hamilton Mountain community

We will provide a safe and healthy environment that enables players, coaches and officials to achieve their optimum goals

We promise to foster the values and ethics of true sportsmanship through ongoing skill development, training and encouragement of players, coaches and officials

Duties and Responsibilities – Non Voting (exception to determine a tie-break) – Senior Board Member

The President will:

- Set a leadership tone which clearly outlines to all Board members the primary objectives of MHYSC.
- To ensure that the infrastructure of the Club allows all levels of soccer, including officiating and coaching development to be available to all members within the recreational, competitive and any affiliated programs.
- Chair monthly Board meetings and with the assistance of the Administrative Manager, prepare agendas, clarify business and follow up with board member on action items.
- Chair Executive Committee (Senior Board) meetings and approve agenda topics.



- Attend District and OSA meetings as a member of the MHYSC Board and carry out business and decision making requirements on behalf of the MHYSC.
- Respond in a timely and appropriate manner to all emails and phone calls received directly from the membership.
- Review reports from Vice Presidents and other board members as required for the efficient operations of the Club. Bring forth the appropriate recommendations to board meetings.
- Appoint Committees as appropriate.
- Together with the Board, regularly review MHYSC's Mission, Vision and Core Values and communicate this to the membership. Periodically review goals and objectives with each director
- Assign tasks to Board members as required.
- Preside and chair AGM and other special meetings as required.
- Attend and preside no fewer than 80 % of MHYSC Board / Senior Board meetings.
- At all times, represent the values of the Club.

Special Knowledge and Skills

- Lead a group and provide direction to others
- Ability to steer meetings, prioritize Club business, organize action plans, establish committees and focus groups on tasks at hand
- Ability to communicate with the membership and general the public via written and interpersonal communication methods. Establish a positive working environment.
- Ability to use sound judgment and hold others accountable for the Club business.

Time Commitment

20 - 30 hours per month.

Vice President – Business and Administration

The Vice President of Business and Administration is responsible for the execution of the MHYSC Mission Statement.

Duties and Responsibilities – Voting privileges – Senior Board Member

The Vice President will:

- Be the Primary actor in the absence of the President for any official club related activities as directed by the President.
- Serve, with the President and Vice President of Operations and Development on the Senior Board of Directors
- Will direct and receive reports from
 - Information Technology (IT Director)
 - Marketing and Communication Director
 - Director at Large
 - Advertising and Sponsorship Director
 - Finance Director
 - Secretariat
- Support any other committees as requested.
- Assist in the future direction of the Club including planning and oversight.
- Perform tasks as requested by the President.
- Chair committees on major projects.
- Identify potential risks to the Club and its members. Develop and implement potential solutions
- Attend scheduled Board meetings and provide Vice President Board Reports.
- Attend and preside (when required) no fewer than 75 % of MHYSC Board / Senior Board meetings.
- At all times, represent the values of the Club.

Special Knowledge and Skills

- Lead a group and provide direction to others
- Ability to steer meetings, prioritize Club business, organize action plans, establish committees and focus groups on tasks at hand
- Ability to communicate with the membership and general the public via written and interpersonal communication methods. Establish a positive working environment.
- Ability to use sound judgment and hold others accountable for the Club business.

Time Commitment

20 - 30 hours per month.



Vice President, Development and Operations

The Vice President of Development and Operations is responsible for the execution of the MHYSC Mission Statement.

Duties and Responsibilities – Voting privileges – Senior Board Member

The Vice President, Development and Operations will:

- Be the secondary actor in the absence of the President or Vice President of Business Administration for any official club related activities or as appointed by the President of Acting President (VP – Business and Administration)
- Serve, with the President and Vice President of Business Administration on the Senior Board of Directors
- Will direct and receive reports from
 - Scheduling and Field Director
 - Discipline Director
 - Director at Large
 - Equipment Director
 - Mini Field Operations Director
 - Full Field Operations Director
 - Player Development Director
 - Tournament Director
 - Micro City Director (Community Outreach Program)
- Support any other committees as requested.
- Oversee background check system for all coaches.
- Identify potential risks to the Club and its members. Develop and implement potential solutions.
- Ensure appropriate training and resources are available for coaches and /or officials.
- Assist in the future direction of the Club including planning and oversight.
- Perform tasks as requested by the President
- Chair committees on major projects.
- Attend scheduled Board meetings and provide Vice President Board Reports.
- Attend and preside (when required) no fewer than 75 % of MHYSC Board / Senior Board meetings
- At all times, represent the values of the Club.

Special Knowledge and Skills

- Lead a group and provide direction to others
- Ability to steer meetings, prioritize Club business, organize action plans, establish committees and focus groups on tasks at hand



- Ability to communicate with the membership and general the public via written and interpersonal communication methods. Establish a positive working environment.
- Ability to use sound judgment and hold others accountable for the Club business.

Time Commitment

20 – 30 hours per month.

