

Byron Soccer Club – Policy Manual

Last Updated September 2016



Byron Optimist Soccer Club, 431 Boler Road London, ON N6K 2K8
Email: info@byronsoccer.ca Phone: 519-963-1335

Policy and Personnel Manual

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Guidelines for Drafting Byron Soccer Policies

The following should be considered when drafting Byron Soccer Policies and Procedures:

1. Decision criteria that are based on the Mission, Vision, and values of Byron Soccer should be included in the policy.
2. The rationale for the establishment or amendment of the policy should be included to serve as a preamble but also as a history record for the organizations;
3. The policy should be straightforward and simple, and not cumbersome in its implementation;
4. The policy should be consistent with other policies and processes;
5. The policy should be clear and easily understood by each current and future Board member, staff member or volunteer;
6. If the policy provides some sort of documentation, such as an assessment, budget, or report, the resulting documentation should be consistent and reliable; and
7. The policy should provide due diligence for Byron Soccer as required by any insurance liability policies, league rules and regulations, and other governing bodies.



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Accessibilities for Ontarian's with Disabilities Act, 2005

Date Released: March 29th, 2012

AODA

As enacted by the Ontario Government, AODA has been put in place to ensure accessibility for Ontarians with disabilities in an attempt to make Ontario more accessible by 2025.

Providing Goods and Services to People with Disabilities

Byron Soccer is committed to serving all customers including persons with disabilities/challenges

Assistive Devices

Byron Soccer will ensure that staff are trained and familiar with various assistive devices that may be used by customers with disabilities/challenges which accessing the goods and services of our organization.

Communication

Byron Soccer will communicate with persons with disabilities/challenges in ways that take into consideration their disability/challenge and that preserves their independence and dignity.

Service Animals

Byron Soccer welcomes persons with disabilities/challenges and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises

Fees for support persons will be at the discretion of Byron Soccer according to the event/activity or service. More information in this regard can be made available by Byron Soccer.



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Accident/Incident Form

1. Site where accident took place: _____
2. Date and time of accident/ incident: _____
3. Name of person in charge of session/ competition: _____
4. Name of injured person: _____
5. Address of injured person: _____
6. Nature of accident/ incident: _____
7. Give details of how and precisely where the accident took place. Describe what activity was taking place, e.g. training program, getting changed etc.

8. Give details of the action taken including any first aid treatment and the name (s) of the first-aider (s).

9. Indicate which of the following contacted:

Police

Ambulance

Parent/ Guardian

10. What happened to the injured person following the accident? (E.g. went home, went to hospital, carried on with session)

All of the above facts are a true and accurate record of the incident/ accident.

Signed: _____

Name (Print): _____ Date: _____



Accident/Incident Guidelines

Byron Soccer recommends that the following procedure is used when dealing with an Incident or Accident.

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury regarding specialist treatment, call the emergency services
5. Deal with the rest of the group and ensure that they are adequately supervised
6. Do not move someone with major injuries. Wait for the emergency medics
7. Contact the injured person's parent/ guardian
8. Complete an Accident Report Form (See "Accident/ Incident Report Form" in this section)
9. Hand the copy of the Accident Report Form in to your Club Administrator.



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Code of Conduct for Coaches and Managers

Set out below is the Ontario Soccer Association Code of Conduct.

A Coach or Manager must:

1. Be committed to improve the performance of the players and the team physically and mentally
2. Provide a high quality soccer program for players with a positive environment/ atmosphere
3. Be thoroughly acquainted with the FIFA Laws of the Game and they must keep attuned to the sound principles of coaching
4. Respect all human beings ie. player's and referees. Opponents and referees must be treated with respect
5. Encourage players to win within the laws of the game
6. Be enthusiastic and positive. They must ensure that they are generous with praise when deserved
7. Maintain high standards of personal conduct and fair play
8. Never be involved in any circumstances that are offensive or suggest sexual connotations

I have read and agree to abide by this Code of Conduct and acknowledge that any breach of the above may be subject to disciplinary action, including suspension and expulsion from Byron Soccer.

Applicant's Signature

Byron Soccer Representative

Date



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Code of Conduct for Parents

The following code of conduct is designed to enhance and support player development. It will be the responsibility of families to ensure these are adhered to as we strive to maintain a professional image in our soccer community.

As a parent I will:

1. Ensure the player arrives to games and training sessions on time.
2. Ensure all Club and team fees are paid in a timely fashion.
3. Refrain from coaching players from the sidelines during games or training sessions.
4. Not criticize game officials.
5. Not engage in unsportsmanlike conduct or negative communication with players, coaching staff or families of the opposing team.
6. Ensure all communication with coaches must be in writing and at least 24 hours after any game. The only topic that should be raised is the overall development of your son. Please do not contact coaches to discuss playing time, positional play, the performance of other players or to question coaches' decisions in games.
7. Communicate with respect to scheduling, finances, or any logistical concerns with the team manager.
8. Offer my services to the team and club when possible.
9. Learn the rules of the game
10. Ensure a clear understanding of the policies set forth by the club.

I have read and agree to abide by this Code of Conduct and acknowledge that any breach of the above may be subject to disciplinary action, including suspension and expulsion from Byron Soccer.

Applicant's Signature

Byron Soccer Representative

Date



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Code of Conduct for Players

The following code of conduct is designed to enhance and support player development under the Byron Soccer Academy program. It will be the responsibility of players, families and coaching staff to ensure these are adhered to as we strive to maintain a professional image in our soccer community.

As a Player I will:

1. Ensure that I arrive on time to all games and training sessions.
2. Wear the assigned uniform.
3. Respect officials and the decisions they make.
4. Understand the rules of the game.
5. Listen and follow instructions of coaching staff.
6. Respect my teammates and opponents at all times.
7. Not engage in unsportsmanlike conduct or negative communication with players, coaching staff or families of the opposing team.
8. Maintain a positive attitude during all games and training sessions.
9. Immediately report any injury to coaching staff.
10. Ensure proper nutrition and rest prior to games and training sessions.
11. Manage time to ensure there are no conflicts with games and training sessions.
12. Never use vulgar or profane language.
13. Not engage in negative comments towards players or teams through any social networking sites

I have read and agree to abide by this Code of Conduct and acknowledge that any breach of the above may be subject to disciplinary action, including suspension and expulsion from Byron Soccer.

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Concussion Baseline Testing and Injury Management

The ImPACT on-line neurocognitive testing tool will be used to baseline test and help manage concussions. Byron Soccer Club will look partner with the Fowler-Kennedy Sport Medicine Clinic, a world class sport medicine centre featuring sport medicine physicians, orthopaedic surgeons and physiotherapists, will provide the expert medical care for athletes.

Developed by clinical experts who pioneered the field, ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is the most-widely used and most scientifically validated computerized concussion evaluation system. ImPACT provides trained clinicians with neurocognitive assessment tools and services that have been medically accepted as state-of-the-art best practices -- as part of determining safe return to play decisions.

ImPACT addresses the need for an accurate, medically accepted assessment system that is used as part of an overall concussion management protocol. This Model builds partnerships with healthcare professionals and athletic trainers to offer training and resources for affordable concussion management. ImPACT benefits athletes at all levels of play, from professional sports teams to students and their parents.

ImPACT has the largest data base of clinic research (140 peer reviewed and 80 independent studies) on concussion management, validating ImPACT's model. Further, ImPACT's comprehensive normative data includes more than 75,000 (and growing) results, which provides reliability and validity of testing, even without a baseline.

ImPACT has received numerous accolades and endorsements from many of the world's leading sports authorities, governing bodies, teams and athletes. Currently, more than 10,000 medical professionals have been trained by ImPACT on concussion management and the ImPACT Program. ImPACT is in use by many teams in MLB, NHL, NFL and WWE. More than 7,400+ high schools, 1,000+ colleges and universities, 900+ clinical centers, 430+ Credentialed ImPACT Consultants, 200+ professional teams and select military units use ImPACT. Cirque du Soleil, Irish and South African rugby teams, among many other organizations around the globe also use ImPACT.

ImPACT and its products continue to evolve by incorporating the latest advancements in neurocognitive science and in technology for portability and ease of use. In addition, ImPACT is constantly expanding educational resources and tools to raise awareness regarding the importance of proper concussion management.

The ImPACT Test is:

- One important piece of the overall concussion evaluation and management process.
- A sophisticated test of cognitive abilities.
- The most scientifically researched concussion management tool.
- A tool that can help health care professionals track recovery of cognitive processes following concussion.
- A tool to help communicate post-concussion status to athletes, coaches, parents, clinicians.



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- A tool that helps health care professionals and educators make decisions about academic needs following concussion.

The staff at The Fowler-Kennedy Sport Medicine Clinic has had extensive involvement with ImPACT Canada through advocacy to raise the awareness of concussion identification and management, educating health care practitioners, athletes and the public and is currently recognized as a centre of excellence for sport concussion management.

Athletes would be able to access the ImPACT base-line testing module on-line and will be able to submit a baseline test prior to the beginning of the season. Athletes who have suffered or have been exposed to a risk of suffering a head injury will follow-up with a physician at the Fowler-Kennedy Sport Medicine Clinic and will be managed for return to play by the Physiotherapists.

Currently, the concussion care for Western University, the London Knights, Fanshawe College, FC London as well as community hockey, lacrosse and soccer in South-Western Ontario is managed through the Fowler-Kennedy Sport Medicine clinic.



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Communication Policy

Byron Soccer is committed to ensuring that all players, coaches, parents, staff and local Clubs are kept apprised of important information and developments. Byron Soccer has developed this Communications Policy in order to ensure that all communication is kept respectful and informative.

Byron Soccer's Communication Policy is published and accessible to coaches, parents and staff. The Communications Policy will be reviewed regularly and any changes will be published within a reasonable time to ensure consistency.

The Marketing and Communications Department is responsible for updating and maintaining this policy.

Phone and Voicemail

Messages are forwarded to voicemail. The message on the phone should be kept current depending on the time of the season and always reference the email and website. The message should be updated at least at the following times:

- During Registration – the start and end dates for the registration, where/how to register, live registration night (if any), when registration will start and to register early to avoid disappointment.
- During Registration - the start and end dates for the registration, advising that there are no requests, no refunds after {date}, live registration night (if any), age groups that are closed and how to get on a waitlist
- Tryouts for Development and Grassroots – dates, times and locations
- After Registration Closes – waitlist for age groups at email, teams are being determined, coaches being contacted, try-outs are happening, information posted at the various websites and can get to the links from Byron Soccer website
- Once Season starts –where to find team schedules and other information, how to file a complaint or concern, email address.
- End of the Season – thanks for coming out, send all inquiries to info@byronsoccer.ca

The voice mail messages are changed according to the month/season. For example, in September,

"Thank you for calling Byron Soccer. We wish to thank all players, parents and volunteers for a great season.



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Registration for tryouts for the Development and Grassroots Programs will begin in early November.

Please go to our web-site at <http://www.byronsoccer.ca> if you want more information regarding our programs. If you have any questions you may leave a message or send an email to info@byronsoccer.ca.

Thank you. Have a nice day.”

Internal Email Procedures

Many individuals prefer using email. All email should be answered as quickly as possible.

All general emails will be directed to info@byronsoccer.ca and redirected to the appropriate staff or coach within a few hours during business hours. Emails received after business hours will be redirected the next morning. The general email will be assigned to one staff member, with a designated back up.

