

# **Tillsonburg Minor Soccer Club - Information and Guidelines**

## **Membership**

The definition of a Club Member and a list of a Member's Rights are contained within the Club's Constitution. In order to be a Member in good standing, Club Members are bound to adhere to the TMSC Policies and/or other approved Club documents.

## **Rights to Use**

Only members and invited guests have the right to be at the Soccer Park and use the park grounds. Non-members or non-invited guests have no right to be at the Soccer Park and may be treated as trespassers. The Soccer Park is a gated facility and no one is to enter the Soccer Park when the gates are locked or during non-operational hours unless they have received explicit permission to be on the grounds by the Board of Directors or their representative.

## **Board of Directors**

The Board of Directors govern the Club in accordance with the Club's Constitution. Changes to the Constitution can only be made at the Annual General Meeting or during a Special General Meeting for which advanced notice has been provided to the membership.

## **Operations Committee**

The Operations Committee the soccer programs in accordance with the TMSC Operations Manual. All Operations Committee members are to be approved by the Board of Directors. The roles and responsibilities of the Operations Committee members are listed in the TMSC Operations Manual.

## **Conflict of Interest**

The Board of Directors, Operations Committee members, Team Officials, and Club Staff are to operate in the best interests of the Club. A conflict of interest can cloud judgement and therefore is to be avoided.

A conflict of interest is defined as a situation where the individual stands to make monetary gains from a decision or has an existing vested material interest in the matter under discussion. In the event that a conflict of interest

is to arise in regards to Club business for which a member is responsible to decide or recommend, the member is to declare the conflict and abstain from further discussions on the matter.

### **Enforcement/Discipline**

Members who do not adhere to the TMSC Policies and/or other approved Club documents will face progressive discipline as determined by the Board of Directors through the Club Disciplinary Review Committee and in accordance with TMSC Disciplinary Procedures. TMSC will have a zero tolerance to violence/abuse to any volunteer or representative of the club this is including referees. Any direct abuse of referees will be an automatic removal from the grounds for a undetermined amount of time, pending committee review.

### **Disciplinary Review Committee**

The Disciplinary Review Committee is organized to ensure that any breaches of the Club's rules and policies are addressed and enforced in accordance with the TMSC Disciplinary Procedures. The Disciplinary Review Committee is to be comprised 3 members of the Board Directors as determined during the first Regular General Meeting of the Board of Directors. In the event that any member(s) of the Disciplinary Review Committee has a conflict of interest with the Incident under investigation, the Board of Directors is to appoint a replacement(s).

### **TMSC Codes of Conduct**

The actions of players, coaches, parents, and spectators are to be in line with the Club's published TMSC Codes of Conduct. In addition, the actions of coaches are to be further governed by the NCCP (National Coaching Certification Program) Code of Ethics.

### **Police Information Checks**

All Board of Directors, Operations Committee members, Club Staff, and Team Officials (Head Coaches, Assistants, and Managers) are required to complete a Police Information Check. Applicants are to submit a TMSC Police Information Check form to the OPP in order to have the check verified.

Board of Directors, Operations Committee members, and Club Staff are to provide the verified forms to the Club Secretary. House League Team Officials are to provide the verified forms to the appropriate House League Convener or designate. Rep Team Officials are to provide the verified forms to the EMSA Club Contact or designate.

The Police Information Checks will be considered valid as long as a Declaration Form is completed submitted in each concurrent calendar year. The Club reserves the right to request that a Team Official complete an updated Police Information Check at any time.

### **Spectator Policy**

Spectators are encouraged to attend games but are expected to remain in the spectator areas as designated on the Field Diagrams which is typically on the opposite side of the playing field from the teams/players. All spectators are required to adhere to a “24 hour cool down period” before confronting a coach or referee on any matter that has occurred during a game or training session. The “24 hour cool down period” is in place to allow both parties to think about the situation and avoid further escalation while emotions are running high. Spectators are considered to be under the jurisdiction of the referee during a Club or League sanctioned match. Spectators are considered to be under the jurisdiction of the team head coach during a training session or scrimmage. Reminder video taping without permission will not be approved from TMSC and is subject to removal.

