

Blenheim Community Soccer
League

POLICIES

AND

PROCEDURES



Policy and Procedure
Blenheim Community Soccer League

Table of Contents

<u>Policy Number & Title</u>	<u>Page #</u>
Policy 1.0 - Vision and Philosophy	3
Policy 2.0 – Emergency Plan	4
Incident Report.....	5
Policy 3.0 – Inclement Weather	6
Policy 4.0 – Conflict Resolution.....	7
Policy 5.0 - Background Checks/ Offence Declaration	9
Policy 6.0 – Tobacco-Free Sports.....	10
Tobacco Free Sports Initiative	12
Policy 7.0 – Late Registration Policy	13
Policy 8.0 – Convenor Responsibilities	14
Referee Payment Form	15
Policy 9.0 – Referees Responsibilities.....	16
Soccer Referee Application	17
Policy 10.0 – Travel Soccer	18

Policy and Procedure
Blenheim Community Soccer League

Date: January 21, 2008	Policy 1.0 - Vision and Philosophy
Revised:	

Vision

To promote the core positive values of sport – respect, honesty, fair play, discipline, commitment and effort.

Philosophy

To ensure that children are having fun!

The Blenheim Community Soccer League’s priority is to ensure a house league system that allows every child/youth a chance for Fair Play. The League will ensure that all children in our community have access to sport and physical activity for the betterment of their health and moral development.

The League will seek opportunities that provide skilled athletes a chance to grow their abilities.

Principles of Fair Play

1. Respect the rules.
2. Respect the officials and their decisions.
3. Respect your opponent.
4. Give everyone an equal change to participate.
5. Maintain your self-control at all times.

Taken from the Community Coach Certificate manual produced by The Canadian Soccer Association: April 2004.

Policy and Procedure
Blenheim Community Soccer League

Date: January 12, 2008	Policy 2.0 – Emergency Plan
Revised: January 26, 2008	

1. The shed will be the central location for emergencies.
2. A Convenor or designate, will be present at the shed during practices/games to address any emergencies/medical needs. The Convenor must have access to a cell phone. The Convenor will make note of adults present who may have some medical training to assist in the case of an emergency.
3. A sign with emergency contact numbers and the BCSL's 911 address (Pook Road) will be posted on the bulletin board in the shed.
4. A fire extinguisher will be hung on the wall inside the entrance of the shed. The expiry date on the fire extinguisher will be checked at the start of the season by the Convenor. Expired fire extinguishers will be recertified in a timely manner.
5. First Aid Kits will be available in the shed for medical emergencies or injuries during league play.
6. The BCSL will keep Medical Information Forms (MIF) (see attachment) for all players. MIFs will be completed by the parent or guardian at the time of registration. The coach will keep the MIFs in an envelope which will be stored in a locked area in the shed. The coach will bring the envelope to the field during all practices and games. The MIFs will be treated in a confidential manner. MIFs will be destroyed by the Convenor or Secretary of the BCSL at the end of the season.
7. In case of an emergency, a designate will report to the shed, notify the Convenor, and the Convenor will contact the appropriate emergency response. The Convenor or a designate will initiate the proper treatment, secure a controlled and calm environment, and guide the ambulance (if required). The parent(s) or alternate will be contacted. See attachment entitled, Steps To Follow When An Injury Occurs: Taken from The Canadian Soccer Association Community Coach – Children's Manual: 2004.
8. The Convenor will sound the air horn to stop play in the case of lightning or imminent danger.
9. All injuries should be reported to the Convenor or League President (when additional practices are held) on the day of the occurrence. An Incident Report (see attachment) is to be completed and submitted to the Convenor or League President by the coach or person witnessing the occurrence.

Policy and Procedure
Blenheim Community Soccer League
Blenheim Community Soccer League

Incident Report

Date of incident: _____ Time: _____

Describe incident and people involved:

Describe action taken:

Signature

Date

Describe follow-up required:

Signature

Date

[] Addressed by Blenheim Community Soccer League Board

Policy and Procedure
Blenheim Community Soccer League

Date: February 17, 2008	Policy 3.0 – Inclement Weather
Revised:	

Inclement weather includes but is not limited to severe thunder storms, lightning, dangerous winds, etc.

In the event that inclement weather is being forecasted, the Convenor or designate responsible for the 4 to 7 age division, has the authority to cancel the game prior to the start of the game. Game cancellations will be announced on the local radio stations including CFCO AM 630, CKSY FM 94.3, and The ROCK FM95.1. The Convenor or designate is responsible for canceling the game at least 2 hours prior to the start time.