Emails to key personnel within the organization are essential but consider 'cc' or 'bcc' if there is a risk that you won't get an immediate reply when you need one.

Direct key contact information, including email and phone number, will be provided and updated for municipalities, other clubs, and other associations that may be forwarding time sensitive information.

When unavailable to answer email, automatic replies must be turned on and include a polite greeting, alternate contact, dates that you are unavailable.

External Communication Guidelines

Byron Soccer will maintain open communication with all interested parties. When Byron Soccer is contacted by interested parties, information about the club, its programs, how it operates and its expectations of them as parents should be clearly communicated.

Communication might be done via:

- Club Newsletter or Magazine
- Social Media (Twitter, Facebook, website)
- Email Updates
- Monthly meetings

Byron Soccer Web Site

The Administrator, Club President and Technical Director maintain the Byron Soccer web site. The Club web site will be updated on a regular basis with information pertinent to the operations of the club and teams. The primary purpose is to provide a centralized repository for Byron Soccer



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information. Families, players, fans, coaches and executive members are encouraged to use the website resources when facilitating their teams. Feedback to the Club is welcomed and encouraged.

All Byron Soccer web sites are to be used as a communication tool for its players, families and members. At no time should any Byron Soccer website contain opinions or inappropriate material or information.

Newsletter

The Club may issue newsletters to its membership from time to time as required. The newsletters are primarily based on information already posted on the club web site.

Meetings

Byron Soccer will organize meetings when necessary to communicate important developments about the programs. The Technical Director will be responsible for any parent or coaches meetings.

Contact List

The club will provide primary web site addresses, email addresses and phone numbers on the club web site. Check out the club's home page for major links. Most of the links also provide a phone number to contact a person if needed. All club members will be given an updated list of team staff and executive members annually.



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Complaints Procedure

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

1. They should report the matter to the Administration or in the absence of a Administration then the President. If this is not practical, then any complainant is directed towards OSA Policy 9.0 (Complaint Procedure) under Section 13 (Harassment) of The OSA Published Rules. Further guidance is available online (www.soccer.on.ca) to assist in dealing with Club Complaints including:

Provincial Harassment Officers
District Harassment Officers
Case Review Panels
Child Welfare Agencies.

2. Put their complaint in writing using the Complaint Intake Form.
3. The Discipline Committee will sit for any hearings that are requested.
4. The 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.



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Conflict of Interest Policy

Executive and Board Members of Byron Soccer are bound to act honestly, in good faith and in the best interest of Byron Soccer, 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 appropriate when encountered.

The basis for a Conflict of Interest Policy is to provide for the “unconditional loyalty” of Board Members and Executive, which is to keep Byron Soccer and its members best interests first in their decision-making. This includes any situation in which Board Members and Executive 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 Board Members and Executive, 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.



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Discipline Policy

The following policies apply to activities under the jurisdiction of the club. Policies may vary for Leagues, Tournaments and other activities outside the jurisdiction of the club.

The Byron Soccer Executive will appoint a Discipline Committee who will meet expeditiously to investigate reported incidents. All matters brought to the Committee are confidential and will be reviewed or heard as appropriate at the meeting held to investigate the incident. The Committee will determine when and how to proceed.

All members of Byron Soccer (players, coaches, parents, etc.) are responsible for ensuring they are familiar with Club and Governing body discipline policies.

No player or coach should serve any penalty until the Discipline Committee has rendered a decision; only the Committee can determine the extent of a penalty.

Please contact the Club Discipline Chair by email at info@byronsoccer.ca for any further information regarding discipline matters in which you may be involved or for further clarification on the policies provided below.

For all related Discipline Policies in detail, please refer to the following policies

- Byron Soccer Codes of Conduct
- Byron Soccer Zero Tolerance Policy
- OSA Discipline Policy

Selected Discipline Policy Excerpts

Please review the detailed policies above and do not rely solely on these excerpts.

Discipline by Review (DBR)

- Many routine disciplinary matters impose standard or mandated penalties, thus they can be dealt with under a DBR system;
- Refer to the OSA Discipline Policy *Section 9, Policy 9, Table 5* for "Standard Penalties for Misconduct";
- DBR does not require attendance by the parties involved;
- The panel will review the case and make a determination; if a more serious charge is warranted, the matter will be referred to a hearing (DBH);
- There are NO APPEALS of DBR decisions.

Discipline by Hearing (DBH)

- Some disciplinary matters MUST be conducted under DBH (per OSA rules);
- DBH requires the attendance of the parties involved; 15 days notice to be provided to the parties by the Club



- An accused may be accompanied by an advisor; an accused under the age of 18 MUST be accompanied by another adult;
- DBH may be held for matters of misconduct involving players, coaching staff, parents, spectators or any other person reported for misconduct;
- DBH decisions can be appealed to the next highest level.

Penalties and Notifications

Penalties are applied in accordance with OSA guidelines. Decisions of the Discipline Committee for all matters will be communicated via email and are effective immediately. Probation or Suspended sentences are not permitted.

Suspension

Immediate suspension from ALL soccer related activities result from the following offences:

- Game Official assault
- Physical or attempted physical assault of a youth player by a team official or administrator (reported by a Game Official)
- Offences of moral turpitude

Red Cards & Dismissals

What happens when a player or coach is dismissed from the field?

- The Game Official report is forwarded to the Discipline Committee and they decide if charges will be laid;
- In most instances, the misconduct can be dealt with using the DBR system with the Panel relying on the game official report;
- A decision is reached and the player/coach is advised of the penalty.

Hearings - Can they be requested? How? When?

- Everyone is entitled to a hearing; it must be requested within 3 days of receiving a dismissal or the DBR system is used;
- Requests must be in writing; they can be dropped off at the club, faxed to the office or emailed to info@byronsoccer.ca; if relying on email, always request a "read receipt";

You will receive confirmation when your hearing will take place.

Hearings -What if I can't (or don't) attend the hearing?

- You may request one postponement of a hearing by submitting a request to the Club no later than four days prior to the date of the hearing;
- You must provide reasons for your requested postponement;
- If you don't attend a scheduled hearing, you will be suspended from all soccer related activities until a hearing is held;
- You must then request a new hearing, in writing.



Appeals - Can I appeal if I don't like the decision of the review or hearing?

- There are NO APPEALS from a DBR, but DBH decisions can be appealed to the next highest jurisdiction.



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Dispute Resolution

For Recreational & Competitive Players

The Byron Soccer Club representative team complaint policy encourages players, parents, and coaches to resolve issues in good faith prior to Club intervention. The BSC examines issues and concerns within the framework of Club policies and practices, and the binding policies and practices of affiliated organizations.

Step 1 – Players and parents should speak with the team’s coach over their concerns or issue. A suitable outcome for all parties should be sought. All parties are encouraged to seek a suitable time and environment to properly consider the issue.

Step 2 – An issue that cannot be resolved between the player, parents, or coach is directed to the director of section & Technical Director. The issue must be detailed in writing and delivered to the Byron Soccer Club office. This document will be reviewed by the Technical Director and be directed to the President of the BSC. All submissions are handled in a confidential manner.

Step 3 – The Technical Director & President may forward submissions to the Representative committee for investigation and recommendations. The committee recommendations are based upon established policies of the Club and the binding policies of affiliated organizations. These recommendations should maintain or enhance the viability of the team whenever possible.

Step 4 – The chairman of the Representative Committee will inform all parties of the committee’s decision.

Step 5 – Appeals of the Representative Committee decision must be directed to the BSC Board of Directors in writing within 14 days of the decision. The BSC Board of Directors will review the decision of the Representative Committee and render a decision. The decision of the BSC Board of Directors is final.



Doping Policy

Byron Soccer Club is against any form of substance abuse by our membership at large. This policy applies to all house league and competitive rep programs and any other club-related activities involving staff, volunteers or our membership at large.

Members found to be involved in using, distributing or enabling the use of illegal substances will be disciplined and potentially required to leave the Club.

Byron Soccer Club relies on the resources of the Canadian Soccer Association's website: <http://www.canadasoccer.com/anti-doping-program-s15641> for up-to-date information.

Please refer to this link for more detail on substance abuse.



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Equality Policy

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

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

In this regard, Byron Soccer follows the policies and procedures in OSA Section 14.0 – Gender Equity.

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

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

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



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Equipment Policy

Club Uniforms

All Byron Soccer players shall wear regulation soccer equipment as outlined by FIFA and OSA Rules.

Teams shall wear the designated Club uniforms for all games including League games, Cup Games, Tournaments, Exhibition Games and Showcases.

This rule applies to the indoor and outdoor seasons.

Players may buy additional shorts and socks through Byron Soccer. If a player requires a new article of any part of the uniform, they will be required to replace at their own cost, except in extenuating circumstances.

Team Equipment

Equipment assigned to teams on an annual basis (game balls, practice balls, nets, bibs, pylons) shall remain the property of Byron Soccer.

Each team's head coach will be assigned equipment at the beginning of the season and will be accountable for the equipment at all times. Should a team change coaching staff or terminate the equipment shall be returned to Byron Soccer.

Practice Uniforms

Players shall wear the assigned uniforms for practice. Players may buy additional practice shirts at their own cost through Byron Soccer.

Tracksuits, back packs

All Byron Soccer members are allowed to purchase tracksuits and backpacks or duffle bags.

Uniform Fitting

All players will be fitted at a date determined by Byron Soccer to allow for enough time for uniform delivery. Players are required to attend. Byron Soccer reserves the right to estimate the player's sizes who are not able to attend on Fitting Night.



Inclement Weather Policy

The safety of players, coaches and spectators is the primary concern during all Byron Soccer Club matches. Given the number of games in our summer schedule and the limited availability of fields, it is extremely difficult to reschedule or replay any house league games which are cancelled or suspended due to weather or field conditions. Therefore, every effort will be made to proceed with scheduled games RAIN or SHINE, as long as it is safe to do so.

WEATHER NOTIFICATIONS & FIELD CLOSURES

The BSC permits all of its fields from the City of London and is subject to the City's Field Closure policies. The City of London may close the fields in the event of heavy rainfall or other field related issues at some parks and not at others. If the fields are closed by the City, games that are affected will be cancelled and may be rescheduled.

When weather could be an issue, games may be cancelled by the Club the day of.

NO NOTICE OF CANCELLATION

The decision to start (or not start) and continue (or not continue) a game will be made at the field. These decisions are the responsibility of the most senior Referee present at the field, and such decisions are final. Referees are expected to act responsibly when dealing with such events during matches they are controlling and are encouraged to err on the side of caution in all situations. Waiting to stop play or not waiting to start play *may result in a serious injury or loss of life.*

For games that do not have a Referee, the decision of removing a team or individuals from the field in the event of dangerous and imminent lightning activity is on the Coach (Team Leader) supervising the activity.

Regardless of the decisions made by the Club, the Referee or the Coach (Team Leader) as to playing in inclement weather, all participants (and/or their guardians) have the right to abandon any game or practice, without fear of repercussion or penalty, to seek a safe location if they feel they are in danger from weather conditions or lightning.

THE 30/30 FLASH TO BANG RULE

The Byron Soccer Club follows the Canadian Soccer Association Lightning Safety / Severe Weather Policy to help determine the proximity of lightening. For thunderstorms, Referees, Coaches and Game Leaders will strictly observe the **30/30 FLASH TO BANG RULE**.

