

Calgary Foothills Soccer Club



Policies and Procedures Manual

Updated January 2008

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Introduction

This manual sets forth the major policies, procedures and regulations of the Calgary Foothills Soccer Club in addition some information regarding day-to-day operations of the Club. In certain instances, exceptions to policy are noted which are solely determined and administered by the club technical committee. All members of the Club are asked to refer to this manual as a point of first reference to answer questions and to understand the goals and objectives of the Calgary Foothills Soccer Club.

This document will aid the many volunteers who so willingly give their time and expertise with a structured approach in providing the members of the Calgary Foothills Soccer Club with the opportunity to enjoy the game of soccer.

This manual will be published on the club website so that all members (players, parents, coaches, managers) and potential members can access current information about the Club.

For the sake of brevity *Foothills*, *CFSC* or *Club* are used to refer to Calgary Foothills Soccer Club throughout this manual.

Changes to this Manual

This manual is reviewed at least annually (usually before each season) by the Club President, Programs Director and Technical Director, who will make any edits, additions or subtractions at that time.

Club Mission

The mission of the Calgary Foothills Soccer Club is to be a club with programs for all, providing a home to which players are proud to be members.

Club Purpose

The purpose of the club shall be:

- To provide for the competitive development and recreation of the members
- To provide the opportunity to learn and develop the fundamental and advanced skills of the game
- To promote and afford opportunity for friendly and social activities within the soccer community
- To encourage and foster among all players, coaches and club members the highest level of sportsmanship, self-discipline and the spirit of good fellowship through playing soccer

Club Structure

Foothills is a registered not-for-profit society in the province of Alberta. Accordingly the club is governed as outlined in its official constitution and by-laws.

The Club board of directors has an executive consisting of: a President, Vice President, Past-President, Secretary and Treasurer, in addition to a Programs Director, Marketing Director, Competitive Programs Director, Development Director, Facilities Director, Supply Director, Revenue Director and Adult Programs Director. Directors oversee the key functional areas of the club. These directors are supported by numerous volunteers who work on committees in each area.

In addition the club employs a Technical Director who reports to the Board, an assistant Technical Director and a Registrar.

Club Organization

Foothills is a proud member of Calgary Minor Soccer Association (CMSA), Calgary Women's Soccer Association (CWSA) and Calgary United Soccer Association (CUSA). All three of these soccer governing bodies are members of the Calgary Soccer Federation, who in turn is a member of the Alberta Soccer Association (ASA). The ASA is a member of the Canadian Soccer Association who is ultimately governed by FIFA – Federation International de Football Association. Foothills is therefore a fully sanctioned soccer club.

Calgary Minor Soccer Association

The Calgary Minor Soccer Association (CMSA), representing District 4, is directly affiliated with the ASA and is one of the largest districts in terms of youth player registration. CMSA administers league play for all youth divisional teams in Calgary that are affiliated with the Alberta Soccer Association. It handles certain aspects of player, coach, and team discipline as well as certain protests and appeals on behalf of the ASA. It organizes leagues for the youth teams, and operates select teams (known as Calgary Selects) for both boys and girls starting at the U-12 age level.

Calgary United Soccer Association

The Calgary United Soccer Association is one of two governing bodies for adult male soccer in Calgary. CUSA administers league play for the majority of the senior men's teams in District 4.

Calgary Women's Soccer Association

The Calgary Women's Soccer Association is the only governing body for adult women's soccer in Calgary. CWSA administers league play for senior women's teams in District 4.

Calgary Men's Commercial League

The Calgary Men's Commercial League is one of two governing bodies for adult men's soccer in Calgary. CMCL administers league play for a small number of men's teams in District 4.

Foothills Soccer Governing Bodies

There are four hierarchical governing bodies under which Foothills is sanctioned and ultimately governed.

FIFA

FIFA is the international governing body of soccer that, among other things, administers the World Cup and Olympic soccer. Most importantly, FIFA defines and revises the "Laws of the Game", which are the rules governing worldwide soccer.

Canadian Soccer Association (CSA)

CSA is the governing body for soccer within Canada. It is directly affiliated with FIFA and organizes the Canadian National Teams at the World Cup, Olympic and Youth (U21) levels.

Alberta Soccer Association

Directly affiliated with the Canadian Soccer Association, ASA is the governing body for amateur soccer in Alberta. It divides the province into Districts within which teams play in leagues and between which divisional provincial championships play is conducted.