It is felt that the older players need to develop skills playing soccer in all kinds of weather elements, including rain. Therefore, for the 8 and older divisions, the Coach(es) (in consultation with the Convenor) will be responsible for making the decision to cancel the game at the start of or during the game, not beforehand.

The game is to be cancelled immediately if lightning is witnessed or if the weather conditions put the players and coaches at risk of harm. In such a case, the Convenor will sound the air horn. At the sound of the horn, Coaches are to stop play immediately and release the children to their parents/guardians for safety.

Policy and Procedure
Blenheim Community Soccer League

Date: January 21, 2008	Policy 4.0 – Conflict Resolution
Revised: January 26, 2008	

For Parents:

If a parent has a concern with a member of the Coaching Staff or a Player, the following steps must be taken:

1. Take a mandatory cool down period of 24 hours. If you still think you have a concern, go to Step 2; if not, the process stops.
2. Address the concern in person with the Coach. Most problems can be resolved between two adults; if not, go to Step 3.
3. Address the concern with the Convenor. If still unable to resolve the problem; go to Step 4.
4. Submit the concern in writing (must be signed and dated) to the BCSL Executive. The Executive will address it at their next Board Meeting.

For Coaches:

If a Coach has a concern with a parent, the following steps must be taken:

1. Take a mandatory cool down period of 24 hours. If you still think you have a concern, go to Step 2; if not, the process stops.
2. Address the concern in person with the parent. Most problems can be resolved between two adults; if not, go to Step 3.
3. Address the concern with the Convenor. If still unable to resolve the problem; go to Step 4.
4. Submit the concern in writing (must be signed and dated) to the BCSL Executive. The Executive will address it at their next Board Meeting and communicate their decision in a timely manner.

Policy and Procedure
Blenheim Community Soccer League

If a Coach has a disciplinary problem with a Player during a game or practice, the following steps should be taken:

1. Sit the Player on the bench and briefly explain the discipline issue and expectations to the Player. Return the Player to the game or practice after a time out period that is determined by the Coach. If necessary, discuss with the Player's parent(s) after the game or practice the problem and the action taken.
2. If the behaviour continues, send the Player to his/her parent. Discuss with the Parent(s) and the Player, after the game or practice, the problem and corrective measures that need to be taken.
3. If the behaviour persists, the problem should be brought to the Convenor's attention to be addressed. The Convenor will speak to the Coach, the Player, and the Parent(s) to attempt to resolve the issue.
4. If the Convenor cannot resolve the discipline issue, the matter must be submitted to the BCSL Executive in writing (must be signed and dated). The Executive will address the concern at their next Board Meeting and communicate their decision in a timely manner to the Coach, Parent(s) and Player. The Executive may convene at an interim meeting or communicate via email to address the issue if the delay is deemed excessive.

The Conflict Resolution Policy and Procedure must be accessible to the Executive, Coaches, Referees, Volunteers, Parents and Players. The Policies and Procedures will be kept in a binder and all Coaches must review the Policies and Procedures annually and sign off acknowledging that they have done so. The Director overseeing the Coaches Training will communicate this and ensure that it is carried through.

Policy and Procedure
Blenheim Community Soccer League

Date: January 12, 2009	Policy 5.0 - Background Checks/ Offence Declaration
Revised:	

Commitment:

The Blenheim Community Soccer League (BCSL) will provide a safe sport environment for players, coaches, volunteers, conveners, officials, and parents/guardians. It is expected that coaches, volunteers, conveners, officials over the age of 18 will never be alone with a player. Always have another volunteer, parent, or coach present to ensure safe play environments.

Policy:

All new coaches, volunteers, conveners, officials over the age of 18 will provide a police background check the first year of volunteering. The Blenheim Community Soccer League will compensate the financial expense of the police check if requested. In subsequent years a Offence Declaration may be submitted. A new police check will be required on the 4th, 7th, 10th, etc. years of volunteering service.

Representative/Travel Coaches, Officials over the age of 18 will be required to provide a police background check each year.