Secretariat

The Secretariat is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

The Secretariat

- Keep an accurate record of meeting minutes at Board and Senior Board meetings. When absent for meetings, ensure an alternate is available to attend and record the Club's business.
- Have available and provide when necessary any copies of previous minutes as soon as practicable but no later than THREE (3) BUSINESS DAYS of the request.
- Collection and dissemination of approved agenda topics and presenting the agenda prior to meetings.
- Dissemination of meeting minutes for review and correction if needed as soon as practicable or within three (3) THREE BUSINESS DAYS of previous meeting.
- Collecting reports from committees and keeping on file at the Club office and to be accessible by Board members.
- Ensure that a schedule of ACTION ITEMS are recorded and disseminated to the affected board members assigned to the action item. Request updates THREE (3) BUSINESS DAYS prior to the due date of any action item.
- Receive reports on the completeness of assigned action items delegated to the applicable Director, Board Member, Staff and/or non- board Members. Report non-compliance(s) to the Senior Board.
- Attend no fewer than 75 % of MHYSC Board meetings
- At all times, represent the values of the Club.

Time Commitment

- 20 hours per month.



Marketing and Communications Director

The Marketing and Communications Director is responsible for the execution of the MHYSC Mission Statement and to provide and manage Media relations as required by MHYSC to operate its soccer program.

Duties and Responsibilities – Voting privileges

The Marketing and Communications Director will:

- Support the development and execution of strategic media relations and communications programs that increase the positive industry awareness of MHYSC
- Demonstrate writing excellence when crafting internal and client materials and correspondence
- Create comprehensive and compelling press materials (news releases, research, strategic messaging, Q&A etc...)
- Collaborate with Advertising and Sponsorship Director to develop integrated communication campaigns for product and program initiatives that maximize impact of strategic messages against prioritized targets
- Create and drive major public relations campaigns, leveraging PR agencies
- Approve all web content on the MHYSC web site
- Ensure the MHYSC internet website and content is timely and up to date
- Develop a communications plan and schedule to ensure that MHYSC membership is informed
- Attend no fewer than 75 % of MHYSC Board meetings
- At all times, represent the values of the Club.

Time Commitment

20 hours per month.

Director at Large – Business and Admin

The Director at Large is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

The Director at Large will:

Of the active directors, one will be selected to act as the Director at Large and will abide by the following:

- Shall participate on the Board in a voting capacity as a representative for all active Directors;



- Shall designate another Director to act on their behalf when unavailable to attend Board meetings and functions;
- Shall carry out their specific duties as outlined by the MHYSC Board
- Shall promote the best interests of soccer
- Shall Coordinate volunteers as needed
- Shall be assigned special projects as required by the President
- Shall attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.

Time Commitment

- 20 hours per month.

IT Director

The IT Director is responsible for the execution of the MHYSC Mission Statement and to ensure the provisions for the operations and management of the MHYSC IT infrastructure is in place.

Duties and Responsibilities

The IT Director will:

- Provide IT leadership and vision
- Manage the club technology infrastructure
- Manage the Development and Adoption of Strategic Technologies
- Maintain the integrity and continual operation of the Club network
- Develop, review and certify all back-up and disaster recovery procedures and plans
- Serve as primary contact with outside vendors in the generation of RFPs, bids and contracts with respect to IT issues
- Responsible for ordering, acquisition, inventorying and disposition of hardware and software
- Serve on planning and policy making committees
- Help prepare/post content to Web Site
- Attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.

Time Commitment

- 20 hours per month.



Finance Director

The Finance Director is responsible for the execution of the MHYSC Mission Statement.

Duties and Responsibilities – Voting privileges

The Finance Director will:

- Maintain ongoing reports and accounting of all the Clubs financial matters
- Produces a budget plan at the start of each year and year-end financial statement for the Annual General Meeting (AGM). The AGM Budget report must be prepared and presented to the Board 60 days prior to the AGM.
- Co-ordinate annual audit and report any significant matters to the Senior Board.
- Maintain an accurate record of all transactions via ethical and proper accounting practices.
- Report financial status to the Board on a monthly basis.
- Advise and guide the Executive on matters associated with finance and accounting
- Present a reviewed financial report to the membership at the AGM
- Prepare financial presentations as required for requests for funding and grants
- Attend no fewer than 75 % of MHYSC Board meetings
- At all times, represent the values of the Club.

Special Knowledge and Skills

- Strong accounting and bookkeeping knowledge
- Economic foresight and preparedness with respect to financial objectives
- Solid written and accurate reporting
- Ethical fiscal and accounting practices

Time Commitment

20 hours per month.

Advertising and Sponsorship Director

The Advertising and Marketing Director is responsible execution of the MHYSC Mission Statement.

Duties and Responsibilities – Voting privileges

The Advertising and Marketing Director will:



- Prepare and manage MHYSC promotion plan
- Aggressively and actively pursue and achieve Club, Team, and other sponsorship solicitation.
- Coordinate Association releases/activities (including but not limited to, select team try-out postings, registration ads, winter house leagues etc. to media)
- Stewardship to MHYSC on marketing status and budget
- Other items that may arise throughout the year
- Attend no fewer than 75% of MHYSC Board meetings or as required for reports.
- At all times, represent the values of the Club.

Time Commitment

- 20 hours per month or as required

Equipment Director

The Director of Equipment is responsible execution of the MHYSC Mission Statement and to provide and manage the necessary equipment required by MHYSC to operate its soccer program.