If the time from a 'flash' of lightening to the 'bang' of thunder is *less than* 30 seconds, play will be suspended for 30 minutes and all players and spectators should seek shelter immediately. If, after 30 minutes, the 'flash' to 'bang' time remains less than 30 seconds, the Referee will cancel the game. The game will proceed only if it is deemed safe to do so. If the game cannot be completed within the available daylight, the game will be considered complete if 10 minutes or more of the second half has been played.

Referees (U9+) and Team Leaders (U8 and below) are encouraged to:



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- 1) Use “flash to bang” rule if lightening is seen as a guideline for determining proximity of lightening.
- 2) Appointing someone— assistant coach, parent, linesman etc. to watch for lightning.
- 3) Err on the side of caution and do not be influenced by other coaches or parents to continue play in unsafe circumstances.

WHY THE 30/30 FLASH TO BANG RULE?

Practicality is the basis of the 30-second rule. The rule is a compromise between an inordinately short "flash-to-bang" count of 10 to 15 seconds and a longer "flash-to-bang" count of 50 to 60 seconds or more and the most conservative rule of all, leaving the field at the first sight of lightning activity or sound of thunder. Our aim is to avoid false alarms of severe weather across the City resulting in games being cancelled unnecessarily. The 30-second rule offers our participants enough time to leave a field and move to safe shelter, and it complies with the Canadian Soccer Association and Environment Canada recommended guidelines.

LIGHTENING SAFETY

The Byron Soccer Club advocates the following recommendations on lightning safety for all outdoor activities:

1. If the "flash-to-bang" interval is decreasing rapidly, and the storm is approaching your location, or if the "flash-to-bang" count approaches thirty (30) seconds, all outdoor activities must cease. All persons must immediately leave the field and seek safe shelter.
2. Stay away from tall or individual trees, lone objects (e.g., light or flag poles), metal objects (e.g., metal fences or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. Do not take shelter under a single tall tree.
3. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area. Do not lie flat!
4. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in No. 3) to minimize your body surface area.
5. Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any activity.
6. Lightning strike victims do not carry an electrical charge. CPR is safe for the responder and has been shown to be effective in reviving lightning strike victims.
7. Pay much more attention to the lightning threat than to the rain. It need not be raining for lightning to strike.

With the information and background on lightning presented in this policy, all participants can make an intelligent and safe decision regarding the removal of a team or individuals from a field or the stopping of play during dangerous thunderstorm activity. In addition, any individuals who feel they are in danger of any lightning activity have the right to leave a field or event site to seek safe shelter.



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Financial Records and Budget Policy

The financial statements of Byron Soccer shall be:

1. Presented annually subject to the minimum requirements as defined in the Byron Soccer Constitution.
2. Based on a defined fiscal year end.
3. Presented to the share holders at the Annual General Meeting, which will be conducted on or before October 20th at which time the following will be disclosed:
 - The previous seasons success and failures will be reviewed, working toward revising the business plan and objectives for the next season
 - Financial Statement of operations as at August 31st for previous season year-end will be disclosed
 - Budget projection for next fiscal year to be presented

A budget will be prepared for each fiscal year, and will be monitored throughout the year:

- To be prepared by the Treasurer
- To be passed at 1st executive meeting by October 15th each year
- To minimally provide quarterly Profit and Loss statements to shareholders against budget

Performance metrics will be established and monitored to ensure financial sustainability and to measure progress towards strategic goals. Currently, Byron Soccer monitors the following metrics, although each department may have specific metrics not listed here:

- Ticket sales
- Weather
- Attendees
- Promotions
- Registration Numbers
- Merchandise
- Sponsorship Revenue

Proposed Budgeting and Capital Expenditure Policies

Byron Soccer proposes the following procedures and policies to prepare and monitor an operating budget as well as a process to evaluate potential projects, programs, and services, which may serve the Byron Soccer Mission and Strategic Plan.

The Planning, Budgeting, and Monitoring Process

The Budget and Monitoring Process as proposed in the Budget Policy begins just before a Strategic Planning Review in September, near the end of the Outdoor Season. The Strategic Planning Review will provide the criteria for the development of the upcoming Season's Budget and all subsequent financial decisions will be measured against the Strategic Plan. Once the Budget for the upcoming Season is approved, Byron Soccer's performance will be compared



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against the Budget each month. There will be a formal review and adjustment of the Budget in April when the Season's revenues are in. A review of Byron Soccer's performance compared to the Budget along with forecasting the next Season's revenues and expenses will happen in September in preparation for the Strategic Planning Review and Annual General Meeting. At any time in the Season, Byron Soccer may consider project proposals that meet the objectives of the Strategic Plan.

The Budgeting Policy

The Budget Policy serves several purposes: (i) it is a means for the Board to monitor Byron Soccer's financial performance on an ongoing basis in order to identify trends, opportunities and problems in a timely manner; (ii) it provides a written document which can be submitted for possible fundraising and sponsorship opportunities to avoid an increase in registration fees, if necessary; (iii) it helps Board members implement programs and services within the context of the Strategic Plan; and (iv) it provides financial accountability and transparency, as well as protects Board members from potential accusations of misappropriation or mismanagement of funds.

The Treasurer is responsible for the development and monitoring of the Byron Soccer Budget for and during the Season.

The Budget planning begins after a review of the Byron Soccer Strategy, and includes the following:

1. Forecasting - Forecasting the revenues, expenses and cash flow for the upcoming Season to prepare for the Initial Budget and Strategic Planning Meeting (August);
2. Initial Budget - Drafting and submitting an initial Budget for Board consideration at the Strategic Planning Meeting (September);
3. Final Budget - Preparing and presenting the final Budget at the September meeting for final approval and then presenting at the Annual General Meeting (September and October);
4. Monitoring - Implementing, monitoring and adjusting the Budget as necessary; and finally,
5. Performance Review - Review of previous Budget and an analysis of performance (July and August).

Forecasting

Prior to drafting an initial Budget, the Treasurer will work with the Finance Staff and Technical Director to forecast the revenue and expenses for the upcoming Season, using historical data from the previous two Seasons. This will be done in July in preparation for the August Executive Meeting.



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Forecasting Revenue

In general, the Treasurer will estimate income by estimating the number of players for the upcoming Season and then multiplying by the previous Season's Registration Fees.

Byron Soccer revenue comes from multiple sources, Registration Fees collected from every player, sponsorships, merchandise, and revenue associated with the PDL team.

Forecasting the number of registrations in each program should be based on several factors. The strongest predictor is the previous registration numbers from the last three years, but, other factors to consider are any increase or decrease in the local school population, changes to the rules and regulations of any league Byron Soccer participates; the introduction of similar programs; the dissolution of local soccer clubs; and the performance of the Grass Roots and OPDL Programs.

Any sponsorship given to Byron Soccer is generally on a Program basis.

A registration forecast should be updated and distributed to the Technical Director and Operations staff along with all versions of the Budget and Monthly Variance Analysis Reports throughout the Season.

Forecasting Expenses

The Treasurer will estimate expenses based on the previous Season's expenses, taking into account inflation and any other relevant factors.¹ Each expense must be assigned to a line-item; an expense may be associated with a single player, a team, the Program, or Byron Soccer as a whole. Line-items, or expenses, should be organized into categories or cost centres that are associated to the Department responsible. New line items or cost centres may be incorporated during the Season.

A breakdown of cost centres and line items, along with formulas to calculate expected expenses, should be included at the end of this Policy.

Forecasting Cash Flow

Byron Soccer operates with one bank account. The Treasurer, based on the previous Season's Cash Flow Statement, will forecast the opening and closing bank balances for each month and create a Cash Flow Forecast.

Initial Budget

The Treasurer will incorporate the above forecasts into an initial draft Budget, which will be presented to President for discussion. The draft will be distributed prior to the meeting, so each department may prepare to discuss the cost centre at the August Strategy Planning Review.

Each department will speak directly to the cost centre in regard to adjusting the forecasted revenues and expenses. Any discussion respecting the draft Budget should include the reliability of the revenue and expense numbers and what, if any, cushion on these numbers or reserves have

¹ For example, the ability of the Equipment Department to negotiate bulk pricing deals or the availability of left over inventory from the previous Season.



been included in the Budget to address possible unreliability. As well, every line item must be measured against the Strategic Plan, in order to ensure that Board implements the values, strategy and plans of the organization.

Final Budget

The Treasurer will prepare a final draft based on the input of the department and new information received following the initial draft and present to the President and the Board at the Executive meeting in September. The Board must review and vote to approve the Budget at the Annual General Meeting held in October.

Once approved, the final Budget will be distributed by the Treasurer.

Monitoring

The Treasurer will continue to monitor and adjust the Budget throughout the Season in order to assess and improve Byron Soccer's financial performance and any future budgets, as well as identify problems and opportunities.

Once the Budget has been approved, the Treasurer will divide the Budget into a Monthly Budget and Monthly Cash Flow Forecast.

The Budget will be monitored each month by the Treasurer as follows:

1. A Monthly Variance Analysis Report will be published for each Executive Meeting;
2. Departments will report on any variance to the Budget in the respective cost centre; and
3. New projects and new line items will be reviewed and added to the Budget, as necessary.

The Budget will also be reviewed and adjusted at the end of Byron Soccer Grass Roots and Development registration in March and again at the end of the Byron Soccer Grass Roots Indoor registration in September. The Treasurer will then prepare a final Budget Performance Analysis in July in preparation for the August Strategic Planning Review.

Monthly Variance Analysis

Prior to every monthly Executive meeting, the Treasurer will produce and circulate a Monthly Variance Analysis Report, which compares the previous month's budgeted and actual registrations, revenues and expenses. Outstanding cheques and receipts not yet deposited should be noted as well as the opening and closing bank balance.

April Budget Review and Adjustment

As Registration completes at the end of March, the Treasurer will adjust the forecasted revenues to reflect the actual revenue for the Season and present the adjusted Budget to the President for review at the April Executive Meeting. The President may adjust the Budget accordingly.

Final Budget Review

The Treasurer will review and compare the budget and actual performance for the current and previous two Seasons. The Report will include notes on unexpected expenses, revenue sources,



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new line items or cost centres added through the Season. This report will be presented to the President and Board at the August Strategic Planning Review.

The Capital Expenditure Planning Policy

The purpose of this policy is: (i) to serve as a guideline in reviewing, approving and prioritizing proposals for projects or new budget line items; (ii) to ensure that all capital expenditures are effectively assessed against the broader goals of Byron Soccer; and (iii) to ensure that all new capital expenditures are incorporated into the Budget as new line items, or cost centres, if necessary.

For Byron Soccer purposes, three types of capital expenditures have been identified based on the fiscal impact on Byron Soccer in the short term and long term. These expense items are not normally accounted for in the regular budgeting process, and should be thought of as “above and beyond” normal purchases.

The three types of proposals are to be classified as follows:

- Major Capital (“MaCap”) which are defined as initial investments or expenditures over \$5,000, and will present residual liabilities in subsequent budgets;
- Minor Capital (“MiCap”) which are defined as initial investments or expenditures between \$1,000 to \$5,000, and will present residual liabilities in subsequent budgets; or
- One Time Capital (“OneCap”) which are one time investments or expenditures that are limited to the current Season.

The Capital Expenditure Planning Process is designed to provide a prioritized list of projects for consideration in the current Season and as part of subsequent budgets. All projects must reflect the objectives and mission of Byron Soccer.