Calgary Soccer Federation

The Calgary Soccer Federation consists of Calgary Minor Soccer Association, Calgary United Soccer Association, Calgary Women's Soccer Association, and Calgary Men's Commercial League. Each organization has representatives on the board of directors at CSF. The federation is a cooperative body that strives to develop and improve the game of soccer in Calgary through the respective leagues and associations.

Levels of Play

Foothills Soccer Club recognizes two levels of youth play as suggested by Calgary Minor Soccer Association, in addition to youth development and open age senior play.

Premier League Play

Premier League is a level of play where teams usually compete to represent the club at ASA Tier I, Tier II and Tier III provincial level play.

Competitive League Play

Competitive League is a level of play where teams usually compete to represent the club at ASA Tier IV provincial and Inter-Cities play.

Foothills Programs

Foothills Soccer Club offers five main programs:

1. Grassroots & Wellness Programs
2. U10-12 Youth Programs
3. U14-18 Development Programs
4. U14-18 Centre of Excellence Programs
5. Senior Programs

Grassroots & Wellness Programs for U6-Senior

Grassroots and wellness programs are geared toward players at U6, U8 and recreational players from U10-Senior. The focus of these programs is to get children involved in the sport of soccer and to keep them involved for a life of wellness and good health. The emphasis on these programs is on fun and participation. Foothills U6 and U8 players participate in micro (3v3) and mini-soccer (4v4) and attend in-house jamborees and festivals. Older players at U10 and U12 play 7v7 and 11-aside soccer. Foothills offers recreational programs for all ages and abilities.

U10-12 Youth Programs

These programs are for the more competitive and committed U10 and U12 player. Players in this program are placed on tiered teams and attend the Foothills Skills Academy once or twice per week in addition to their team practices and games. The Foothills Skills Academy is open from December-March, May-June and September-mid October

U14-18 Development Programs

The U14-U18 Development Programs encompass all players in this age group who play Premier level soccer but who are not on the top team in their age group. These players attend the Foothills Development Academy once per week while playing on their Premier II or Premier II team. The goal of this program is to advance as many players as possible to higher levels of play. The Foothills Development Academy is open January-February, May-July, September-mid October, and December. The Foothills Development Academy provides skill instruction, outdoor small-sided games, and futsal.

U14-18 Foothills Centre of Excellence Program

The F-COE is the elite development program in the club. F-COE teams are the top team in each age group from age 13-18. F-COE teams are designed for highly committed players who make soccer their top sporting priority. Teams in the FCOE travel extensively and compete for ASA Tier 1 championships which lead to national championship tournaments. FCOE teams train once or twice per week with club technical directors and staff coaches in addition to regular team practices with accredited coaches. The

FCOE program includes skill development, futsal, team tactics training, strength and conditioning as well as extensive tournament play and travel to events like College Showcases and elite tournaments.

Senior Programs

Elite senior to recreational wellness programs are included in our senior program. The Foothills senior men's program consists of teams from premier to division six as well as over-35. The Foothills senior women's program was added for 2008 and includes major affiliates to division one. More women's teams will be added in the future. Foothills also has two senior futsal teams who play in the CUSA futsal league. Players must be at least 16 years of age to play senior.

Team Formation Process

Team formation is currently completed twice annually in March-April for outdoor soccer and again in September-October for indoor soccer. Players are evaluated according to the following and the resulting evaluations are used by the technical staff in cooperation with the technical committee in coordinating the assignment of players to teams. No technical committee member is permitted to participate in discussions involving the placement of an immediate family member.

Please also note that only those players who have paid their fees in full prior to training camp, will be eligible for placement on a Foothills team. Refunds will be made for physician documented injuries which prevented the player from participating and not being placed on a team or if the Club does not have a team for the player to play on at the level the player is evaluated to be. Any written appeals will be heard by the Board at the next regularly constituted meeting.

All new players will be evaluated in Step 2. In situations where a player(s) requests to play with another specific player the player(s) will play at the level of the lowest placed player. Placement appeals will be accepted via the player placement appeal form currently available on the club website. All appeals must be filled within 72 hours of team announcements and will be subject to review by the Technical Staff in cooperation with the Technical Committee. Decisions will be made regarding all appeals in writing within 10 days of receipt. All decisions are final.

Step 1 - Season Evaluation

All players are evaluated during the season by the head coach of the team. These evaluations assess the player in areas of skill, athleticism, game awareness, and attitude.