Duties and Responsibilities – Voting privileges

The Equipment Director will:

- Work with the Competitive Director, Full Field, Micro/Mini Director, Micro City Directors and the Tournament Director to establish their yearly requirement for equipment and uniforms
- Establish an equipment budget for each fiscal year
- Keep an accurate inventory of all equipment owned by MHYSC (this includes all on field items, field lining equipment, goal replacement supplies, game and practice items, first aid needs, house league/recreational uniforms)
- Plan the collection of all coaches' equipment at end of each season to facilitate inventory and establish reorder requirements
- Evaluate and establish relationships with equipment suppliers as required
- Place equipment orders
- Purchase and arrange delivery of all award trophies
- Place competitive, summer house league, winter house league, and academy uniform orders
- Coordinator with the Office Administrator when to schedule the distribution of House League and Competitive equipment and return of equipment
- Attend Senior Board meetings when requested / invited for reporting purposes
- Supervises the Equipment Buyer and Uniform Coordinator (if applicable)
- Attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.



Special Knowledge and Skills

- Ability to provide direction to others
- Ability to negotiate
- Ability to establish and manage execution of plans
- Ability to use sound judgment

Time Commitment

Generally 10 -12 hours per month. 32 - 48 hours per month during pre-season periods (February – April and August-September).

Schedule and Field Director

The *Schedule and Field Director* is responsible for the execution of the MHYSC Mission Statement including: Overall management, operation, scheduling, coordination and availability of all game and practice facilities used by MHYSC for Competitive and House league programs.

Duties and Responsibilities – Voting privileges

Schedule and Field Director will:

- Generate and communicate game schedules provided to the teams and maintain and update game schedule changes during the season.
- Coordinate field availability with coaches for reschedule games
- Generate and communicate practice schedule from coaches inputs
- Coordinate with the Referees Coordinator to schedule referees for rescheduled games
- Monitor field conditions before and during season and close fields as required if fields are deemed unplayable
- Supervise the development and maintenance of soccer fields for MHYSC and expend funds appropriated by the BOD for such development and maintenance.
- Coordinate with the Equipment Director to ensure that any equipment required for field maintenance and preparation (e.g. nets, goals, painting equipment) is procured
- Attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.



Competitive

- Prepare, as required, regular season needs for competitive teams, in a timely manner. Co-ordinate fields necessary for interlock teams with other clubs involved.
- Arrange adequate field space to accommodate scheduled competitive games and Festitalia Tournament.
- Obtain lease and communicate with the City any and all concerns as required.
- Cancel fields and permits that are not required in a timely manner, once season begins.
- Critical time frame January, March and April.

Recreational

- Prepare, as required, regular season and Cliff Marshall Memorial Tournament schedules for the House League teams, in a timely manner.
- Co-ordinate game schedules for interlock teams with other clubs involved.
- Arrange adequate field space to accommodate scheduled recreational games and Cliff Marshall Tournament.
- Cancel fields and permits that are not required in a timely manner once season begins.
- Obtain lease and communicate with the City any and all concerns as required.
- Critical time frame January, March and April.

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to establish and manage execution of plans
- Ability to use sound judgment

Time Commitment

20 - 30 hours per month.

Generally 4-6 hours per week. 8-16 hours per week during pre-season periods (February– April and June-September).



Director at Large – Operations

The Director at large is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

The Director at Large will:

Of the active directors, one will be selected to act as the Director at Large and will abide by the following:

- Shall participate on the Board in a voting capacity as a representative for all active Directors;
- Shall designate another Director to act on their behalf when unavailable to attend Board meetings and functions;
- Shall carry out their specific duties as outlined by the MHYSC Board
- Shall promote the best interests of soccer
- Shall Coordinate volunteers as needed
- Shall be assigned special projects as required by the President
- Shall attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.

Time Commitment

- 20 hours per month.

Discipline Director

The Discipline Director is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

Discipline Director will:

- Monitor and coordinate any discipline that is generated by club officials during recreational and competitive games in a timely manner, or as soon as practicable.
- Schedule hearings as required and administer fines/suspensions as outlined by the OSA.
- Demonstrate impartial behavior, good communication skills and understanding to concerned parties.
- Gather all relevant information to report and enable Board of Directors members to make impartial decisions on matters concerning discipline, Club reputation and Zero Tolerance policy when required.



- Notify the party of the decision rendered and inform the officials to ensure that discipline will be enforced.
- Ensure that the MHYSC office holds all discipline documentation annually and maintain proper records
- Maintain, review and amend the Discipline policy as required or at the very least annually to ensure other relevant legislation is implemented and regulated (Zero Tolerance / new OSA policy guidelines).
- Lead by example through ethical behavior and good demonstration of impartiality.
- Notify the Board when there is a conflict of interest.
- Attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.

Special Knowledge and Skills

- Demonstrate a good understanding of the rules of the game, OSA discipline policy and any relevant legislation which governs discipline and procedures.
- Good communication skills to diffuse potential escalation in inappropriate conduct
- Good networking ability with OSA, Hamilton and District (H & D) and Board members to facilitate excellence in discipline delivery.

Time Commitment

Time commitment significantly increases during May – September, with peak times in August. 20 -30 hours a month during this peak time.

Tournament Director

The Tournament Director is responsible for the execution of the MHYSC Mission Statement and to plan, organize, and run, from start to finish, all tournaments during the season.

Duties and Responsibilities – Voting privileges

Tournament Director will:

- Oversee the general operations of all tournaments (Recreational and Competitive)
- Organizing committee and its members
- Organize and schedule tournament committee meetings
- Coordinating volunteers
- Instructing board members and volunteers and coordinating internal communication
- Coordinating event finances including fundraising and sponsorship with appropriate director
- Overseeing scheduling and assignment of referees with appropriate board member



- Overseeing promotion and marketing of tournament with appropriate board member
- Interact with vendors and other interested parties wishing to offer products or services during the tournament
- Organize and secure fields, assigning of Convenors for all games, setting up and taking down tents and equipment for fields, traffic control, food vendors, sporting vendors, etc.
- Implementing the policies and rules of the tournament
- Evaluation of tournament after event is concluded

Time Commitment

All year planning. 20 hours a month however during peak tournament operational time this will increase to 40 hours per month.