Attached:

- Police Check
- Offence Declaration

Policy and Procedure
Blenheim Community Soccer League

Date: January 4, 2009	Policy 6.0 – Tobacco-Free Sports
Revised:	

Commitment

The Blenheim Community Soccer League (BCSL) recognizes that there is ample research demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of secondhand smoke. We believe soccer is a healthy sport and as such we have a responsibility to the players and participants in this sport to model and promote healthy choices and to eliminate the mixed messages that players receive by encouraging players/participants, coaches, convenors, officials, parents/guardians and the general public to respect our tobacco-free policy.

Policy

The Executive of the Blenheim Community Soccer League, in the best interest of the health and safety of the players/participants, coaches, convenors, officials, parents/guardians and the general public, directs the following policy:

All games, activities, tournaments, competitions, sponsored events, and other performances sanctioned by our league will be tobacco-free. Tobacco free means no smoking, snuffing, dipping or chewing tobacco by players/participants, coaches, convenors, officials, parents/guardians and the general public.

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 so all new and returning participants, their parents/guardians, coaches, convenors and officials know about the policy from the start.
- Making the policy visible throughout the season using various messages, including signage with logos, the tobacco-free sport logo on our letterhead, and encouraging coaches and older players to promote active, healthy, tobacco-free lifestyles among players.

Policy and Procedure
Blenheim Community Soccer League

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

- Encouraging all coaches/volunteers/players and parents to respectfully remind someone using tobacco about the tobacco-free policy – being able to point to tobacco-free signage makes this easier.
- Consistently applying consequences with people who repeatedly break the policy – repeated violations by players/participants or their parent/guardian may result in a verbal and written warning from the coach, convenor, official or the league executive in the case of a repeat violation. Following a written warning (see attachment for a copy of the non-compliance letter), the individual violating the policy again may be asked to leave the activity or game.



Policy and Procedure
Blenheim Community Soccer League

***Blenheim Community
Soccer League***

Let's have some fun!

Tobacco Free Sports Initiative

To Whom It May Concern:

We ask that you refrain from using tobacco industry products during activities sanctioned by the Blenheim Community Soccer League (BCSL). On January 12th, 2009, the Blenheim Community Soccer League adopted a tobacco-free policy prohibiting the use of all forms of tobacco during league activities and events. This means that all games, activities, tournaments, competitions, sponsored events, and other activities sanctioned by our league will be tobacco-free. Tobacco-free means no smoking, snuffing, dipping or chewing tobacco by players/participants, coaches, conveners, officials, parents and the general public.

The Blenheim Community Soccer League recognizes that there is plenty of research showing the health effects caused by the use of tobacco industry products. The Blenheim Community Soccer League acknowledges its leadership role in the sport of soccer and aims to be a good role model for youth and other community members. The move to go tobacco-free also complements the league's desire to create a healthy family and community-friendly environment.

Patrons who do not follow the tobacco-free policy will be advised of the policy and asked to stop using tobacco industry products during the league's activities. We ask that you support our tobacco-free policy as doing so will provide a good example for our youth and show that our community supports and values a tobacco-free lifestyle.

The Blenheim Community Soccer League would like to thank you for your cooperation and help in creating a tobacco-free environment. If you would like additional information about the policy, please contact the convener or Robin Rideout, the president of the BCSL) at 519-676-6802.

Sincerely,

On behalf of the Blenheim Community Soccer League Executive

Policy and Procedure
Blenheim Community Soccer League

Date: January 12, 2009	Policy 7.0 – Late Registration Policy
Revised: January 19, 2010	

Policy:

Players registering after the scheduled spring registration will receive their permanent team and jersey only after those players who signed up during the scheduled registration sessions have received theirs.

Blenheim Community Soccer will try to accommodate player/parent requests when made at the beginning of the registration process to a reasonable extent – e.g. The request does not inhibit another player’s playing time.

The League reserves the right to refund any paid registration if a mutual request cannot be accommodated.

Policy and Procedure
Blenheim Community Soccer League

Date: April 11, 2011	Policy 8.0 – Convenor Responsibilities
Revised:	

There will be a designated Convenor for each night of league play.

Duties of the Convenor include:

- Overseeing the organization and general flow of soccer
- Deciding if play is safe for the night (see Inclement Weather Policy 3.0).
- Unlocking the shed and overseeing field setup.
- Unlocking and locking the washroom facilities at the beginning and end of play.
- Using the air horn to begin and end play.
- Guiding parents, coaches, players etc through the conflict resolution process (see Conflict Resolution Policy 4.0).
- Assisting the Tobacco-Free Sports Youth Enforcement Officer(s) with any issues that arise.
- Activating the Emergency Plan (see Emergency Plan Policy 2.0) when applicable.
- Paying the referees. The full payment for the referees will be given to the Convenor at the beginning of the season. The Convenor will sign off on this amount and complete the Referee Payment Form weekly (see attachment).
- Locking the shed at the end of play.

