

NORTH DELTA SOCCER CLUB

**POLICIES
&
PROCEDURES**

April 18, 2013

North Delta Soccer Club Policies

Revised and edited April 2013

At the beginning of each section, where relevant, is a summary of Club bylaws for that section. All capitalized terms not otherwise defined in these Policies have the meanings given to them in the Club bylaws.

I. GENERAL

The general aim of the North Delta Soccer Club (the "Club") is to promote soccer within North Delta and develop good sportsmanship, fair play and respect for others in the game of soccer. These policies shall be deemed to be the official policies of the Club (the "Policies") unless in conflict with the Club constitution or bylaws or the Governing Provincial Soccer Body or the Delta District. The Executive may, from time to time, make temporary rules governing specific situations not addressed in the Club constitution or bylaws or these Policies, but which may be necessary to carry out the objectives of the Club. Such temporary rules shall be effective for one year only. Such temporary rules and any revisions, deletions, and additions to such rules shall be considered at the next general meeting of the Club and, in order to be continued, must be passed by a majority vote of 50% plus one.

POLICY

1. Club Policies shall be issued to all Coaches and Managers in advance of each playing season.
2. Respect for referees shall be maintained by all players, Coaches and Managers of the Club. Coaches shall also be responsible for the conduct of spectators on their sidelines.

II. MEMBERSHIP, MEETINGS AND VOTING

The Club shall hold an annual general meeting before May 1st of each year of any given soccer season (August-July). The annual general meeting is open to all referees, Coaches, Managers, Directors, Officers, players and parents of players involved in the Club. Notice of the annual general meeting shall be given in writing to each member, not less than 14 days in advance. Notice of an extraordinary general meeting shall be given in writing to each voting member, not less than 14 days in advance. Directors shall keep the Coaches and Managers informed of the time and place of these meetings. Coaches and Managers shall keep parents/guardians informed of the time and place of these meetings. Meetings shall be conducted according to Robert's Rules of Order. Amendments to the Club's constitution/bylaws require written notice of the proposed amendments not less than 30 days in advance of a general meeting, and must be approved by a 75% majority of voting members present at the meeting.

The Club must send notices of motions to amend these Policies to voting members only, to a maximum of three voting members per team.

POLICY

1. Voting at general meetings of the Club shall be limited to members in attendance and in good standing and:
 - a) who have been duly elected and/or appointed to the Executive;
 - b) who have been appointed by the Executive as a Coach, Manager or Official; or
 - c) who have been approved as Honourary Life Member by the Executive,

2. A member who is:
 - a) under 19 years of age and resides within the boundaries governed by the Delta Youth Soccer Association; or
 - b) under 19 years of age and resides outside the boundaries governed by the Delta Youth Soccer Association but is a permitted "Out-of-District" player in accordance with the rules and regulations of the Governing Provincial Soccer Body, as amended from time to time,shall not be entitled to vote unless otherwise determined by the Executive.

III. ELECTION OF OFFICERS

The Executive of the Club shall have a maximum of 18 Directors and Officers (including the president). All positions are for a one-year term. The position of Club president shall be voted on by the Club members by way of separate election. Any Director, Coach, Manager, Official, referee, parent of a player in the Club, or any interested parties, 19 years or older and in good standing, shall be eligible to run for any elected Executive position if he is duly nominated from the floor or by a nominating committee.

POLICY

1. A nominating committee may present a slate of officers at the annual general meeting.
2. Any person(s) standing for office must be in attendance at the meeting or declare his intention in writing to the Executive of the Club.
3. Officers (other than Club president) shall be appointed by the Directors at the direction of the Club president);
4. Members of the elected Executive may have team affiliation during their term in office.

IV. REGISTRATION AND REFUNDS

Registration for the following season commences in early spring. Fees are set according to operational requirements and presented in the budget at the annual general meeting for acceptance by the membership. Players wishing to register must reside within the Club boundaries as established from time to time by the Governing Provincial Soccer Body. All players must be registered with the registrar of the Club before they can take part in any of the Club's functions, try-outs, practices, games, etc.

POLICY

1. Players who have not returned their strip shall not be registered with the Club the following season until their strip is returned or payment in lieu is provided.
2. Each player, upon registration, may be required to submit a deposit to secure the return of uniforms by season's end.
3. Players not placed on a team shall be issued a full refund.
4. Registration fees shall be refunded in full up to and including August 1st.
5. Registration refunds after August 1st may be issued in whole or in part, at the discretion of the Directors.
6. Once a player has played three league games, no refund shall be issued unless authorized by the Directors.

V. FINANCES

The Club shall review its accounts annually, and shall present financial records and accounts when requested by 10% or more of the membership or by a majority vote of the Executive.