Micro City Operations Director

The Micro City Operations Director is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

Micro City Operations Director will:

- Liaise with City Core organizations to communicate to potential members/players in the MYHSC Micro City League.
- Present budget projections for costing of entire program annually.
- Recruit coaches and/or convenors to operate league in predetermined facilities or parks.
- Coordinate needs from other members of the board to satisfy needs for the Micro City League (i.e. Equipment, Scheduler, Marketing and Sponsorship Director etc.).
- Assist and support administration staff to develop registration forms and costs related to Micro City League to be isolated into the project supported by grants available (i.e. Trillium Foundation).
- Facilitate documentation submitted to support grant applications as per program directive.
- Provide reports for Grant disbursement and Trillium funding status
- Shall attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.

Time Commitment

- Critical time frame occurs in March and April for registration planning and attending each week during season from May – August.
- 20 hours per month.



Player Development Director

The Player Development Director is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

Player Development Director will:

- Monitor Club Head Coach with respect to timely delivery of MHYSC developmental programming (LTDP Pyramid)
- Help to define Club Head Coach priorities and time allocation to club functions
- Work with Club Head Coach to design, revise and implement developmental programming (Including budgeting)
- Interview and select competitive coaches, developmental programming and mentor coaches on an annual basis with Club Head Coach and forward candidates to board
- Review competitive guide on an annual basis and ensure scheduled events occur on time
- Steer Club Technical Committee
- Liaise with Equipment Director
- Attend scheduled Board meetings and provide reports to the board.
- Attend no fewer than 75 % of MHYSC Board meetings
- At all times, represent the values of the Club.
- Contact person for 3rd party developmental partnerships & opportunities
- Assist in annual review of Club Head Coach and any paid Mentor Coaches
- Other duties assigned by VP Development and Operations

Special Knowledge and Skills

- Minimum Pre-B Coaching Certification, intimate knowledge of LTPD, OSA player pyramid and relationships with major developmental stakeholders
- Lead a group and provide direction to others
- Ability to steer meetings, prioritize business, organize action plans, establish committees and focus groups on tasks at hand
- Ability to communicate with the competitive membership and general public via written and interpersonal communication methods. Establish a positive working environment.
- Ability to use sound judgment and hold others accountable for the Club business.

Time Commitment

- Critical time frame Aug–Nov & April–June
- 20-25 hours a month



Full Field Operations Director

The Full Field Operations Director is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

Full Field Operations Director will:

- Obtain adequate number of House League coaches in accordance with the number of teams planned for the current playing season.
- Provide a complete and accurate list of all coaches including assistant coaches to the Board of Directors.
- Make sure that each coach completes appropriate forms.
- Ensure that the protected players of the coach are recorded.
- Communicate information as needed throughout the season to coaches through the division convenors.
- Coordinate and recruit convenors for all divisions.
- Shall attend no fewer than 75 % of MHYSC Board meetings.
- At all times, represent the values of the Club.

Time Commitment

- Critical time frame January to May – 20 hours a month
- 10 hours a month

Micro/Mini Field Operations Director

The Micro/Mini Field Operations Director is responsible for the execution of the MHYSC Mission Statement

Duties and Responsibilities – Voting privileges

Micro / Mini Operations Director will:

- Obtain adequate number of House League coaches in accordance with the number of teams planned for the current playing season (both summer and winter leagues)
- Provide a complete and accurate list of all coaches including assistant coaches to the Board of Directors.
- Make sure that each coach completes appropriate forms.
- Ensure that the protected players of the coach are recorded.
- Communicate information as needed throughout the season to coaches through the division convenors.
- Coordinate and recruit convenors for all divisions.
- Shall attend no fewer than 75 % of MHYSC Board meetings.



- At all times, represent the values of the Club.