### **Smoking Policy**

Provincial legislation demands that smoking is not allowed within any recreational facility therefore smoking is not allowed within the soccer park grounds.

### **Alcohol Policy**

The Club operates the Clubhouse and Canteen as a licensed facility. Only alcohol that is purchased at the Clubhouse or Canteen is allowed to be consumed on the Soccer Park grounds. Alcohol is only allowed to be consumed in the Clubhouse or on the Clubhouse or Canteen patio areas and during hours when the Clubhouse or Canteen are open and operational.

### **Dogs**

Friendly dogs are welcome in the soccer park but must be kept on a leash at all times. Dogs are not allowed on any playing fields at any time. Any dogs displaying aggressive behaviour are not allowed in the soccer park. Owners are solely responsible for their dogs’ behaviour and for cleaning up after their dogs in accordance with Town by-laws. Any dog owners who do not respect

this Policy or do not comply with requests to leave the park if they have failed to comply with this Policy are considered to be trespassing.

### **Soccer Games**

Soccer games are to be organized and refereed in accordance with Ontario Soccer rules and guidelines, published TMSO Operations Manual and TMSO House League Rules.

### **Club Website**

The Club Website ([www.tillsonburgsoccer.ca](http://www.tillsonburgsoccer.ca)) is the main portal for and the only approved website to be used for communicating Club-related information. The Club Website is to be maintained by the Director of Communications or designate. Only material that has been approved by the Board of Directors is to be published on the Club Website. The Board of Directors may grant limited access to portions of the site to non-Board members for publishing of team/league updates, schedules, etc.

### **Club Communications and Use of Information**

The Club collects valid email addresses and phone numbers from Members in order to organize and administer Club programs. The Club reserves the right to contact Members via email and/or phone with information that is relevant to Club programs and initiatives. The Club considers this information private and will not sell or license any Member contact Information to any outside party. TMSO encourages all members to utilize our website for all contact and not to use a third party program for contact of our members.

### **Financial Hardship**

Families facing financial hardship are to approach Big Brothers and Big Sisters of Oxford County in regards to receiving partial funding through Jumpstart program. TMSO may also receive donations that are requested to be directed towards families facing financial hardship and these will be divided in an equitable manner. Anyone who is applying for Jumpstart or requesting any form of assistance is required to communicate this to the Club Administrator / Registrar. Anyone wishing to make a donation to be directed towards families facing Financial Hardship are to approach the Club Treasurer.

### **Volunteer Compensation**

TMSO relies on Volunteers to administer and execute the vast majority of its programs. A modest level of compensation is provided to volunteers as a

‘Thank You’ for committing their free time and energy to making TMSC programs possible. Volunteers who do not wish to receive compensation can elect to designate their funds towards a charitable organization.

Compensation is to be in the form of a refund awarded at the end of the season. The compensation rates are to be set by the Board of Directors and are to be listed in the TMSC Operations Manual.

All compensation is subject to the individual meeting all of the requirements of the position, providing a police background check, remaining a member in good standing with the Club, and submitting a Refund Request Form.

In addition, all members of the Board of Directors, Operations Committee, and all Head Coaches are eligible to play in the Adult Recreational League for free. Refund is contingent upon completing all requisite duties associated with the position, providing a police background check, remaining a member in good standing with the Club, and submitting a Refund Request Form. Eligibility will be verified by the appropriate Director for Adult Programs and the Club Administrator / Registrar.

### **Club Staff**

Honorariums may be provided for key roles within the Club that require responsibilities and time commitments that go beyond what can be reasonably expected of a volunteer. The job descriptions and application process is listed in the TMSC Operations Manual.

Other staff may be hired for grounds maintenance, cleaning, canteen and special events, refereeing games, and similar roles. Contracts may be issued for tasks with a larger scope such as road repairs, grass cutting, building maintenance, fencing, etc. Staff requirements and contracts will be determined by and administered by the Board of Directors.