POLICY

1. A budget for the following season shall be presented to the membership for approval at the annual general meeting.
2. All monies to be spent for non-budgeted special projects over \$5,000.00 must be approved by the membership at an annual general meeting or extraordinary general meeting.

VI. PLAYERS AND TEAMS

All players and teams are expected to show good sportsmanship, fair play and respect for others.

POLICY

1. All players must play at their own age level. In exceptional circumstances, involving particularly skillful players, the Executive may approve a player to play out of his age level provided the Club criteria are met. A letter of application must be submitted at the time of registration.
2. All players in division Under 11 moving up to division Under 12 shall be invited to try-out for the United (1st team) and Royals (2nd team).
3. Number of players per team:
 - a) Mini-Soccer teams shall carry a maximum of 12 players.
 - b) Under 15 to Under 18 teams shall carry a minimum of 15 players (number of players permitting).
 - c) All other teams shall carry a minimum of 14 players (number of players permitting).
4. No player shall use profanity, smoke, or consume alcohol or drugs during or prior to games or practices.
5. Every player in mini-soccer must have equal playing time in each game, and every player in Under 11 to Under 18 must play at least one-half of each game, in all league, cup, or tournament games unless the player has been suspended for disciplinary reasons. The Coach/Manager shall notify the divisional director prior to any disciplinary action.
 - a) A player may be suspended for one game for non-attendance, without a valid reason, at league games and regular practices.
 - b) Permanent suspension may result if a player misses three consecutive games without a valid reason.
6. A discipline committee shall be established by the Executive to deal with internal Club disciplinary matters in accordance with the Club bylaws.
7. A medical information form shall be completed by a parent or guardian for all registered players.
8. All teams shall be required to assist in any necessary fund raising drives of the Club.
9. A discipline committee shall be established to deal with internal Club disciplinary matters. Teams found to be in violation of the Club policies may, after first receiving a written warning indicating specific violations, be asked to post a 'Performance Bond' in the amount of \$500.00. Further violations of the said policy may result in the performance bond being cashed. Any unused portion of the bond shall be returned to the team at the end of the current playing season.

VII. SELECTION OF TEAMS

POLICY

1. Mini-Soccer:
 - a) Divisions Under 6 to Under 10 may play 3 a side to 9 a side as determined by the Club in accordance with direction from the District Board and/or the Governing Provincial Soccer Body, to be reviewed annually.
 - b) All Mini-Soccer teams shall be re-aligned each year to enable players to experience new coaching techniques. This shall be done by divisional directors in consultation with Coaches.
 - c) No league statistics shall be kept, no cups or trophies shall be awarded and no playoffs shall be played (unless such trophies/medals are awarded to all players in the division on a participatory basis). For the Season 2012-13 and 2013-14 Player Recognition awards will be provided to selected players on a test basis to evaluate a potential ongoing Player Recognition Program.
2. Selection of teams shall be made by a player evaluation committee (including a representative of, or the Head Coach) appointed by the Executive. The Coaches of Division 3 teams, in conjunction with the divisional coordinator, shall form the appropriate number of Division 3 teams. The Coaches of the Division 4 teams, in conjunction with the divisional coordinator, shall form the appropriate number of Division 4 teams.
3. Rep Teams:
 - a) Rep teams shall exist only in divisions Under 12 to Under 18.
 - b) Rep teams in Under 12 to Under 18 shall be known as United (1st team), Royals (2nd team), and Gunners (3rd team). No other teams shall assume those names.
 - c) I) The United shall have the first pick of players in the division.
II) The Royals shall have the second pick of the remaining players in the division.
III) The Gunners shall have the third pick of the remaining players in the division.
 - d) All players U12 to U18 shall be invited to try out for the United, Royals and Gunners teams.
 - e) Once the United, Royals and Gunners (if applicable) teams are selected, the remaining players shall be allocated to teams by a committee of one representative from each team (either Coach or Manager), plus a member(s) of the Executive with the intent to equalize teams by whatever means necessary. Comparative tryouts shall not be permitted for the Division 3 teams.

- f) Players who are selected and who do not demonstrate the necessary caliber as judged by the Head Coach, player development director and the rep director shall be transferred to their own level.
- g) Selection of rep teams in all divisions should be made by:
United - June 15th; Royals and/or Gunners - June 30th.
- h) A rep team Coach wishing to call up a player from within his own division must contact the rep director, who shall then contact all appropriate individuals.
- i) The Club shall provide funding assistance, once per season, to any Club team(s) that travel for league games; coastal, provincial or national finals played outside the Lower Mainland.
- j) Any Club team that reaches the coastal cup finals shall be supplied with an item of Club authorized apparel, crested with the Club logo.

VIII. COACHES AND MANAGERS

All Coaches and Managers are expected to show good sportsmanship, fair play and respect for others.