Time Commitment

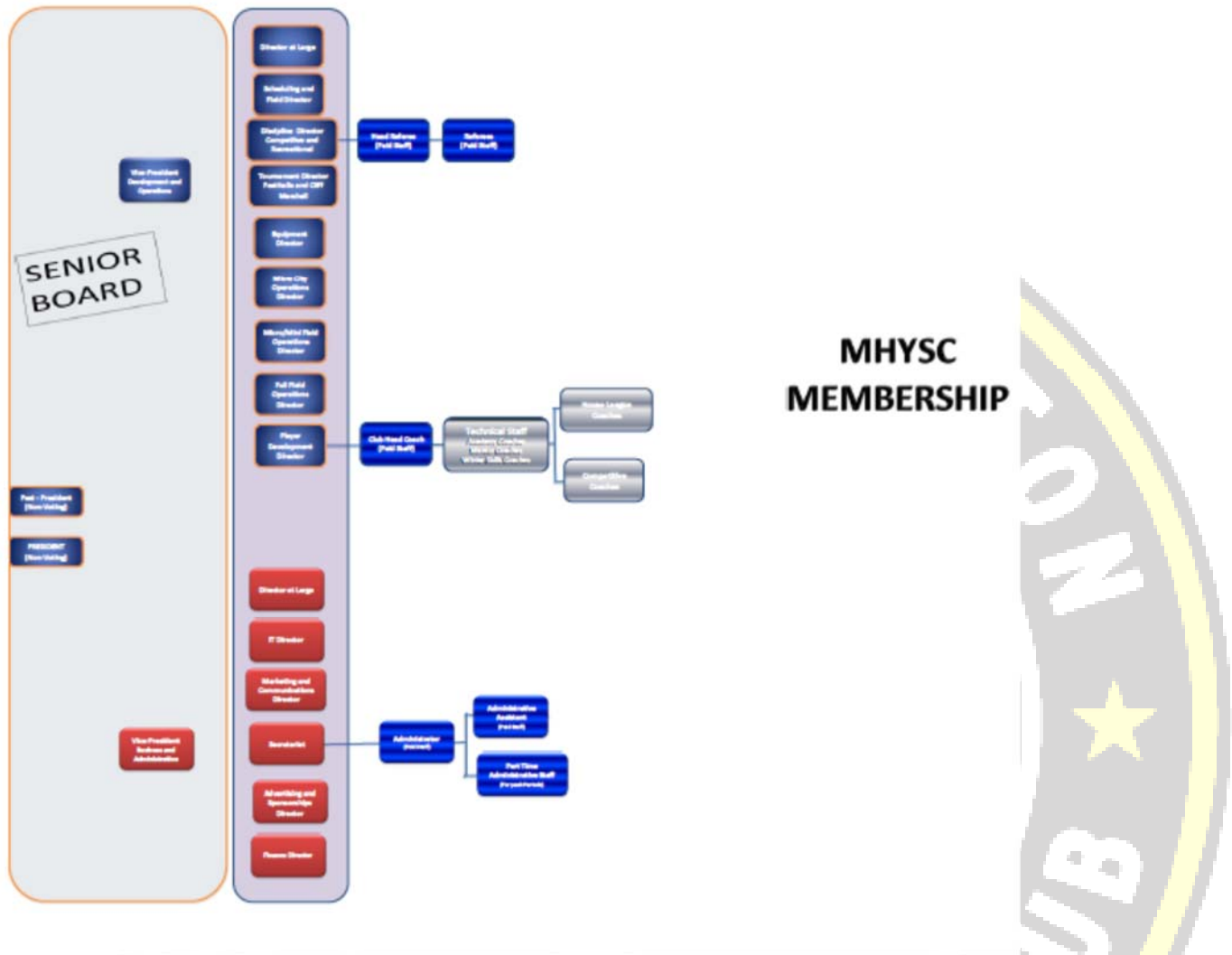
- Critical time frame January to May – 20 hours a month
- 10 hours a month

P) **MHYSC Paid Positions:**

a. All paid positions will have a signed acceptance of their position and be paid as noted on their acceptance letter. This will include: office staff (administration and Administration Manager full and/or part time), Head Coach, Head Referee and field liner.

Q) **Head Coach:**

- a. The Head Coach position is a salary position and it will have an agreement in the form of an acceptance letter, that will have specific expectations and tasks that will focus on the entire club's development of coaches and players.
- b. There must also be a focus that this program becomes a profit centre.
- c. The Head Coach will be guided by the OSA principals
- d. There will be an advisory committee that will work with the Head Coach to achieve goals as set out by the Board of Directors and MHYSC Constitution, Policies and Procedures and Missions Statement.



THE HEAD COACHES JOB OUTLINE MAY BE MODIFIED FROM TIME TO TIME



Sec. 23: Voting Procedure for Changes to Policies & Procedures

1st Board of Directors Meeting

The proposed change (motion) is recorded into the minutes and handed out to the Directors. No discussion will take place at meeting #1.

Email can be used to distribute but hard copy must also be provided.

2nd Executive Meeting

At this meeting, the motion presented in meeting #1 will be tabled and discussed. The voting quorum from the MHYSC Constitution will apply to any changes to the Policies and Procedure.

Sec. 24: Club Expenses

All Board of Directors will be entitled expense reimbursement from the Club for Club business work with the Club. The limits and parameters will be determined by the Board of Directors. An official expense report must be submitted to the board for approval.

Sec. 25: Conflict of Interest Policy

Conflict of Interest Policy

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

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

Decision-Making Process when Conflict of Interest is Present

When a potential conflict of interest is relevant to a decision being considered by the Directors and the Executive Committee, the following process shall occur:

1. The interested party shall call it to the attention of the Board
2. Such person shall not be allowed to vote on the matter



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

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

The Directors are subject to the Conflict of Interest Policy in The OSA published rules and are referred to this document. Club Constitutions are also required to state this rule.

Sec. 26: Volunteer Screening Policy

Volunteer Screening Policy

The Mount Hamilton Youth Soccer Club supports the initiative of The Ontario Soccer Association and adopts its policy and procedures for Volunteer Screening.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. The Mount Hamilton Youth Soccer Club recognizes that the organization has a responsibility to appropriately screen any person who will have access to vulnerable people. This responsibility is both moral and legal; it is not only the “right” thing to do but it is legislated under the “Duty of Care” concept.

“Duty of Care” is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their clients. It is important to understand that Canadian courts will uphold organizations’ responsibilities to screen carefully. This is part of their “Duty to Care.”

The MHYSC is proactive in keeping up to date on Volunteer Screening procedures and maintains a professional working relationship with the local police, the Hamilton Police Service. MHYSC ensures that all screening requests are validated as appropriate and acceptable forms of screening confirmation by the Hamilton Police Service, including the accuracy of information and expiration of the screening information provided.