The Capital Expenditure Planning Process is summarized as follows:

1. Project Identification -The proponent of a project will complete a basic proposal and submit to the Treasurer and ultimately the President and Board for consideration;
2. Review and Rank - The President reviews and ranks the proposals, according to Byron Soccer Mission and Strategy;
3. Search and Information Acquisition -The President determines which proposals require a business plan and assigns to the Treasurer to create the business plan;
4. Selection Stage with Final Approval – The President selects and presents proposals based on specified criteria to the Board; and
5. Implementation – Each proposal is assigned by the Treasurer, and included in the Budget.



Project Identification

Any Board Member, Coach or Staff Member as defined in the Byron Soccer Constitution or included in the Organizational Chart may submit a proposal for consideration. The Board may also identify capital projects that may contribute to the objectives for the upcoming or current Season. A proposal may be submitted at any time during the Season, but it is recommended that proposals be solicited for the Strategic Planning Review in August.

A proposal should include, but is not limited to:

- a description of the proposed project;
- costs estimates and proposed sources of funding;
- a description of how the project aligns with the Byron Soccer Mission and Strategy;
- the benefits of the proposal with clearly defined objectives, goals and timelines;
- any potential consequences of not proceeding with the project; and
- any potential alternatives that may provide the same value to the players of Byron Soccer

Review and Ranking

The President will review any project proposals and classify as MaCap, MiCap or OneCap expenditures, or may dismiss entirely as being infeasible due to financial constraints or being misaligned with the Byron Soccer Mission and Values. Depending on the desirability of the proposed project as determined by the President, the President will rank it in priority versus other projects.

Priority will be based on the President's and the Board's judgment respecting the needs of Byron Soccer, the availability of financial, human and other resources necessary to complete the project, the time to completion, and its likelihood of successful completion, all as compared with competing projects.

Search and Information Acquisition

The President or Board will then determine which proposals require more information and will request either the author of the proposal to provide further information or establish a committee to submit a business plan. The President or Board will determine a due date for the submission of the business plan.

In addition to any information specifically requested, the business plan should include:

- cost estimates for the expenses involved;
- proposed funding sources such as registration fees or sponsorships;
- the impact on Byron Soccer Operations, Programs and Budget;



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- an implementation timeline; and
- any potential conflicts of interest.

For proposals involving third party vendors, three competing bids must be solicited for each vendor contract so that Byron Soccer is assured of receiving maximum value. Exceptions can be granted depending on the nature of the product or service being bought and the natural competition among sellers of that product or service.

Selection Stage with Final Approval

The President and/or Board will select from the submitted proposals and business plans, based on criteria as determined by the President, Board and Strategic Plan.

At minimum, the following criteria should be evaluated:

- The value added to Byron Soccer program based on the Strategic Plan (“How does this project serve the players of Byron Soccer?”);
- The financial feasibility of the proposal (“Can Byron Soccer afford this initial investment and the ongoing expenses in the future?”);
- The length of the project (“How many Seasons will this project last?”);
- The staff, volunteers and time involved with implementing the project (“Will those involved have the time available to implement this project to completion and who will take over in subsequent Seasons?”);
- For projects involving third party vendors, the service commitment and quality guarantees (“Does this vendor meet the standards in quality and service as set by Byron Soccer?”); and
- The actual investment of the project (“Does the price reflect the value that will be added to program?”)

Implementation

Approved proposals will be assigned to the Treasurer, and may be reassigned to a staff member for oversight, and entered as a new line item(s) in the appropriate cost centre within the Budget.

The responsible staff member may elect to form a Committee to oversee the implementation of the new project, if necessary.

Financial Record Keeping

To ensure that the financial record keeping is in line with the criteria established for all Byron Soccer policies, the following policies are examples to be considered:



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- **Collections and Receipts** – Every cheque or bank draft should be mailed to Byron Soccer and collected by the appropriate staff member, who will log each cheque received and deliver to the Treasurer at least once a week.
- **Cash** – Byron Soccer should not accept cash.
- **Deposits** - The Treasurer will deposit all receipts as soon as possible after receiving, but in any event no less than once a week.
- **Disbursements** – All disbursements must be supported by an invoice. Disbursements over \$500 must be approved by the Treasurer. Appropriate staff members may approve disbursements under \$500. The Treasurer pays all disbursements by cheque. The Treasurer will reconcile outstanding cheques with the bank statements each month.
- **Bank Balance Reconciliation** – The President and/or Treasurer will reconcile the ending bank balance as stated in the Monthly Variance Analysis Report with the bank statements.
- **Contractors** – Byron Soccer will pay contractors according to the terms stipulated in the agreement, upon receipt of an invoice detailing the hours worked and services rendered. Contractors will be paid according to the Disbursements Policy.
- **Financial Records Security** – Financial records stored electronically should be backup on a disk and delivered to the Treasurer and the President at each meeting. Any laptop storing financial records should be stored in a safe, secure location.

The Constitution

The Byron Soccer Constitution includes (or should be amended to include) the following controls which relate to the financial policies: (i) all disbursements over \$500 must be reviewed and approved by the Treasurer; (ii) the President and Treasurer have signing authority and two signatures are required for all cheques; (iii) a budget is submitted to the Board of Directors; and (iv) an audit is required if net revenue for the Season exceeds \$60,000.

The Constitution includes (or should be amended to include) provisions for the following: (i) a budget to be produced and presented at each Annual General Meeting; (ii) a Strategy Planning Review to be scheduled prior to the Annual General Meeting.



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Reporting

The Treasurer produces an Income Statement when requested by the President or other Board members. A Balance Sheet and Income Statement are presented at the Annual General Meeting, which are then submitted to the Board.

Below is a summary of the recommended reports that should be produced to report and monitor the financial performance throughout the Season:

Report	Due	Responsible Party
Budget – Initial Draft	August	President, Treasurer
Budget – Final Draft	September	President, Treasurer
Budget – April Adjustment	April	Treasurer
Budget – Performance Review	August	Treasurer
Monthly Variance Reports	On-Going	Treasurer
Department Reports	On-Going	Departments
Income Statement	September/October	Treasurer
Balance Sheet	September/October	Treasurer
Cash Flow Statement	September/October	Treasurer

The above reports, except for the Department's Reports, should be developed as templates in Byron Soccer's bookkeeping system to maintain consistency in the reporting process.



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General League Policies

Byron Soccer follows the policies laid down by the Ontario Soccer Association, specifically as it relates to conflict of interest, discipline, gender equity, harassment and age classifications.

Please go to the OSA's website for more information on these policies:

- Section 18.0 - Conflict of Interest
- Section 9.0 – Discipline
- Section 14.0 - Gender Equity
- Section 13.0 - Harassment

http://www.ontariosoccer.net/images/publications/2015/governing-documents/OSA_Operational_Procedures_-_Effective_February_2015_Amend.May2015.pdf



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Media Release Template

DATE HEADLINE

Media Release Template

The headline of a media release should summarize the key points, but be catchy, interesting and strong. It is designed to catch attention and encourage further reading. Ensure you bold it.

LEAD

The lead paragraph is the key part of your media release. It is essential that your lead is punchy and has the story hook. Check that it includes: who, what, when, where, why and how.

BODY

The paragraph under the lead should expand on the lead and be the point where you start telling the story. It is important to prioritize messages from the most important to the least important. Use short sentences and short paragraphs with vigorous, active language. Always write in the third person.

Use quotes to make your writing more interesting but remember all opinions must be attributed to a particular person or the organization. The media is unable to use newsworthy assertions unless sourced, and journalists will sometimes call to check on the quotes.

END

The last paragraph is the least important and can include background information about you and your services or summarize the essential elements of the media release.

Always finish the media release with -ends- so the journalist knows it is finished.

CONTACT

Make sure you include the following contact information.

For further media information contact: Contact name

Email

Phone number

BOILER PLATE (ABOUT YOU AND YOUR BUSINESS)

It is important to include a boiler plate at the bottom of your media release. A boiler plate is a one paragraph summary of background information about yourself and your business. This information will give the journalist an overview and isn't necessarily needed in the body of the media release.

Promote using all social media links : Facebook, Twitter, Instagram etc

*see social media policy

We also use <http://www.newswire.ca> to help each reach a border audience



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Medical Consent Form

Status (Please Circle): Mr Mrs Ms Other

First Name: _____

Last Name: _____

Relationship to Player: _____ (Parent/ Guardian)

Emergency Telephone No: _____

Cell No: _____

E-mail: _____

In the event that the above named person cannot be reached, please give two extra emergency contact names and numbers.

Name: _____

Emergency Contact No: _____

Name: _____

Emergency Contact No: _____

Parental/ Guardian Consent

In the event that my son/ daughter is injured whilst playing soccer/ travelling to and from soccer events and I cannot be contacted on the above number, I hereby give my consent for my child to receive medical attention.

Signed: _____

Print: _____



Oath of Confidentiality

This agreement made this _____ day of _____ 20____
(Day) (Month) (Year)

Between:

BYRON SOCCER

and

(Name)

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

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

I have read and understand all of the above.

Dated

Name

Dated

Byron Soccer Representative



Participation Agreement

RELEASE, INDEMNITY, AUTHORIZATION AND ACKNOWLEDGEMENT

In consideration of Forest City London (Byron Soccer) accepting the applicant (Player) to participate in its programs, the Player (and for Players under 18, the parent/guardian on behalf of the parent/guardian and the Player),

1. Herein acknowledges the **risks of injury** inherent to the Player's participation in the sport of soccer;
2. Releases Byron Soccer, its directors, officers, representatives, coaches, agents and facility owners/operators from any and all claims or causes of action, for injury, loss or other related expense, howsoever caused, which the Player or parent/guardian may suffer or incur as a result of the Player's participation in Byron Soccer activities;
3. Agrees to indemnify the Club for any loss, expense or damages incurred by the Club as a result of the Player's participation in the Club's activities;
4. Agrees that at all times during practice and games, the Player shall wear appropriate shin guards and soccer shoes (cleated for games on grass) as well as the complete uniform or training apparel provided by Byron Soccer; the Player will not wear any jewellery including pierced earrings;
5. Authorizes Byron Soccer and herein consents on behalf of the Player permitting Byron Soccer to obtain for the Player such medical treatment, which Byron Soccer in its judgment feels is necessary, and further authorizes and consents on behalf of the Player permitting any qualified person or hospital to provide such medical treatment as may be deemed advisable and necessary in the circumstances;
6. Acknowledges that Byron Soccer maintains medical insurance coverage through an Ontario Soccer Association (OSA) policy on all **registered** Players, undertakes to immediately advise Byron Soccer in writing* of any claimable injuries occurring during participation in Byron Soccer programs, and acknowledges that failure to do so may void coverage;
7. Acknowledges that Byron Soccer will assign or re-assign Players to teams at its own discretion and that Players are assigned within their age group; and agrees to provide a Birth Certificate if requested;
8. Acknowledges that failure to meet minimum attendance criteria may result in the Player being removed from a roster and/or being ineligible to participate in a future program.
9. Has read and accepts the applicable Byron Soccer refund policy as outlined on the club website: www.byronsoccer.ca;
10. Agrees and consents to the collection, storage and use by Byron Soccer and its agents of personal information of the Player, and parents/guardian for Players under 18, including but not limited to residential address, home and mobile telephone numbers and email address(es), for the purpose of facilitating communications between the Player and their family on one hand, and Byron Soccer, its staff, representatives, coaches and teammates;
11. Consents to the publication in club communications media of images of the Player at club events.