POLICY

1. The Club recognizes that Coaches play an important function as role models for our youth. Coaches and Managers shall not use profanity, smoke, or consume alcohol or drugs during or prior to practices or games.
2. A Coach must ensure that every player in Mini-Soccer has equal playing time each game and every player in Under 11 – Under 18 plays at least one-half of every game.
3. Any Coach who feels they have a player capable of playing at a higher level must recommend/encourage this player to attend rep tryouts.
4. Coaches and Managers for Under 12 to Under 18 teams (or as required by the District Board or the Governing Provincial Soccer Body are responsible for ensuring that they, and each of their players, have a valid Club I.D. card. These cards must be presented to the referee at every game and returned to the Club at the end of the season.
5. All Coaches assigned to the United, Royals, Gunners, Under 11 Developmental, and tiered Under 8 to Under 10 Prospect Teams shall be Coaches who are, in the opinion of the Executive in conjunction with the Head Coach, the most qualified from those who applied for the position. Applications to coach rep teams (including Under 11 Developmental Teams) must be made in writing to the Executive by February 28th.
6. Coaches and Managers are responsible for controlling their spectators during games and practices.
7. The Club may pay fees for Fundamentals, Learn to Train, and Soccer For Life coaching courses. Course fees may be reimbursed upon successful completion of the course. Coaches shall be required to submit verification of payment and certification before fees will be reimbursed.

8. All Coaches, Managers, Directors and other team officials are required to sign a risk management form prior to the commencement of each soccer season.

IX. PRACTICE TIME ALLOCATIONS

POLICY

1. Divisions Under 18 to Under 10 (in that order) shall have first priority of use of the floodlit all weather or artificial turf fields, for practices.
2. The Club shall provide divisions Under 6 to Under 9 appropriate funds for gymnasium practices if practice time is unavailable on all weather or artificial turf fields. These practice times shall be allotted by the Executive.

X. TOURNAMENTS

POLICY

1. All Club teams entered in tournaments shall, whenever possible, consist of their regular season players. This includes tournaments that take place after the end of league play up to July 31st.
2. All Club teams shall be required to participate in Club Tournaments during the same playing season, however shall not be required to pay tournament entry fees.
3. Club teams may not pick-up players, for any tournaments, who are not registered with the Club.
4. The Club may ask each team upon entry into Club tournaments to post a performance bond. The failure of a team to perform volunteer duties may result in the forfeiture of the performance bond.
5. Teams participating in Club tournaments shall be required to assist the tournament committee in the staging of the event (i.e., schedules, concessions, clean-up, etc).

XI. SPONSORSHIP AND FUND RAISING

The Club recognizes the need for both Club and individual team fundraising.

POLICY

1. Sponsors for either the Club or a Club team must be approved by the Executive prior to any sponsorship funds being received.
2. Teams having a sponsor(s) shall be entitled to retain the entire sponsorship amount provided the team provides the Club with confirmation that the sponsor's contribution has been "acknowledged".
3. Contributions to the Club for a specific team shall be passed to that team in full by the Club.
4. No sponsor crest shall be put on Under 11 to Under 18 team uniforms (for use in games), however shall be permitted on any warm up kit, team bags or practice uniforms. Sponsor crests shall be permitted on Under 6 to Under 10 Jerseys if sponsorship is provided for all teams in these age groups by a single sponsor. A team may be named for the sponsor, excluding rep teams as described in Section VII.

5. Team fundraising:
 - a) Individual teams may conduct their own fund raising activities if they receive prior approval from the Executive. Full details of the type of fundraising activity, the amount of money required and the purpose must be given in writing by the team to the Executive at least one month before commencing the fundraising drive. No individual team efforts shall be allowed when the Club is involved in a similar drive for the benefit of the whole organization.
 - b) All funds raised must be used by September 1st of the year in which the season ends. A limit of \$150 per player per season may be raised or collected by any team. Any amount in excess of \$150 per player requires a parent and Executive approved budget. Parent approval of a budget shall be deemed to be 75% of the team's parents (one parent signature per player).

XII. UNIFORMS AND EQUIPMENT

All uniforms and equipment, supplied for the regular soccer season August to April, are the property of the Club. Teams are expected to return all uniforms and equipment in good condition. Uniforms provided for the Spring soccer season of April to June, shall be the property of the player if paid for as part of the Spring soccer registration fees.

POLICY

1. All newly purchased uniforms shall adhere to the standard red, white and black colours of the Club. The primary jersey shall be red with white and/or black trim. Alternate jerseys shall be white with red and/or black trim, or black with red and or white trim
2. All new uniforms purchased for Club teams shall carry the Club crest.
3. Teams are discouraged from buying their own uniforms.
4. Club strip shall be worn by players during all games and tournaments unless otherwise approved by the Executive. Unless a jersey conflict exists where the North Delta is the home team, the primary red colour jersey shall be worn.
5. The Club shall update all uniforms and equipment on a rotational basis of every three years or as required.
6. Coaches/Managers responsibilities:
 - a) Coaches/Managers are responsible for receiving, distributing, collecting and returning strip to the equipment director.
 - b) Coaches shall retain alternate strip in their possession.
 - c) Coaches shall collect all strips immediately when a player quits the team or leaves the Club during the season.
7. Balls and ball bags will be issued, as appropriate, to each coach at the start of the season. Any equipment lost or needing repair should be reported to the equipment director as soon as possible.