The MHYSC Board of Directors have approved the Volunteer Screening Policy and support the initiatives to ensure a safe and risk minimized environment by having such a policy.

Volunteers report directly to their respective MHYSC Board of Director responsible for that portfolio. The MHYSC Administrative Vice President and Office Manager collectively review volunteer eligibility and performance as required.

Information obtained as a result of a volunteer screening process is held in strict confidence, separately filed and safeguarded against public access. MHYSC Board of Directors have taken an Oath of Confidentiality to maintain the integrity of the private information.



MHYSOC is in the process of identifying those volunteers and Board of Directors that meet the High, Medium and Low risk categories in relation to Club operations and Administration. It is anticipated that in 2015, the Club will have policy in place addressing those specific areas as set out in the Ontario Soccer Association standards, including applications forms, references, screening checks and interviews if applicable.

Sec. 27: Zero Tolerance Policy

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

Policy Procedures

When a referee feels that they are being abused, as per the scope of this policy, by either a coach or supporter, the referee is allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been

Abandoned and then proceed with step 4.1.

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

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

4.1 The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.

4.2 A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within 72 hours.



4.3 The Club's Discipline Board will then review and deal with the report as per their guidelines.

4.4 If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

Note. In the case where the alleged abuse is of a physical nature the referee should contact the local police service and file a complain

Section 28: Harassment and Discrimination Policy

MOUNT HAMILTON YOUTH SOCCER CLUB (MHYSC) recognizes the dignity and worth of every member of the community and provides for equal rights and opportunities, free of discrimination and harassment, in the understanding that excellence can only be achieved when all members of the community are free to work, teach, and learn in an environment which does not exclude or discriminate against them. Accordingly, this Policy establishes that harassment and discrimination are never acceptable and will not be tolerated.

This Policy applies to:

- Registered players, coaches and referees;
- Adult members in good standing
- MHYSC employees; and,
- MHYSC Board of Directors

Each member of the MHYSC community should be aware of, and shares the responsibility for, creating and maintaining an environment free from discrimination, as defined by the *Human Rights Code of Ontario*, which states that every person has a right of freedom from discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, handicap (physical or mental disability), age, marital status, family status, the receipt of public assistance, or record of offences.

Implicit in the duty not to harass or discriminate is a positive duty to accommodate. That duty includes a specific responsibility on the part of all identified above, to strive to create an environment free of harassment and discrimination in their areas of responsibility. Included within the ambit of the responsibility is an awareness of what constitutes harassment and discrimination based on human rights, knowledge of the procedure in place for dealing with allegations of harassment and discrimination, and cooperation in the processing of complaints made under this Policy. It also means that members will not condone or ignore activities within their areas of responsibility that violate the rights of any member of the MHYSC community, and that they will ensure that all those for whom they have responsibility are aware that any form of



harassment or discrimination is prohibited and that any complaints will be addressed immediately and effectively.

The Ontario Human Rights Commission generally follows a Policy of not pursuing an investigation until internal remedies have been undertaken. However, notwithstanding that the club has procedures in place to protect the rights of all parties, this Policy does not preclude the right of any person to seek assistance from more appropriate external agencies, such as the police if assault is alleged to be involved, or the Human Rights Commission.

Definitions

Harassment: a series of, vexatious comment(s) or a course of conduct related to one or more of the provisions of the Ontario *Human Rights Code* that is known, or might reasonably be known, to be unwelcome, unwanted, offensive, intimidating, hostile, or inappropriate. Examples include, but are not limited to, gestures, remarks, jokes, taunting, innuendo, display of offensive materials or offensive graffiti, threats, verbal or physical assault, imposition of academic penalties, hazing, stalking, shunning or exclusion related to the provisions of the Code.

Sexual Harassment: A series of comment(s) or a course of conduct of a gender-related or sexual nature that is known, or might reasonably be known, to be unwelcome, unwanted, offensive, intimidating, hostile, or inappropriate. In order to constitute sexual harassment, the conduct complained of must detrimentally affect the complainant's environment by creating a hostile atmosphere in which the victim is made to feel inferior, inadequate, or offended. Examples include, but are not limited to, gestures, remarks, jokes, slurs, taunting, innuendo, threats, physical, verbal or sexual assault, unwanted physical contact, invitations, leering, solicitation, demands, penalties related to sexual orientation, marital, or family status, unwanted attention, implied or express promise of reward or benefit in return for sexual favours, implied or expressed threat or act of reprisal if sexual favours are not given, or sexual assault.

Discrimination: The negative valuing, stereotyping, or discriminatory treatment of individuals and/or groups as defined by the provisions of the *Ontario Human Rights Code*. Discrimination directed at any individual or group is unacceptable. Discrimination can be detected by its effects, and can be manifested in both personal attacks and insults, and in the structure of social institutions. It may be intentional or unintentional, the result of activity or arrangements that set out to discriminate or harm, or of ignorance or inadvertence.

Discrimination may include, but is not limited to, behaviour such as the dissemination of hate literature, graffiti, racial slurs and jokes, derogatory remarks and gestures, and physical attacks; bias in administrative decisions, employment and workplace practices, tenure, promotion, appointment, leave, and salary increases; bias in academic decisions such as marks, in the choice of scheduling of academic activities, and decisions related to the content of courses and course materials; behaviour which could reasonably be interpreted as offensive and patronizing and as undermining self respect or adversely affecting performance or working conditions; discrimination in the provision of goods and services or access to premises, accommodation, and other facilities.



