

# NORTH DELTA SOCCER CLUB



POLICIES

&

PROCEDURES

*DECEMBER 2017*

# North Delta Soccer Club Policies

Revised and edited December 2017

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 North Delta Soccer Club's mission is to inspire our community through fostering leaders within a positive respectful environment for lifelong physical activity and healthy living through Soccer for Life. Allowing our youth and adults to participate at a level of their abilities and desire. The name "The North Delta Club" is herein after called "The Club". 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 South Fraser District Association. The Board 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 posted on our website 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 of the members no later than **April 30<sup>th</sup>** of each year of an given soccer season (August-July). The Annual General meeting is open to all Referees, Coaches, Managers, Directors, Players and Parents 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 membership 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, or extra ordinary meeting 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.

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 Board
  - b) Who has been approved as Honourary Life Member by the Board
  - c) Who are the membership that being Directors & Board and the Parents and or Guardians of registered youth players and players 19 years of age and older. Such members in good standing shall hereinafter be called (voting members).
  - d) Registered youth players 18 and under shall be non-voting
  
2. A member who is:
  - a) under 19 years of age and resides within the boundaries governed by the South Fraser District Association ; or
  - b) under 19 years of age and resides outside the boundaries governed by the South Fraser District 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 Board.

### III. ELECTION OF DIRECTORS

The Board of the Club shall have a maximum of 12 Directors (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 Player in the Club, or any interested parties, 19 years or older and in good standing, shall be eligible to run for any elected Board position if he is duly nominated from the floor or by a nominating committee.

#### POLICY

1. A nominating committee may present a slate of Directors 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 Board of the Club.
3. Directors (other than Club president) shall be appointed by the Directors at the direction of the Club president);
4. Members of the elected Board may have team affiliation during their term in office.

#### IV. REGISTRATION AND REFUNDS

Registration for the following Spring Season commences in late Fall and for Fall Season it 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, Assessments, practices, games, etc.

##### POLICY

1. Each player, upon registration, may be required to submit a deposit to secure the return of uniforms by season's end.
2. It is the responsibility of the parent to return the Fall/Winter Uniform by March 30<sup>th</sup>, or their deposit cheque will be cashed.
3. It is the responsibility of the parent to return the Spring Uniform by June 30<sup>th</sup> or their deposit cheque will be cashed.
4. Players not placed on a team shall be issued a full refund.
5. Registration fees shall be refunded in full up to and including August 1<sup>st</sup>.
6. Registration refunds for Fall after August 1<sup>st</sup> are subject to a \$50 administration fee.
7. Registration refunds for Spring after March 15th are subject to a \$50 administration fee.
8. Once a player has attended their first training session, they will no longer be eligible to receive a refund.

#### 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 Board.

##### 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 Board 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 moving into U11 + are invited to an assessment for Dev/Rep Teams.
3. Number of players per team:
  - a) Mini-Soccer teams (U6 to U10) shall carry a maximum of 12 players as allowed by BC Soccer.
  - b) U11 to U12 shall carry a maximum of 14 players
  - c) U13 to U18 teams shall carry a minimum of 16 players
4. No player shall use profanity, smoke, or consume alcohol or drugs during or prior to games or practices.
5. Every player in the Club should have equal playing time as it relates to their individual teams. This means that all players by the end of the season should play equal minutes. Exceptions are suspensions, injuries or illness in these cases players will miss the amount of time caused by the exception and therefore cannot play equal playing time to other players. However for the remainder of their playing time it will be expected that the player will play equal to the other players on their team. This pertains to all league, cup or tournament games unless the player has been suspended for disciplinary reasons or illness the Coach/Manager shall notify the divisional Age Group Coordinator of the exception.
  - a) Permanent suspension may result if a player misses three consecutive games without a valid reason.
6. A discipline committee shall be established by the Board to deal with internal Club disciplinary matters in accordance with the Club bylaws.
7. A Player Medical information Form shall be completed and submitted by a parent or guardian for all registered players.
8. A Player Code of Conduct Form shall be completed by players U11 and above and for players U11 and below, said form shall be completed and submitted by the Parent/Guardian.