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12. Agrees to abide by the published policies, rules and regulations (“Policies”) of the OSA, Byron Soccer and any leagues, tournaments and festivals in which the Player participates, including **Policies** as published on the Byron Soccer website; including the Code of Conduct:

*For all **Players** and for **Parents/Guardians** of Players under 18:*

- I / we will not engage in any kind of unsportsmanlike conduct with any official, coach, parent or player, such as booing, taunting or using profane language or gestures.
- I / we will respect the authority of referees; will never criticize, contradict or interfere with referees or coaches at the field; and will speak with coaches privately regarding any concerns.
- I / we will demonstrate and encourage good sportsmanship by showing respect and courtesy, and by expressing positive support for all players, coaches and officials.
- I / we will adhere to the policies of all facilities including: water only (no other beverage or food) on artificial turf; no pets anywhere at schools or other fields that do not allow them; no parking in prohibited areas.
- I / we also agree that if we or our guests fail to abide by the Regulations, we may be subject to disciplinary action which could include a ban on supporters from attending games, or expulsion of the Player.

*Additionally, for **Parents/Guardians** of Players under 18:*

- I / we will remember that youth soccer programs are for the players, not for parents and other adults.
- I / we will teach children to play by the rules, and to resolve conflicts without resorting to hostility.
- I / we acknowledge that, in children’s leagues, team coaches and club officials are not responsible for the supervision of any child; I/we will supervise any child young enough to normally require adult supervision.

THE TERMS AND CONDITIONS HEREIN, OF THIS RELEASE, INDEMNITY, AUTHORIZATION, CONSENT AND ACKNOWLEDGMENT MUST BE ACCEPTED IN ORDER TO QUALIFY THE APPLICANT TO PARTICIPATE IN THE RESPECTIVE ACTIVITIES OF BYRON SOCCER.

I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE ABOVE TERMS AND CONDITIONS AND SIGNIFY MY ACCEPTANCE BY ENTERING “ACCEPT” IN THE BOX LOCATED ON THE REGISTRATION FORM.

* Addresses for notification: info@byronsoccer.ca;



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Police Check Form

APPLICANT DECLARATION AND REVIEW FORM

To (Name of Club): _____

SECTION A: (To be completed by the Applicant)

Name of Applicant: _____

Date of Police Records Check: _____

Police Service Providing Check: _____

I declare that the Police Records Check of the Police Service noted above, does in fact relate to me.

Applicant's Signature: _____ Date: _____

SECTION B: (to be completed by the screening individual)

Date of Review of the Police Records Check:

The Police Records Check did not include any information about any criminal code convictions, charges without disposition or police contacts which would prevent this I individual from being accepted for a volunteer or staff position with the (name of Club), according to current policies.

Screening Officers Signature: _____

Date: _____



Privacy Policy

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

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

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

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

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

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

As an authorized and approved user of The OSA registration database, A.I.M.S. I agree to the following Privacy Agreement:

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

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

Signed: _____

Date: _____



Byron Optimist Soccer Club, 431 Boler Road London, ON N6K 2K8
Email: info@byronsoccer.ca Phone: 519-963-1335

Return To Play Policy

Concussion Signs And Management At Training or Competitions

Step 1:

Did a concussion occur?

Evaluate the player and note if any of the following signs and/or symptoms are present:

- (1) Dazed look or confusion about what happened.
- (2) Memory difficulties.
- (3) Neck pain, headaches, nausea, vomiting, double vision, blurriness, ringing noise or sensitive to sounds.
- (4) Short attention span. Can't keep focused.
- (5) Slow reaction time, slurred speech, bodily movements are lagging, fatigue, and slowly answers questions or has difficulty answering questions.
- (6) Abnormal physical and/or mental behavior.
- (7) Coordination skills are behind, ex: balancing, dizziness, clumsiness, reaction time.

*The Pocket Concussion Recognition Tool will be provided to all coaches to be used to help identify a suspected concussion (see 'Coaches Handbook').

Step 2:

Is emergency treatment needed?

This would include the following scenarios:

- (1) Spine or neck injury or pain.
- (2) Behavior patterns change, unable to recognize people/places, less responsive than usual.
- (3) Loss of consciousness.
- (4) Headaches that worsen
- (5) Seizures
- (6) Very drowsy, can't be awakened
- (7) Repeated vomiting
- (8) Increasing confusion or irritability
- (9) Weakness, numbness in arms and legs -2-

Step 3:

If a possible concussion occurred, but no emergency treatment is needed, what should be done now?

Focus on these areas every 5-10 min for the next 1 - 2 hours, without returning to any activities:

- (1) Balance, movement.
- (2) Speech.
- (3) Memory, instructions, and responses.
- (4) Attention on topics, details, confusion, ability to concentrate.
- (5) State of consciousness
- (6) Mood, behavior, and personality
- (7) Headache or "pressure" in head
- (8) Nausea or vomiting
- (9) Sensitivity to light and noise



Step 4:

A player diagnosed with a possible concussion may return to US Youth Soccer play only after release from a medical doctor or doctor of osteopathy specializing in concussion treatment and management.

Step 5:

If there is a possibility of a concussion, do the following:

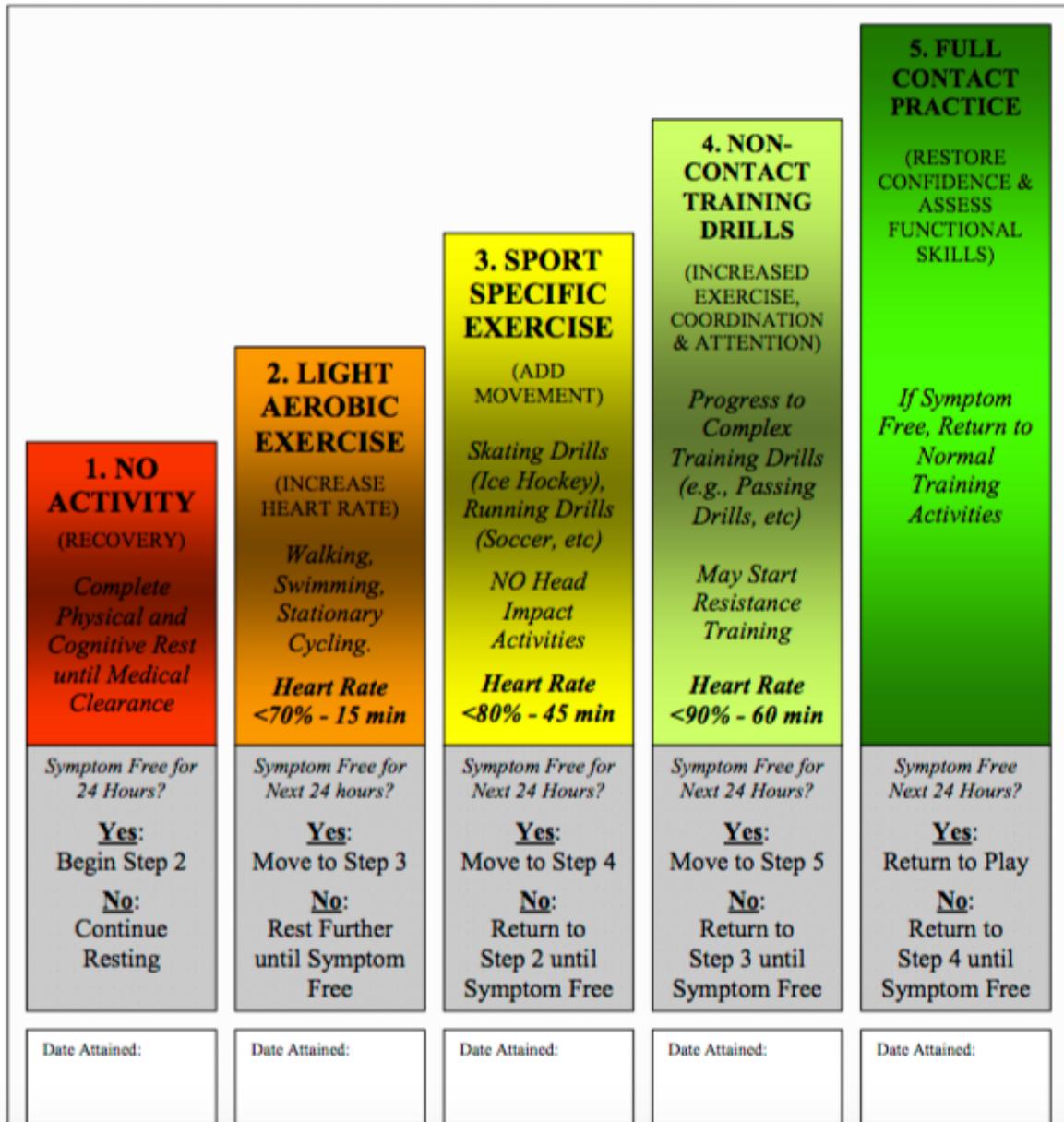
- (1) The attached Accident/Incident Form is to be filled out in duplicate and signed by a team official of the player's team.
- (2) If a parent/legal guardian of the player is present, have the parent/legal guardian sign and date the Form, and give the parent/legal guardian one of the copies of the completed Form. If the parent/legal guardian is not present, then the team official is responsible for notifying the parent/legal guardian ASAP by phone or email and then submitting the Form to the parent/legal guardian by email or mail. When the parent/legal guardian is not present, the team official must make a record of how and when the parent/legal guardian was notified.



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Returning To Play after concussion:

A typical RTP process will be made up of 6 steps. There must be a minimum of 24 hours before each step is assessed although this could be considerably longer than 24 hours. Oversight should be provided by a medical professional. The 6 steps are as follows:



Reference: Consensus Statement on Concussion in Sport: the 3rd International Conference on Concussion in Sport held in Zurich (2008), Br J of Sports Med 2009; 43: i76-i84 doi:10.1136/bjsm.2009.058248



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Healthy Snack Policy

In light of the fact that obesity and nutritional deficiency-related diseases are on the rise in North America, Byron Soccer feels that promotion and modelling of healthy eating habits and balanced lifestyles to members of our Club can play a crucial part in this issue. Whether as Players, Team Officials, Match Official or as Supporters, we all have a part to play. With the support of the OSA, we are committed to helping improve the well being of our community and in doing so have implemented a **Healthy Snack Policy**.

Children learn about healthy eating at school, but they need a supportive environment, both at home and in the community to help put those lessons into action. Byron Soccer can help make this happen. Community sports also provide adults with an opportunity to become role models for healthy eating. Please take the time to consider appropriate half-time snacks, pre and post-game meals as well as treats. Healthy foods and beverages are those that fall within [Canada's Food Guide](#) and align with the information linked to below.

Byron Soccer Healthy Snack Policy is maintained regardless of:

- Playing Level (competitive or recreational)
- Location (home or away) or
- Purpose (match, training)

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

For further information on providing proper nutrition and maintaining a balanced lifestyle, please refer to the excellent information on bulletins from Eat Right Ontario, produced by the City of Hamilton and endorsed by the Ontario Soccer Association.