Negative Environment: One or a series of, offensive, hostile, or intimidating comment(s) or conduct violating provisions in the *Ontario Human Rights Code* that creates a “poisoned” environment for individuals or groups. A complainant does not have to be a direct target to be adversely affected by a negative environment. Examples include, but are not limited to, exposure to graffiti, signs, or cartoons, remarks, exclusion, or adverse treatment related to one or more of the provisions in the Code.

The Public Relations has been designated to handle inquiries regarding the MHYSC’s non-discrimination policies.

Section 29: Privacy Policy

The Mount Hamilton Youth soccer club is committed to protecting your privacy. You can visit most pages on our site without giving us any information about yourself. This privacy statement only applies to The Club and its members related to registration, as well as soccer.on.ca. It does not apply to other online or offline sites, products or services.

COLLECTION OF YOUR PERSONAL INFORMATION

We will ask you when we need information that personally identifies you (personal information) or allows us to contact you. Generally, this information is requested when you are registering, before entering a promotion, ordering e-mail communication, signing up for an event or training, or when registering for MHYSC programs. Personal information collected by The Club often is limited to e-mail address, or location, but may include other information when needed to provide a service you requested.

For example: If you choose a service or transaction that requires payment, such as Registering for a soccer program, we will request personal information necessary for billing and/or shipping, such as name, address, telephone number, date of birth.

USE OF YOUR PERSONAL INFORMATION

We use your personal information for the following purposes:

- To ensure our site is relevant to your needs
- To deliver services, such as communication, events, training or service, that you request or purchase
- To help us create and publish content most relevant to you.
- To alert you to program changes, special events, updated information and other new services, if you so request.
- To ensure that you are registered in the correct category for play.



- To ensure that you are adequately covered for insurance purposes through the Ontario Soccer Association and the Hamilton & District Soccer Association.

We may occasionally hire other companies to provide limited services on our behalf including packaging and mailing. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose.

The MHYSC may disclose your personal information if required to do so by law or in the good-faith belief that such action is necessary to; a) conform to the edicts of the law of comply with legal process served on the MHYSC or the site; b) protect and defend the rights or property of the MHYSC and its website(s), c) act in urgent circumstances to protect the personal safety of the MHYSC employees, users of MHYSC programs or services, or members of the public; d) to ensure that you are registered with the Ontario Soccer Association and the Hamilton & District Soccer Association,

CONTROL OF YOUR PERSONAL INFORMATION

When you register, or otherwise giving us personal information, the club will only share your information with the governing bodies of the soccer association at the time through their own or third party resources that have been contracted by them (currently it is the Ontario Soccer Association (AIMS) and the Hamilton & District Soccer Association) and coaches will be given phone numbers, e-mail addresses, and birth dates of players on their assigned team. Other information will not be shared with third parties without your permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above.

Registering also allows you to tell us how or whether you want the club to communicate with you.

ACCESS TO YOUR PERSONAL INFORMATION

We will provide you with the means to ensure that your personal information is correct and current.

SECURITY OF YOUR PERSONAL INFORMATION

The club is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use or disclosure. For example, the personal information you provide is stored in computer servers with limited access that are located in controlled facilities.

CHANGES TO THIS STATEMENT:



The Club will occasionally update this privacy statement. When we do, we will also revise the last updated date at the bottom of the privacy statement. Last updated September 30th, 2008





Section 30: Communication Policy

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

1. Annual General Meetings (AGM)/ Special General Meetings (SGM) will be posted and members notified at least one month prior to an AGM or SGM. In both cases members shall be notified by all forms of communication endorsed by the MHYSC including, Email, Website and other social or print media.
2. Board of Directors: Board meeting minutes will be made accessible to the club members within two weeks of their approval at the next scheduled board meeting. Minutes should be accessible in hard copy format (Binder to be kept outside club office) and in the 'Members-only' section of the Mount Hamilton Youth Soccer Club website, if possible. Where possible, the agenda for the upcoming board meeting should be made available to the membership prior to the meeting.
3. Sub Committees: Committee Chairs shall report on the decisions, proposals and discussions of the specified Committee, providing minutes of the last Committee meeting. These minutes will be provided to the membership in the manner outlined under Board of Directors.
4. Additional committees: Any other committees formed as sub-sections of the board must report as outlined above.
5. MHYSC Bylaws, Policies and Rules: The club bylaws, policies and rules must be made available to club members. Hard copies should be maintained in a binder outside the club office and where possible, should be placed on the Club website.
6. Membership Communication: Informally, throughout the year, there will be cause to communicate club activities and events to the general membership. To facilitate this, the club maintains a master email distribution list. Where possible, a hard copy of any communications should be maintained at the club for member access. Members should be kept abreast of:
 - i. Club events (Tournaments, field changes, social activities, meetings, etc.)
 - ii. Volunteer requirements and Communications from The Canadian Soccer Association and The Ontario Soccer Association.
 - iii. Notices of equipment allocations, clarifications on club rules, when necessary, etc.
7. Portfolio Contacts: Contact information for the Board of Directors, Sub Committees, Working Groups and club staff should be provided to the members.

This contact information should be posted at the club and made available on the website where possible.