9. A Parent Code of Conduct Form shall be completed by the Parent/Guardian of the player
10. All teams shall be required to assist in any necessary fund raising events of the Club.
11. 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 U6 to U10 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 Age Group Coordinator in consultation with Coaches & Technical Staff.
  - 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). From Season to Season Player Recognition Awards may be provided to selected players on each team in recognition of individual achievements.
2. Selection of teams shall be made by a player evaluation committee (including a representative of, or the Technical Director) appointed by the Board. The Coaches of Club teams, in conjunction with the Divisional Age Group Coordinator, shall form the appropriate number of Club teams.

3. Rep /Development Teams:
- a) Rep/Development teams shall exist in divisions U11 to U18.
  - b) Rep Teams U13 to Under 18 shall be known as United (1<sup>st</sup> team – Div 1/Gold). Royals (2<sup>nd</sup> team – Div 2/Silver), and Gunners (3<sup>rd</sup> team – Div 3/Bronze). 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)
    - i) All players U11 to U12 shall be invited to try out for the Development Teams
    - II) All players U13 to U18 shall be invited to try out for the United, Royals and Gunners Teams.
  - e) Once the United, Royals and Gunners and Development Teams (if applicable) are selected, the remaining players may be allocated to a team by one or more processes which could include a committee of one representative from each team (either Coach or Manager), plus a member(s) of the board or recommendations by the Technical Staff with the intent to equalize teams by whatever means necessary.
  - f) Players who are selected and who do not demonstrate the necessary caliber as judged by the Technical Director and assigned Board Members shall be transferred to their own level.
  - g) Selection of Rep/Development teams in all divisions should be made by:  
United/Development – June 15<sup>th</sup>, Royals and/or Gunners – June 30<sup>th</sup>.
  - h) A Rep/Development Team Coach wishing to call up a player from within his own division must contact and get the approval from the Rep director, who shall then contact all appropriate Board Members.
  - 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 and the order to be approved by the Board.

## 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. Every player in the Club should have equal playing time as it relates to their individual teams. This means that all players by the end of the season should play equal minutes. Exceptions are suspensions, injuries or illness in these cases players will miss the amount of time caused by the exception and therefore cannot play equal playing time to other players. However for the remainder of their playing time it will be expected that the player will play equal to the other players on their team. This pertains to all league, cup or tournament games unless the player has been suspended for disciplinary reasons or illness the Coach/Manager shall notify the divisional Age Group Coordinator of the exception.
3. Any Coach who feels they have a player capable of playing at a higher level must recommend/encourage this player to attend rep assessments.
4. Coaches and Managers for U12 (Development Team) to U18 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, U11/12 Developmental, and tiered U8 to U10 Prospect Development Series Teams shall be Coaches who are, in the opinion of the Board in conjunction with Technical Director, the most qualified from those who applied for the position. Applications to coach Rep Teams (including U8 to U10 Player Development Series and U11/U12 Developmental Teams) must be made in writing to the Board by February 28<sup>th</sup>.
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. Any accreditation above Soccer for Life may be reimbursed by the Club upon the Board approval. 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 Coaches Code of Conduct Form prior to the commencement of each soccer season.
9. All Coaches must complete a Player Evaluation on each player on their team as many times as needed and deemed by the Technical Staff or Board.

IX. PRACTICE TIME ALLOCATIONS

POLICY

1. Field allocation is allocated by the Corporation of Delta and the appropriate Board Member-
2. The Club shall provide divisions U6 to U7 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 Board.

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 31<sup>st</sup>.
2. Club teams may not pick-up players, for any tournaments, who are not registered with the Club.
3. All Club teams may be required to participate in Club Tournaments during the same playing season, however shall not be required to pay tournament entry fees.
  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.
4. Teams participating in Club tournaments may be required to assist the tournament committee in the staging of the event (i.e. schedules, concessions, clean-up, etc).