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Team Policies

Tryouts

- All players are welcome to attend our open fall assessments
- Players who are cut will be informed by email
- Players who are selected for the next set of tryouts will be informed by email (if necessary)

Registration

- All players must be registered online at www.byronsoccer.ca and must be up to date on their payments unless they have notified the club and alternate arrangements have been made for payment
- Players who have either registered or paid but not both will not be registered to their particular team by the club registrar
- Anyone who knowingly falsifies information on their registration application may lead to immediate expulsion from the club

Coaches and Managers

- Coaches are appointed by the club
- Parents interested in coaching must approach the club, fill out an application to make their intentions known
- Managers are volunteers, please treat them kindly and with respect as you would expect others to treat you

Relevant Club Policies

- Please refer to your handouts from the Coach/Parent meetings before the season to familiarize yourself with all guidelines and policies

Dress Code

- All players are to wear their appropriate club wear when travel to and from games
- Players should wear their club wear with pride as they are representatives of the club
- Players who have lost any of their mandatory club wear must replace these items at their own cost

Playing Time

- As outlined in the coach/parent meetings at the beginning of the season
- Playing time is at the discretion of the coach (U13 and above)
- Playing time should be evened out over the course of the season (U12 and below)

Codes of Conduct

- Please refer to the codes of conduct on occasion to ensure participants within the club are aware of all expectations
- If you have misplaced your codes of conduct, you can email info@byronsoccer.ca for another copy or refer to your club website



Tobacco Free Policy

Byron Soccer recognizes that there is ample research demonstrating the health hazards caused by the use of tobacco products, including smoking, smokeless tobacco and breathing second-hand smoke, and understand our responsibility to the participants of our program to model and promote tobacco-free lifestyles.

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

All games, activities, tournaments, competitions, sponsored events, and other performances sanctioned by our organization will be tobacco-free. Tobacco free means no smoking, snuffing, dipping or chewing tobacco by players/participants, coaches/leaders, parents, spectators and officials. We will promote the tobacco-free policy at all our activities by:

- Having coaches/leaders explain the policy to players/members and ask them to explain the policy to their parents and others who may come to their game/activity/performance.
- Including the policy in the first schedules/notices about the sport or recreation group so all new and returning participants, their parents/guardians, coaches/leaders and officials/managers know about the policy from the start.
- Making the policy visible through the year/season using various messages, including logos on uniforms, banners at events and encouraging coaches and older players/members to promote active, healthy, tobacco-free lifestyles.

We will reinforce the tobacco-free policy at all our activities by:

- Encouraging all coaches/leaders, players/members and parents to respectfully remind someone using tobacco about the tobacco-free policy.
- Consistently applying consequences with people who repeatedly break the policy. Repeated violations by players/members or their parent/guardian may result in a verbal and written warning from the coach/manager, or the Byron Soccer executive in the case of a repeat coach/leader violation. Following a written warning the individual violating the policy again may be asked to leave the activity or game.



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Volunteer and Staff Screening Policy

Byron Soccer supports the initiative of The Ontario Soccer Association and adopts its policy and procedures for Volunteer Screening as per its OSA Screening Handbook.

Educating participants, coaches, managers, leaders, and volunteers about abuse and harassment is very important. Byron Soccer 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.”

All Byron Soccer volunteers must have signed an acknowledgement indicating that they have read and received the appropriate policies including the OSA Harassment Policy.

In order to participate in Byron Soccer, all staff, coaches, and volunteers (holders) must also have a “clean” CPIC or a CPIC certificate that indicates that the holder is cleared to participate in volunteer activities and has also cleared a vulnerability sector check. This will expire three years from the date of issuance for Byron Soccer purposes.

General event volunteers, casual employment labour, and referees do not require a CPIC.

All above mentioned groups must submit a clean, valid CPIC certificate in order to be permitted to engage in any activities on behalf of Byron Soccer.

On expiration of a clean CPIC certificate, it is incumbent on the holder to renew and duly submit a revised, clean CPIC certificate in order to continue the activities. Such renewal must be submitted to Byron Soccer at or before expiration of the pre-existing certificate's validity.

Process of Application For CPIC Certificate

It is the responsibility of the holder to contact the local police authorities through which to apply for and duly receive their CPIC clearance certificates. On receipt of the certificate from the police authorities, the holder should immediately submit the certificate to Byron Soccer.

Submission of CPIC certificates through organizations who are third party to the police authorities and that do not include both criminal and vulnerable sector checks and associated clearance are not admissible.



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CPIC Cost Refund Policy

1. Submission of the original CPIC certificate will result in a full refund of the cost of certificate acquisition from Byron Soccer to the holder on submission.
2. Submission of a scanned or photo-stat copy of the certificate will not qualify for refund of any costs related to the certificate's acquisition.
3. Once annually, in February or March, Byron Soccer will host London Police onsite to take applications for prospective coaches for the forthcoming season of soccer. Applications lodged at this event will be fully funded upfront by Byron Soccer, conditional on provision of the resultant CPIC certificate (clean or otherwise) on receipt from London Police from Byron Soccer within three months of application.

Absence of CPIC Certificate On Commencement Of Soccer Season

A holder (as defined above) who does not have a valid CPIC clearance at the start of a soccer season is not permitted to participate in associated volunteer activities, unless with express permission of Byron Soccer Executive.

Byron Soccer uses the OSA Screening Handbook which provides Position Descriptions and Application Forms as well as valuable advice on Interview procedures, Reference Checks, Police Checks and Training. The Well Being Office has a copy or you may download a copy of this document fro



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Volunteer Screening Audit Checklist

Name of Club: _____

Date of Audit: _____

Audit completed by: _____

Number of applications to be reviewed to determine compliance (20%)

Has the Club attended a Volunteer Screening Workshop offered by the District or The OSA?	YES NO
Has the Club attended a Volunteer Screening Workshop offered by the District or The OSA?	YES NO
Does the Club have a Screening Policy approved by their Board of Directors?	YES NO
Does the Club have an organizational chart that clearly illustrates who volunteers and staff are accountable to – reporting lines for harassment and discipline?	YES NO
Does the Club have a Volunteer Screening Panel?	YES NO
Does the Club safeguard the confidentiality of personal information gathered during the screening process?	YES NO
Does the Club have appropriate policies in place regarding Police Records Checks including what is considered an unacceptable Police Records Check?	YES NO
Are all current volunteers and staff assessed as high, medium, or low risk?	YES NO
Have all high risk staff and volunteers completed: <ul style="list-style-type: none"> • an application form and included references • been interviewed by a selection committee • had references checked • provided a Police Records Check 	YES NO
Have all medium risk staff and volunteers completed: <ul style="list-style-type: none"> • an application form and included references • provided a Police Records Check 	YES NO
Have all low risk staff and volunteers completed: <ul style="list-style-type: none"> • an application form and included references 	YES NO
Are all volunteers and staff aware of the boundaries and limitations?	YES NO

*All bold questions are OSA policy



Volunteer, Coach, and Staff Acknowledgement

This agreement made this _____ day of _____ 20____
(Day) (Month) (Year)

Between:

BYRON SOCCER

and

(Name)

I acknowledge that I have received and read the policies related to Byron Soccer, the OSA Harassment Policy and the CSA LTPD Manual (Volume 1) and I accept and abide by the policies contained therein.

I understand that a failure to follow these policies may result in my being asked to leave my position with Byron Soccer.

Dated

Name

Dated

Byron Soccer Representative



Volunteer, Staff and Board Recruitment Policy

All positions, volunteer and otherwise, will have a job description.

New positions will require a job description before being posted.

All job descriptions will be reviewed on an annual basis and as needed.

New positions will be posted on the OSA website, local league websites, and on the Byron Soccer website. As well, positions may be advertised through electronic newsletters and emails to the Byron Soccer membership and partner local clubs. Current staff and volunteers are encouraged to speak to individuals who may be a good fit for Byron Soccer and their potential involvement.

Applicants will be required to apply to positions posted. Some positions will require an interview. All applicants will be required to undergo a screening process as per the Staff and Volunteer Screening Policy.

All Board positions will require a job description and to be voted in as per the Constitution and Bylaws.

Emphasis will be on the skills necessary for the position.



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Social Media Policy and Guidelines

This policy governs the publication of and commentary on social media by volunteers, employees and Members of Byron Soccer. 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.

Volunteers, employees and coaches are free to publish or comment via social media in accordance with this policy. Employees are subject to this policy to the extent they identify themselves as an employee of the club (other than as an incidental mention of place of employment in a personal blog on topics unrelated to the Club.

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.

Don't Tell Secrets

It's perfectly acceptable to talk about your work and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about our financial information, upcoming projects, membership, research, and trade secrets.

Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the club website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Be Honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

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. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.



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Respect your audience, the Club, and your colleagues

The public in general, and the Club employees, volunteers and members, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with our website. Don't be afraid to be yourself, but do so respectfully. 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 - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of Byron Soccer.

Protect our customers, business partners and suppliers

Members and partners should not be cited or obviously referenced without their approval. Never identify a member and partner by name without permission and never discuss confidential details of a customer engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a customer (e.g., Customer 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the member or make it easy for someone to identify the member. Your blog is not the place to "conduct business" with a member or partner.

Controversial Issues

If you see misrepresentations made about the Club in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. 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.

Think About Consequences

For example, consider what might happen if a Club Member is in a meeting with a member or partner, and someone on the customer's side pulls out a print-out of your blog and says "This person at the Club says that member sucks." Saying "Project X needs to have an easier learning curve for the first time user" is fine; saying "Project X sucks" is risky, unsubtle and amateurish. Once again, it's all about judgment: using your blog to trash or embarrass the Club, our customers, or your co-workers, is dangerous and ill-advised.

Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble – it may not have much legal effect.



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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.

Don't forget your day job.

Make sure that blogging does not interfere with your job or commitments to members.

Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media.

- The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.
- Quality matters. Use a spell-checker. If you're not design oriented, ask someone who is whether your blog looks decent, and take their advice on how to improve it.
- The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Enforcement

Policy violations will be subject to disciplinary action, up to and including termination for cause.



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Sponsorship Policy

Byron Soccer strives to make soccer accessible to the community of London. Byron Soccer will pursue sponsorship of its programs, teams and facilities to generate incremental revenue to offset costs incurred through the operation of the club and by members directly. All Byron Soccer sponsors will uphold the organization's mission, vision and values. Byron Soccer will seek sponsors who help promote community, soccer, and/or healthy lifestyles. Byron Soccer reserves the right to decline any sponsorship proposal.

1. Byron Soccer will not accept sponsorship from organizations whose values are contrary to those of the Club.
2. Byron Soccer will not accept sponsorship from tobacco companies or companies that promote the sale of tobacco.
3. Byron Soccer will not accept sponsorship from companies that manufacture or promote the sale of weapons.
4. Byron Soccer will not accept sponsorship from companies that promote pornography.
5. Byron Soccer will not accept sponsorship from companies that promote religious or political organizations that are offensive or prejudicial to other groups.
6. Byron Soccer will not accept sponsorship from companies that demean members of any group based on gender, ethnicity or sexual orientation.
7. Byron Soccer will not accept sponsorship from alcoholic beverage manufacturers or distributors for Byron Soccer youth programs and/or events. Alcoholic beverage manufacturers or distributors may sponsor Byron Soccer adult programs and/or events.



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Hardship Policy

Byron Soccer strives to make soccer accessible to the community of London. Byron Soccer will accept applications for a hardship waiver based on criteria as determined by Byron Soccer.