8. Website Guidelines: The website must update and maintain these elements as a minimum requirement. Additional development is encouraged but is not necessarily vital to the club needs. The posting to the site must be amended (Within a reasonable timeframe) when changes are made.

Section 31: Healthy Snack Policy

The Mount Hamilton Youth Soccer Club has implemented a Healthy Snack Policy.. We are committed to promoting and modeling healthy eating through education and advocating nutritionally appropriate half-time snacks , pre- and post-game meals as well as treats.

Although there are many packaged snacks to choose from at the grocery store, most of them are high in sugar, high in fat, and lacking the most important element... real, nutritional value. A well-nourished child can play better for longer, stay more alert, and recover more quickly.

I know soccer snacks need to be easy, quick and handy, but convenience doesn't mean you can't sneak some better-for-you options into your soccer season. Fortunately, healthy options other than orange slices and bananas do exist. All it takes is a little bit of planning and getting everyone on board with a good-for-you game plan.

Think of a soccer snack as a mini-meal that helps provide nutrients and the energy children need to learn, focus and play well.

A Healthy Snack Policy empowers participants to nourish their bodies appropriately and limit ingredients that will impede performance and wellness.

For further information on providing proper nutrition and healthy snack ideas please visit the link below.

http://www.hamilton.ca/HealthandSocialServices/PublicHealth/Nutrition/All+Star+Snacks+Playbook.htm?WT.mc_id=allstarsnacks&WT.hamilton_redirect_friendly=1

<http://www.hamilton.ca/NR/rdonlyres/52D77CF4-A47A-4B58-A66D-91DA8A1D71BA/56960/SuperSmartSnacking1.pdf>

http://www.hamilton.ca/NR/rdonlyres/B7F0007C-FD44-4A63-A868-F4CB98B6B99C/0/view_eatwell_vue_bienmang_e.pdf

Section 32: Guidelines for Participation for Members with Disabilities

MHYSC reminds members (players, coaches and officials) that more than 15% of Ontarians have a disability – that's more than 1 in every 7 people living in Ontario. The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) seeks to remove barriers and achieve accessibility for persons with disabilities in a number of key areas.



The MHYSC is an inclusive organization and does not discriminate against persons with disabilities. There are a number of issues that may explain why so few people with a disability have participated in soccer as players, administrators or coaches. Issues of perception cost, timetabling, accessibility and transport are typical challenges for a soccer club but there are some related specifically to participants with a disability including:

- The general public's lack of understanding of people with a physical or learning disability and the stigma often associated with disabilities
- Lack of awareness of the activities, opportunities and options available to people with a disability and the programming that MHYSC can offer to be more inclusive
- Isolation sometimes experienced by people with a disability
- Lack of confidence in a personal or skill area
- Access to community activities including sport is sometimes difficult resulting from lack of physical access and more commonly, attitudinal problems such as those listed above.

MHYSC Strategies for Overcoming Barriers

- Contact the MHYSC Head Coaches for advice on how to attract and include people with a disability to your team. Specialized training, programming is available to ensure development and inclusiveness where possible.
- MHYSC will also provide equal opportunity to welcome and accommodate those members / prospective employees to apply, work and contribute to the MHYSC.
- Coaches are asked to focus on what the person with a disability can do. Never assume that people with disabilities cannot do things. Always see what they can do and start from there. Asking the person with a disability what they can do is a great starting point
- Don't assume that people with a disability want (or need) to play in a segregated competition or training session—find out how they want to participate in our Club. If required a meeting will be held with the disabled person and / or family to work through levels of participation and needs of both the competitor and the Club to ensure maximum participation and fulfillment.
- Where it is necessary to adapt skills or activities to include a person with a disability it is important to maintain the integrity of the game and ensure equal participation by all is provided.
- Whilst some participants will only want to play the game, encourage them or their family members (who are versed and experienced in dealing with issues related to disabilities) to get involved in non-



playing roles as well. Like anyone else, a person with a disability may not want to play but bring their specific skill or skills to another role within the club

- MHYSC will advertise programming as open to all, regardless of disability, again ensuring the safety and integrity of the game to all is at the forefront.

MHYSC encourages coaches, players and officials to seek assistance for providing inclusive activities and opportunities to persons with disabilities. Helpful Contacts include:

- Special Olympics Ontario - www.Specialolympicsontario.com or 416-426-7191
- Ontario Cerebral Palsy Association - www.ocpsa.on.ca or
- Ontario Blind Sports Association - blindssports.on.ca or 416-447-8326

The Ontario Soccer Association's commitment to Accessibility

The Ontario Soccer Association (OSA) encourages the inclusion of all participants in soccer as players, coaches, referees and administrators. The growth at the grassroots is exciting and we continue to collaborate on an ongoing basis with Clubs, District Associations and the National Association. The OSA is committed to achieving barrier free accessibility for all persons with disabilities that seek services or products of soccer in Ontario. The expectations of the Customer Service standard are consistent with providing the best soccer experience and the best experience for all who seek services within soccer organizations.

The OSA aims to provide all members with information about accessibility related resources as well as inform all customers of The OSA's policies and procedures. By law, all organizations with at least 1 staff, contractors, and volunteers are required to complete accessibility training.

For more information please visit the OSA Accessibility Act webpage:

<http://ontariosoccer.net/TheGame/DisabilitySoccer/AccessibilityAct.aspx>

Cliff Marshall always said that when things get tough, just remember,

“WE DO THIS FOR THE KIDS”