Many Foothills teams incorporate the Foothills Developing Competitive Players program in their practice sessions. This program tracks a player's likelihood of winning a 1v1 contest against any other player on the team. Players receive an objective rating based on results obtained in small-sided games in practice. These results objectively rank players on a team and are used in team formation.

Step 2 - Training Camp Evaluations

Training camp evaluations are divided into three phases. Phase one is for the top team in the age group. Phase two is for the second team in the age group and phase three is for the third team and lower in the age group.

Players released from phase one of training camp are re-allocated to phase two, and so on until each player is assigned to a team commensurate with their abilities.

Training camps use various small-sided games to allow the coaches and technical staff to observe the players in competitive game situations. Observations and notes are made by the evaluators and these are cross-referenced with seasonal evaluations to assign players to rosters. The seasonal evaluation is weighted much more than the training camp evaluation.

Time permitting, all players will be measured for aerobic fitness in accordance to the 20m Shuttle Run Test (Beep Test) and will also be measured for anaerobic fitness in accordance to the Illinois Agility Test. Again time permitting, all players will also be measured in 10m Acceleration and 20m Closing Speed. Results will be documented and measured against age group and gender specific results. All results will be used at the discretion of the Technical Director and will remain the possession of the Calgary Foothills Soccer Club.

Player Placement Appeals

Player placement appeals are only accepted in writing and must be made using the Club's Player Placement Appeal Form currently available on the club website. All appeals must be filled within 72 hours of team announcements and will be subject to review by the Technical Staff in cooperation with the Technical Committee. All appeals will be heard on a date prior to the commencement of league play. Appeal results are communicated in writing via e-mail, fax or posted mail. Decisions will be made regarding all appeals in writing within 10 days of receipt. All decisions are final.

Recruiting

Recruiting is the direct solicitation of a youth player who is currently playing on another team or club with the committed offer of a roster position on another team.

Foothills **prohibits** recruiting players from Foothills teams or other club teams by coaches, parents, players or friends. Mid-season transfers must follow procedures as outlined in Player Movement policy. CMSA Rules and Regulations are clear on the subject of recruiting from other clubs. All coaches are required to familiarize themselves with this CMSA rule.

All club members are permitted to market the club and to present information about club opportunities and programs to prospective members. Beginning in 2007 Foothills will conduct two parent information sessions per year (open house) in addition to other promotional activities.

Team Administration

Team Names

The official name of the club is the Calgary Foothills Soccer Club. For publication purposes involving media and official club documentation the name Calgary Foothills Soccer Club is used.

It is the club policy to assign a nickname to every team within the club with the intent that the given nickname will follow the team through both age group and league placement. Whenever possible the club will try to identify birth year with team nicknames. All requests for changes to team nicknames must be submitted in writing via email, fax or post to the club Programs Director and Technical Director for review in cooperation with the technical committee. All requests must be made in advance of team registration dates at the CMSA.

Adult Team Names

Calgary Foothills Soccer Club operates men's and women's senior teams either directly or through alliances with independent senior programs such as Dart's Soccer Club. Because of these alliances, our adult teams may have different names from our directly managed Foothills senior teams.

Team Roster Sizes

Indoor Teams

Indoor team rosters may be slightly smaller than outdoor team rosters. Indoor teams carry rosters of 12-16 players and rosters of 13-15 are recommended. Older age groups often carry more players than

younger teams due to player work and school commitments. Circumstance will dictate exceptions to the above recommendations at the discretion of the Club Technical Director.

Outdoor Teams

Recommended roster sizes for outdoor teams are as follows.

U10: 10-12 players
U12: 14-16 players
U13: 15-18 players
U14: 15-18 players
U15: 15-18 players
U16: 16-18 players
U18: 17-20 players

Team Organization

It is recommended that all teams have a team manager who coordinates the various tasks that are essential for the operation of a successful team.

Foothills recommends that each team manager organize team volunteers to assist in the completion of team tasks. A team manager resource manual and a team manager to do list, along with other forms and reference materials are available on the club web site to aid in the successful management of our teams.

Selection of Coaches

Foothills is a volunteer organization where the vast majority of coaches are parents. Foothills classifies coaches as either parent coaches or independent coaches.

Parent coaches work with a team on which the coach's son or daughter is a member.

Independent coaches work with teams where the coach has no immediate family members on the team.

CPIC Clearance

In accordance with CMSA, CWSA and CUSA policy, all team coaches, management and chaperones must have the governing soccer bodies' photo identification card and as a result must have also received CPIC clearance before being allowed on the bench. Special bench mom/dad passes are issued to teams by CMSA to permit attendance on an irregular basis on the bench without CPIC clearance.