To apply for hardship waiver, the applicant must submit a letter written to Byron Soccer no less than 30 days prior to due date for registration. The letter must state the reason for the hardship, the child(rens') names, DOB and parent contact information and include documentation supporting the application for hardship.

Decisions for a hardship waiver are voted on by the TYSL Board of Directors and an notification will be sent to the family.

Hardship waivers may come in the form of:

1. Player pays for fees only
2. A payment plan
3. or any other way the BOD see helpful to the family.



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Respect in Soccer and Other Certifications Policy

Byron Soccer requires all coaches and some volunteers and staff members to attain Respect in Soccer certification as offered by the OSA.

All Byron Soccer Coaches must complete the OSA Certifications as prescribed by the OSA and the Coach Development Plan.

Coaches must provide Byron Soccer with their certification transcripts upon completion. Byron Soccer will keep record of every coach's certifications.

Coaches may be required to update their certifications from time.

Byron Soccer will reimburse or fund all certification courses that are deemed necessary to maintain and improve the quality of coaching as per the Coach Development Plan.

Staff members and volunteers may require certain certifications as developed by the OSA. The above policy will apply in these circumstances for these certifications.



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Nutrition for High Performance Athletes Policy

Byron Soccer is committed to ensuring that players perform at their best. This involves not only proper training and injury prevention, but off field nutrition. Byron Soccer will work with registered Dieticians and Nutritionists to ensure that players and parents understand the need to properly fuel the high performance athlete for injury prevention and on field performance.

To supplement the Healthy Snack Policy, below are some tips and examples of pre-game, tournament and post-game nutrition.

Pre-game

Approximately 3 to 4 hours before a game, players should eat a small meal that comprises of 60-70% of the meal calories from carbohydrates that are easy to digest.

- Avoid high-fat and fried foods as they are difficult to digest and can cause gas and stomach upset.
- Avoid high-fiber foods which also cause gas and stomach upset.

Approximately 2 hours before the game, players should drink about 16-32 oz of a sports drink

- Avoid anything with caffeine.

During the game

Players should replace fluids at every chance and should remind each other at half-time to take fluids to replace what is lost in the game.

- Don't worry about having to pee as most of the fluid will not make it to the bladder and instead is lost through sweat and supplying muscles with energy.

After the game

Immediately after the game, players should start to replace fluids and carbohydrates, especially if in tournament play. Eat a high-carbohydrate bar immediately after the game to replace the carbs lost during the game (1g/lb body weight).

Players should drink 24-36 oz in the first 2 hours after the game.

While plain water is fine, sports drinks have electrolytes which help provide energy to muscles and are preferred.

Eat a good low fat, high protein/carbohydrate meal with fruits and vegetables for the post-game main meal.

Examples of pre game nutrition

Pre-game plan high-energy carbohydrates like bagels, cereals, pasta, vegetables (not high fiber), and fruits. Fill 2/3 of the plate with the foods above and the rest with lean protein like chicken or turkey.



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In between competitions, eat snacks that provide carbohydrates, low fat and energy (whole grain crackers with peanut butter, raisins, watermelon, raspberries, low fat yogurt with walnuts and dried fruit, oatmeal with fresh fruit, whole grain pita with hummus and spinach, cottage cheese with fresh fruit and almonds, pasta salad with fresh tomatoes and green peppers, 1/2 a turkey and mozzarella sandwich on rye bread, scrambled eggs on whole grain toast). No fat or fried foods, no caffeinated drinks.

Example - Tournament or Festival Nutrition Plan

0630 Breakfast: Oatmeal or cereal with low fat milk, fresh fruit and orange juice.

0830 Game

0930 Snack: granola bar, orange slices, sports drink

1030 Game

1130 Lunch: Lean turkey sandwich, grapes, oatmeal cookies, juice/sports drink

1400 Game

1530 Snack: Fresh fruit, dried fruit, sports drink

1830 Dinner: Grilled chicken breast, pasta with marinara sauce (avoid heavy cream or fat), salad and low fat dressing, green beans, sorbet, low fat milk, extra fluids to start preparation for day 2. Early night to rest and recover from day 1.

In addition, please see additional resources at the Ontario Soccer Association available at:

<http://ontariosoccer.net/Player/HighPerformanceSportCentres/NutritionForHighPerformanceAthletes.aspx>

<http://sportscentres.ca/pdf/OSA-U15-NutritionForCompetition.pdf>

<http://www.ontariosoccer.net/Player/HighPerformanceSportCentres.aspx>



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Sport Psychology and Lifestyle Management Policy

Byron Soccer is committed to the mental well being of all its players. Byron Soccer understands that the rigor of elite training will place additional stresses upon young athletes who are already dealing with the normal stresses from school, friends and family.

Therefore, Byron Soccer will arrange seminars and individual consultations when necessary to help players and parents maintain a healthy lifestyle balance and deal with the demands of high performance training or recovering from an injury. These will be arranged by the Medicine Personnel.

Below is a presentation available at www.ontariosoccer.net, prepared by RW Consulting for the Provincial/National Women's and Canada Games Team Athletes on January 12 and 13, 2013.

Sport psychology, Coping with Injury, and Game Preparation: An introduction

What is Sport Psychology?

- Performance enhancement through mental training
- Focuses on mental skills training
 - Goal setting, anxiety management, team building, etc.
- Compliments other aspects of sport preparation
- Like physical training, it takes work and effort to improve.

Coping with Injury & Recovery

- Stages of Injury - depending on the severity of an injury, coming to grips with an injury can be very complex
- Understanding the different stages, in addition to understanding the injury can help you “own” the injury and focus on recovery, rather than on possible negative outcomes.

Managing Injury

- Keys to self-management while injured:
 - Maintain integration with the team – Avoid social withdrawal
 - Understand and “own” your new role while injured – Rehab as training?
- How to stay involved?
 - Support position? Social? Assist coaches?
- Just because your body is out of action, doesn't mean your mind has to be
 - “Mental” drills and imagery

Game Preparation

- Game prep...
 - Allows you to focus on the task at hand
 - Allows you to block out distractions
 - Helps promote consistency



Game Preparation and Goal Setting

- Goal setting be useful in-game as a means of self-management
 - Help you stay focused in game
- SMART goals
 - Be VERY specific
 - Stay “process” focused
- Focus on small, easily managed skills, rather than larger outcomes
- E.G. – Take a good shot vs. score a goal
- Concentrate on those things within your control
- Focus on skill execution and strategy

Routine vs Superstition

ROUTINES

Focusing
Flexible
General activities
Internally “Process” focused

SUPERSTITION

Distracting
Rigid
Overly specific
Externally “Outcome” focused



Zero Tolerance Policy

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

Any coach, parent, grandparent or guardian judged by a Discipline Committee as set by the Executive to be guilty of abusive conduct toward a game official during a 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 Committee, a member may be reinstated subject to a review hearing.

Policy Procedures

1. When a game official feels that they are being abused, as per the scope of this policy, by either a coach or supporter, the official will be 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.
2. The official 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 official 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 Committee will be sent in for review. If the source is a supporter, the appropriate coach will provide the official 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 Committee will be sent in for review. If the supporter is not associated with either team, both coaches are asked to speak to the supporter and ask the individual to leave.
3. 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 official 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 Committee. The official must clearly indicate on the game sheet that the game was abandoned due to abuse and if abandoned:
 - a. The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
 - b. 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.
 - c. The Club's Discipline Board will then review and deal with the report as per their guidelines.

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



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New Staff, Volunteer and Coach Set Up

All new staff, volunteers and coaches will be required to attend an appropriate Orientation meeting.

This meeting will address:

- Byron Soccer's mission, values and vision, and strategic plan
- Expectations and Code of Conduct
- Policies and procedures
- Opportunities to get more involved and give back to the soccer community
- Upcoming Events and Opportunities

Staff, volunteers, and coaches will receive copies of

- Policy Manual
- Operations Manual
- the CSA LTPD Manual (Volume 1)

New Staff and Volunteers will be required to sign the Staff and Volunteer Acknowledgement.



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New Player Set Up and Induction

Every new player will be welcomed and immediately included in all Byron Soccer activities and events.

A New Player will meet with the Well Being Officer, either as part of a Team Meeting at the beginning of the season, or individually.

The Well Being Officer will provide the following information to the New Player and his/her parents:

- Player Code of Conduct
- Parent Code of Conduct
- Team Training Program
- Practice and Game Schedule
- Review Code of Conduct and Team Policies
- Important Dates such as uniform fittings and upcoming seminars
- Mission, vision and Values
- Technical Development Plan for Players
- Nutrition Plan and Handouts
- Hardship Relief Policy
- Contact information for Coach, Well Being Officer, and Medical Personnel
- Availability of additional resources

The Well Being Officer will also ensure that the following has been scheduled and/or completed by the New Player:

- Schedule uniform fitting and health assessment
- Code of conduct signed and returned
- Introduce coach and support staff
- Ensure that player kits are fitted and ordered
- Hardship application complete, if necessary



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Health Questionnaire - Release

I understand that participation in the OPDL Youth Soccer Program and Grass Roots Program at Byron Soccer involves certain risks and dangers which are inherent to sport while training or competing and include but are not limited to death, serious neck and spinal injuries, head or eye injuries, serious injuries to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular-skeletal system, and serious injuries or impairment to other aspects of my body, general health and well-being.

The preceding list is not inclusive and is meant solely to emphasize the level of risk and danger inherent in sport at any level of competition.

I recognize the risk inherent in the game and hereby release Byron Soccer, Servants and Agents of Byron Soccer, the Ontario Soccer Association and the Canadian Soccer Association from any liability whatsoever arising out of or in connection with any activity within the scope of the OPDL Program or Grass Roots Program, including any liability due to the negligence or a breach of contract in the course of my participation or involvement in the Program(s).

I further acknowledge that I have read the above release and understand that I am relinquishing any and all rights that I, or any of my dependents, or my heirs, executors or administrators might have against Byron Soccer, Servants and Agents of the Byron Soccer, the Ontario Soccer Association and the Canadian Soccer Association for any loss, damage, injury or expense suffered by me in connection with all activities associated with my participation in the OPDL Program or Grass Roots Program.

In consideration of being permitted to compete in the OPDL Program or Grass Roots Program, I hereby release and forever discharge from any claim and liabilities whatsoever without limitation I might have against Byron Soccer, Servants and Agents of the Byron Soccer, the Ontario Soccer Association and the Canadian Soccer Association in any of the activities I am involved in, and make this release on behalf of myself, and on behalf of my heirs executors, administrators and assignors.

Please read carefully before signing.

Name _____

Birth Date _____

Phone _____

Address _____
(No., Street, City & Postal Code)

Player Signature _____ Date

Parent Signature _____ Date



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Health Questionnaire

Intense physical activity, such as Varsity sports, can aggravate certain health conditions. We are willing to try to work with you in managing your symptoms, if possible, but they need to be identified for us to do so. Your health and safety is our main concern and we appreciate your cooperation in completing this short questionnaire. All information provided will be available to the coaches and trainers, and will be used only to maintain a healthy and safe sports environment.

Have you ever had a head injury? Yes No When _____
Did it result in loss of consciousness? Yes No

Do you have any lasting effects from this head injury? (e.g. persistent headaches, dizziness, seizures, etc.)