Requirements of the Convenor include:

- Must be easily accessible on game nights.
- Have access to a charged cell phone.

Policy and Procedure
Blenheim Community Soccer League

Referee Payment Form

Division _____ Convenor _____

Date _____

Name	Amount Pd.	Name	Amount Pd.

Date _____

Name	Amount Pd.	Name	Amount Pd.

Date _____

Name	Amount Pd.	Name	Amount Pd.

Date _____

Name	Amount Pd.	Name	Amount Pd.

Date _____

Name	Amount Pd.	Name	Amount Pd.

Please return completed forms to Marcia Vermeij – BCSL Treasurer.

Policy and Procedure
Blenheim Community Soccer League

Date: April 11, 2011	Policy 9.0 – Referees Responsibilities
Revised: January 22, 2012	

Whereas the Blenheim Community Soccer League (BCSL) would like to encourage increased knowledge and participation in the sport of soccer, the BCSL will support the development of skilled referees.

BCSL will sponsor participants starting at the age of 12 to the following recognized soccer programs:

1. Ontario Soccer Association (OSA) sanctioned referee clinics
(Referees will be responsible for the payment of their yearly registration fees after the initial training.)
2. Sun County Soccer sanctioned referee clinics
3. Blenheim Community Soccer League (BCSL) sanctioned referee clinics

Preference will be given to hiring those applicants who have completed one or more of the above clinics and is a BCSL house league participant.

Code of Conduct

1. The Referee Schedule will be provided at the beginning of the soccer season by the Head Referee (designated by the BCSL).
2. Referees arrival time should be 10 minutes before game play to ensure a safe playing field.
3. Referees who fail to be on time or are a no show for a game may be subject to dismissal.
4. Referee jerseys must be worn as provided by the BCSL. Other equipment needs include a stopwatch, whistle, protective equipment as required and a game ball, as well as red and yellow cards for the senior divisions. The referee jersey, stopwatch, and red and yellow cards must be returned to the BCSL at the end of the season.
5. Referees are encouraged to help with the return of equipment after play.
6. Pay will be given by the Convenor at the end of each game.
7. Any conflicts with parents, players or coaches, should be brought to the attention of the Head Referee and Convenor immediately. The Conflict Resolution Policy 4.0 will be initiated at that time.

Rate of Pay

- Rate of pay for House League will be determined at the BCSL Annual General Meeting prior to the beginning of the season.
- Rate of pay for Travel Referees is set by the Sun County League. Please go to Sun County Soccer's website www.suncounty.com for rate of pay details.

Policy and Procedure
Blenheim Community Soccer League

Soccer Referee Application

Name: _____

Date of Birth: _____

Address: _____

Phone: _____

Email: _____

1. Referee Clinics Completed: (Circle all those that apply)

OSA mini-soccer Sun County Referee Course OSA Level 4 3 2 1

NOTE: If you have completed any of the above clinics proceed to **References**.

2. Previous soccer experience? No Yes

If yes, what and where? _____

3. What experience do you have with children?

4. Are you willing to attend a training session? No Yes

References (please list)

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

5. Do you need volunteer hours? No Yes

6. Which evenings (usually 6 or 7pm) or weekends (day or evening) are you available to work?
Please circle:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Policy and Procedure
Blenheim Community Soccer League

Date: April 11, 2011	Policy 10.0 – Travel Soccer
Revised: January 22, 2012	

Policy:

The Blenheim Community Soccer League Travel (BCSL) Teams must abide by Sun County Soccer Bylaws as outlined on the Sun County website at www.suncountysoccer.com.

- All travel team players must be registered as BCSL house league players or referees.
- The BCSL may field one competitive travel team per Division – U9, U11, U13, U15, U18, U25.
- There will be one female player on the field during regulation play at all times.
- There will be up to 20 dressed players per travel team. Exception: the U9 team will dress 15 players. The travel coach may invite other players to practice and be called up during the travel season. These players will be referred to as affiliated players. All players must be registered on the initial team roster.
- The cost for a dressed travel team player is \$60 per player. The cost for an affiliated player is \$25.