XIII. EDUCATIONAL BURSARIES

The Club shall award three \$500.00 Educational Bursaries known as the “North Delta Soccer Club Educational Bursary”, to assist Club members in attaining post-secondary education.

POLICY

1. Terms of reference for the North Delta Soccer Club Educational Bursary:
 - a) The recipient must be or have been an active member of the Club for a minimum of five years.
 - b) Players interested in the bursary must submit an application to the Club by March 31st of the year in which they graduate from high school.
 - c) The recipient must provide the Club with proof of registration in an institution of higher learning.
 - d) The recipient must claim the educational bursaries within two years of graduation from high school.
2. Considerations to be given when making selections:
 - a) Service with the Club, including playing, refereeing, coaching and other contributions to Club activities.
 - b) Consideration shall be given to players who may not otherwise be able to afford further education.
 - c) Community service.
3. The educational bursaries shall be given to graduating players. The selection of successful candidates shall be at the sole discretion of the Executive.
4. Players are eligible to receive only one Club educational bursary.

XIV. REFEREES AND ASSISTANT REFEREES

1. All referees and assistant referees must be certified at the appropriate level in order to officiate for the Club.
2. Referees for division Under 11 - Under 18 must be 14 years or older.
3. Referees for division Under 6 - Under 10 must be 12 years or older.
4. Referees and assistant referees for division Under 6 to Under 10 must be paid before each game.
5. Referees and assistant referees for division Under 11 to Under 18 shall be paid on a bi-weekly payment schedule as established by the referee Director from time to time.
6. The Club shall incur the cost of all recognized home league, North Delta Tournaments, and Delta Cup games, except finals.
7. Teams are responsible for paying referees, assistant referees and field lining for all exhibition games.
8. Under extraordinary situations, fees for senior referees and/or assistant referees from other leagues may be reviewed by the head referee and treasurer.

XV. INTERNAL CLUB DISCIPLINE PROCEDURES

1. (1) The Executive shall appoint a discipline committee when required from time to time to address internal disciplinary matters of the Club. (This shall be in addition to any disciplinary actions governed by the District Board and/or the Governing Provincial Soccer Body).

- (2) The discipline committee shall:
 - (a) be made up of a chair, two members of the Executive and up to three adult members of the Club;
 - (b) review recommendations by the Head Coach or divisional coordinators or other members of the Executive that concern discipline or suspension recommended against any team, player, Official, Club member or any other person governed by these bylaws; and
 - (c) endeavour, where possible, to rule on such recommendations within 10 days.
2. Quorum for the discipline committee shall be three discipline committee members present at a discipline committee meeting.
3. Any recommendation (other than a recommendation from the Club president) to the discipline committee concerning discipline or suspension must be made in writing (including via email) to the Executive.
4. The Executive may enquire into the conduct of any member in the member's capacity as a player, Official or Coach and may take disciplinary action where it is determined necessary.
5. The Executive may summon any Coach, player, Official or other party in order to inquire into any alleged offense.
6. Within 48 hours of the Executive receiving a written recommendation concerning discipline or suspension, a discipline committee shall be convened in accordance with these bylaws and the Club's policies and procedures.
7. The discipline committee shall meet within seven days (excluding statutory holidays). The committee shall provide a written summary of its decision to all affected parties within three days (excluding statutory holidays) of rendering its decision.

XVI. MISCELLANEOUS

1. All players must be registered with the Club registrar before they can take part in any events or activities organized by the Club, including but not limited to:
 - (a) club functions;
 - (b) tryouts and/or evaluations;
 - (c) practices; or
 - (d) games.
2. Once a player has played three league games, no membership fee refund will be issued unless authorized by the Executive. Membership fee refunds may be issued in whole or in part, at the discretion of the Executive. Membership fees will be refunded in full up to and

including August 1st and after that date, refunds may be issued in whole or part at the discretion of the Executive.

3. Players registering after the season has started may pay membership fees at a reduced rate as determined by the Executive.
4. Players not placed on a team shall be issued a full refund.
5. All uniforms and Club equipment shall remain the property of the Club.
6. Players shall be assigned to teams as directed by the Executive.
7. Coaches shall be appointed to teams as directed by the Executive.
8. The Club shall seek, by fair discussion, e-mail communication, website notices and newsletters, to keep its members informed on all matters of importance to the Club and any proposed legislation affecting the Club.