Yes Please describe: _____ No

Have you had any other injuries in the past that have prevented you from sports or daily activities? (e.g. broken bones, serious strains/sprains, back injuries, etc.)

Yes Please describe: _____ No

Do you have any medical conditions that are made worse by, or cause distress during exercise? (e.g. asthma, chest pains, muscle cramps, etc.)

Yes Please describe: _____ No

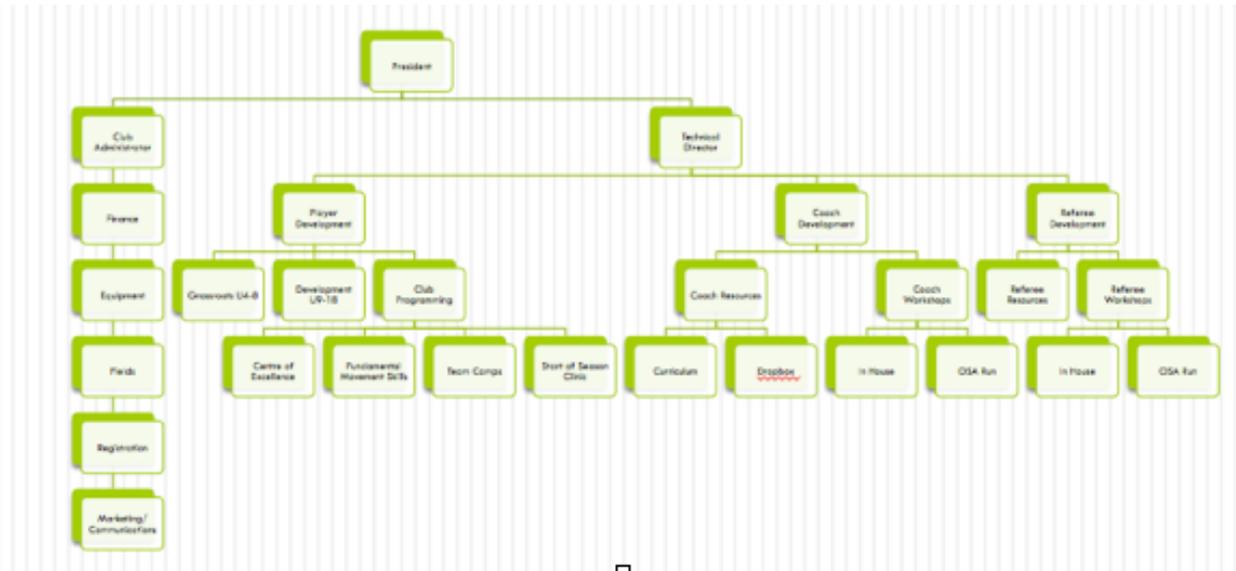
I certify that the information provided above is complete and accurate.

Name (please print) _____	
Player Signature _____	Date _____
Parent Signature _____	Date _____



Organizational Chart and Job Descriptions

Below is a tentative organizational chart that will be finalized by August 30, 2013. Job postings and full job descriptions will be completed and posted by August 30, 2013.



Staff Coach Structure and Support

In order to implement and properly resource the coach education, training and support outlined above, Byron Soccer will invest heavily in a professional coaching structure that ensures clear accountability and support to every coach at Byron Soccer. It is expected that all of Byron Soccer coaches will uphold Byron Soccer's mission and values in their actions and decisions on the field.

The positions below will be remunerated by Byron Soccer. All other coaching positions will be voluntary; Byron Soccer will support these coaches through investment in their professional development.

Byron Soccer's staff coaching compliment currently includes the following key positions.

Please note that the positions below may change, and that many of the proposed positions may be held by one individual for the near future.



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Technical Director

Byron Soccer's Technical Director leads the overall mandate of Byron Soccer to develop every player, coach and referee involved in its programs. This senior leadership role reports to the President and ensures that the club's investment in technical development is in line with the goals and objectives laid out in its Strategic Plan. The Technical Director establishes and promotes Byron Soccer's overall Technical Development Plan and drives overall communication to parents, coaches, player and referees on the development philosophy and investment of the club.

The Technical Director is responsible for leading the development of all Byron Soccer players, coaches and referees. The Technical Director is also expected to take a leadership role in raising the level of play in London and area, and cooperate with local clubs to provide development opportunities for local club players and coaches.

The Technical Director also works with external stakeholders, including Elgin Middlesex Soccer Association, the Ontario Soccer Association and other League bodies to ensure Byron Soccer's players are optimally developed when they play and train outside of the club.

Although the Technical Director role is primarily an off field one, on field support and presence is required, especially in the near future; the balance of time spent on and off the field is expected to change as Byron Soccer programs grow over the next few years.

Job Responsibilities

Technical Leadership

- Actively promote the technical vision and underlying philosophy outlined in the club's Technical Development Plan to the club's membership both technical and non-technical.
- Act as the chief spokesperson for the club on club-level technical development matters, including external liaisons with governing bodies and leagues.
- Recruit, develop and directly manage the performance of the Club's technical staff, both paid and volunteer.
- Directly manage the Coach Development Manager and their progress to offer education and development opportunities to the club's coaches.
- Liaise with Elgin Middlesex Soccer Association, Ontario Soccer Association, London and area clubs and other league and governing bodies to develop optimal player development pathway for the Club's player base.
- Establish partnerships with local clubs to promote LTPD and improve local programs to establish a wide base of technically developed players.
- Establish partnerships with university and professional soccer organizations to drive the progression of the club's top soccer talent to a higher level.

Technical Program Development

- Drive the ongoing institution of LTPD principles into the club's player and coaching team and programs.



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- Develop, Implement and build development programs to create a full annual periodized development program for the entire club's talent pool.
- Establish structured, program-wide skills testing and other program quality management initiatives.
- Build partnerships with external technical service providers to create a fully integrated on-field and off-field player development program.
- Establish and run (through technical staff) annual summer camp options for the club and London and area players at both high performance and grass roots level.

Budget Management

- Establish and manage the Club's overall technical budget, including team budgets, reserve team budgets and other technical cost and revenue items.
- Directly manage the technical staff budget dedicated to coaching and administrative personnel in the Club's technical department and associated programs and high performance teams, and grass roots teams.
- Be responsible for the provision of data needed to accurately track the Technical Department's actual cost vs. budget.

Reporting

- Provide the President with monthly technical reports for inclusion in monthly management reporting.
- Oversee player skills testing and the collection of other technical data needed for evaluation of technical programs.
- Establish the technical component of the Club's annual Tactical Plan, in liaison with the President.
- Contribute as part of the Club's staff management team to meeting and reporting requirements of the Club.
- Other tasks as directed by the President.

Competencies & Skills Required

- Minimum National B Coaching License or international equivalent, with National A preferred.
- Knowledge of and support for the Canadian Soccer Association's Long Term Player Development (LTPD) model and Wellness To World Cup framework.
- A proven track record in the development of large youth soccer programs at grass root level.
- Experience with coaching both male and female soccer and the design of associated technical programs
- Knowledge of elite player development systems and how they differ and integrate with community sport programs.
- Experience directly managing, mentoring and motivating highly qualified, elite coaching personnel.
- Experience with and a passion for the education and development of coaches at all levels.
- An understanding of youth soccer competition structure and how it relates to optimal player development.



- Knowledge of the Canadian soccer landscape, and the challenges and opportunities it presents to grass root player development
- Experience managing technical budgets and associated cost management and reporting.
- An ability to think and plan strategically, and effectively link technical planning with broader Club goals and strategic intent.
- Strong communications skills and an ability to convey technical planning to non-technical Club stakeholders, including the parents of players.
- A team player, with an ability to operate as part of an integrated multi-functional management team.

Staff Coaches U4-U18

Reporting to the Technical Director, the Staff Coaches prime responsibility is working the day to day operations of Byron Soccer's Club Programming. The Staff Coaches will work together for the betterment of the club, players and parents. They must adhere to the guidelines and code of conduct set forth by the Technical Director. Staff Coaches must follow and display the Byron Soccer mission and values at all times. Staff Coaches will be provided with Coaching development opportunities, as well as mentorship coach opportunities within Byron Soccer programs. Staff Coaches encouraged and expected to seek mentors among senior club coaches to gain experience in developing players and advancing their own personal coach development.

Age Group Head Coaches – U8-U12

A Head Coach will be appointed to each Grass Roots age division and gender. An individual may hold more than one Head Coach Position. These key positions will report directly to the Technical Director and Grass Roots Manager. Aside from overseeing the on/off field program for their respective age group, the Head Coach is responsible for the development of both the players and coaches within their age groups.

The Head Coach position is responsible for:

- On-field coaching of the age group assigned
- Direct management and development of the age group's entire Grass Roots coaching staff, including mentoring and one-on-one support with regard to ongoing coach education, etc.
- Identification of coach development needs and skills gaps in Grass Roots within their age group
- Development of Grass Roots coaching talent and promotion/integration with Development/other ages coaching staff as appropriate
- Reporting on player and coach development progress within given age group to the Technical Director



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Goal Keeper Coach

The Goal Keeper Coach will oversee the training and development of Byron Soccer's Club keepers, and will be 2 sessions per week. The Goal Keeper coach will be expected to have at minimum the Goalkeeper Certification from the OSA, and well as a minimum of 1 to 2 years coaching experience and significant playing experience. The Goal Keeper Coach may be required to host seminars for interested players and to seek out potential keepers in Local Clubs.

Other Contract Coaches

Occasionally, the Technical Director may hire contract specialists to manage certain specific coaching programs where a certain level of coaching skill, experience or specialty is required. Such coaches include specialist goalkeeping coaches, summer camp coaches, strength & conditioning coaches and coaches for the club's Open Development and Advanced Development programs.



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Harassment Policy

The Byron Soccer Club, as a Member of the Ontario Soccer Association, is committed to adhering to the OSA's published Harassment Policy.

Section 1.0 – GENERAL of the OSA policy is as follows:

1.1 The Ontario Soccer Association (OSA) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.

1.2 Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by Human Rights Legislation in every province and territory of Canada.

1.3 Harassment is offensive, degrading and threatening. In its more extreme forms, harassment, in particular sexual harassment can be an offence under Canada's Criminal Code.

1.4 Whether the harasser is a director, supervisor, employee, coach, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

1.5 The OSA is committed to providing an environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

1.6 This policy applies to all employees as well as to all directors, officers, volunteers, coaches, referees, administrators, athletes and members or registrants of the OSA>

1.7 This policy applies to harassment that may occur during the course of all OSA business, activities and events. It also applies to harassment between individuals associated with the OSA but outside OSA business, activities and events when such harassment adversely affects relationships within the OSA's work and sport environment.

1.8 In keeping with this policy, the OSA encourages the reporting of all incidents of harassment regardless of who the harasser may be and is committed to a process that is widely published in the soccer community, available to all participants and easy to follow and implement.

1.9 Notwithstanding this policy, any person who experiences harassment continues to have the right to seek assistance from the Provincial Human Rights Commission, even when steps are being taken under this policy.

Note: The full Harassment Policy is available on request.

Every member and registrant of the OSA has a responsibility to play a part in ensuring that the OSA sport environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behavior contrary to this policy. In addition, any member or registrant of the OSA who believes that a fellow member or registrant has experienced or is experiencing harassment is encouraged to notify a Harassment Officer appointed under this policy.

A person who experiences harassment is encouraged to seek the advice of a Harassment Officer.



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