XI. SPONSORSHIP AND FUNDRAISING

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 Board 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. Sponsor logos shall be permitted on U6 to U10/U11 to U18 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 fundraising activities if they receive prior approval from the Board. 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 Board 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 1<sup>st</sup> of the year in which 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 Board 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 through June, 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 the 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 logo.

3. Teams are not allowed to buy their own uniforms.
4. Club uniform shall be worn by players during all games and tournaments unless otherwise approved by the Board. 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 uniform to the equipment coordinator.
  - b) Coach shall retain alternate uniform in their possession.
  - c) Coaches shall collect all uniforms 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 coordinator as soon as possible.

### XIII. EDUCATIONAL BURSARIES

The Club shall award three \$1000.00 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 North Delta Soccer Club Educational Bursary:
  - a) The recipient must be or have been an active member of the Club for minimum of five years.
  - b) Players interested in the bursary must submit an application to the Club by March 31<sup>st</sup> 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 services.

3. The educational bursaries shall be given to graduating players. The selection of successful candidate shall be at the sole discretion of the Board.
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 on a monthly payment schedule.
5. Referees and assistant referees for division Under 11 to Under 18 shall be paid on a monthly payment schedule as established by the Referee Director/Board member from time to time.
6. The Club shall incur the cost of all recognized home league, North Delta Tournaments, and District Cup games, except finals.
7. Teams are responsible for paying referees, assistant referees and field lining for all exhibition games.
8. Under extraordinary situations, if required if a senior referees and/or assistant referees from other leagues may be reviewed by the head referee and treasurer.

#### XV INTERNAL CLUB DISCIPLINE PROCEDURES

(1) The Board 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).

1. (1) The Board 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 Board and up to three adult members of the Club;
  - (b) review recommendations by the Technical director or divisional Age Group coordinators or other members of the Board 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 Board.
4. The Board may enquire into the conduct of any member in member's capacity as a player, Official or Coach and make disciplinary action where it is determined necessary.
5. The Board may summon any Coach, Player, Official or other party in order to inquire into any alleged offense
6. Within 48 hours of the Board 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. VOLUNTEER PROGRAM

1. Each players' family allocated to a team is required to give a \$50 postdated deposit cheque dated March 31st to the Club for the Fall Season. This cheque will be cashed in April if the family has not provided 2 hours of volunteer time to the Club.
2. Each registered players family is required to volunteer 2 hours of appropriate volunteer time to the Club. If a family has more than 1 player registered within the club at any given time, they are only required to complete 2 hours of volunteer time in total.
3. Any family member who completes their volunteer hours in the Spring Season can carry forward their hours to the following Fall/Winter Season.
4. Appropriate volunteer tasks are listed and provided to all Teams at the beginning of the Season. These volunteer tasks are also listed on our website.

5. Volunteer Hours can only be completed by a family member that are 19 years of age or older. Special permission will be required if members under the age of 18 wish to volunteer.
6. It is the responsibility of the family to ensure that volunteer hours are documented and tracked and sent to the appropriate Board member

#### XVII. 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 assessments;
  - (c) practices; or
  - (d) games
2. Registration fees shall be refunded in full up to and including August 1<sup>st</sup>. Once a player has attended their first training session, they will no longer be eligible to receive a refund. Registration refunds after August 1<sup>st</sup> are subject to a \$50 administration fee
3. Players registering after the season has started may pay membership fees at a reduced rate as determined by the Board.
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 Board.
7. Coaches shall be appointed to teams as directed by the Board.
8. The Club shall seek, by fair discussion, e-mail communication, website notices and newsletters, to keep its members informed on all matter of importance to the Club and any proposed legislation affecting the Club.

#### Appendices

1. Codes of Conduct (includes Player, Parent & Coach Code of Conducts)