Foothills Competitive Program Coaches

Potential coaches for the Foothills Competitive Program are identified at bi-annual player registrations and through parent networks in the soccer community. The Technical Director, Assistant Technical Director and/or Programs Director can be contacted with information regarding a potential coach at any time of the year.

Prior to the start of outdoor and indoor seasons, the Technical Director will identify a list of potential coaches for club. The technical committee will then assess the current club needs and approve selections based on need.

Foothills Premier Coaches

The club Technical Directors in consultation with the Technical Committee select team coaches. Tier 1 coaches should have advanced coaching certifications and/or advanced playing experience or a combination of the two.

Whenever possible Premier head coaches and assistant coaches are independent coaches; no parent coaches are permitted to coach a Tier 1 team unless approved by the Technical Committee. The Technical Committee reserves the right to assign a parent coach to a Premier team if the parent has substantial coaching experience, and if no other qualified candidate is available to coach.

Coach Compensation and Reimbursement of Expenses

Premier Coaches are paid a stipend each season commensurate with the level of play that is coached. This stipend is determined each season in consultation with the Technical Committee and is dependent upon budget approval each season.

Coaches receive Foothills apparel Where possible the club purchases coach apparel only once per year. It is the Club's goal for all coaches to wear Foothills apparel while coaching.

All coaches are to be reimbursed by their teams for travel expenses involved in attending tournaments and competition outside of District 4. It is the responsibility of each team to budget and finance their own travel. The Club is not responsible for financing teams to travel for purposes other than national championship tournaments. The Club is not responsible for tracking team expenses and ensuring payment. Teams are advised to open their own chequing account and manage their own finances. For CSA club championship tournaments the Club will make a contribution to be determined on a case by case basis.

Training of Coaches

NCCP Coach Education

Foothills encourages all coaches to become certified and to continuously improve their coaching skills. Any coach who completes (passing) a certified coaching program may apply to the club for reimbursement of course fees to obtain certification.

All coaches should report courses attended to the registrar so records can be updated within our club.

The club recommends Community Coach Youth or Senior, certification for all coaches. Completion of both Youth and Senior Certifications make a coach eligible for the Community Coaching Badge. There are two Community Coaching designations:

1. Community Youth Certification for coaching youth up to U13
2. Community Senior Certification for coaching youth over U14

Coaches may take the Senior Certification without taking the youth certification; however, they will not be permitted to coach in provincial cup competitions without having completed the Community Coaching Certification. Having completed the Community Coaching Certification, a coach is eligible to pursue a Provincial B Coaching License.

Coach Education Course Fees

Coaches will be reimbursed for all approved coach education courses.

In-House Coach Training

Foothills offers in-house coach training to all coaches in the club free of charge. In-house coach training is offered throughout the year in various clinics, seminars and the like. See the club website for coaches training information.

Playing Time

Playing time is a function of player age and level of play.

U10 and U12

U10 and U12 are classified as purely development years in the club. At U10 and U12, each player is entitled to play a minimum of 50% of each game. However, if a player fails to attend a training session, whether excused or unexcused, then the coach may reduce the playing time of the player in the next game that the player attends.

Unfortunately, indoor soccer rules of play make it almost impossible for any player to play 50% of the game. Coaches at U10 and U12 are advised to maximize the time on the pitch for each player as best possible, within the rule constraints inherent to the game.

U14-U18

Competitive League Players

U14-U18 Players who participate in Competitive League level play are entitled to play a minimum of 50% of each game on average. Playing time over a short span of games should equate to 50% playtime. If a player fails to attend a training session, whether excused or unexcused, then the coach may reduce the playing time of the player in the next game, reducing average playtime below 50% over a short span of games.

Note: Indoor soccer rules of play make it almost impossible for any player to play 50% of the game. At the Competitive and Premier League level, coaches may utilize power-play and penalty kill units.

Premier League Players

U14-U18 Premier league players compete for playing time. Playing time is a function of several factors including match fitness, practice performance, practice attendance, match performance and attitude on and off the pitch. At the Premier 1 and 2 level of play coaches are encouraged to identify a starting eleven players for each game based on criteria known to the players. Coaches are strongly encouraged to avoid multiple substitutions of the same player in a game, even though district rules allow for such. Instead, coaches are advised to use substitution procedures as outlined in the ASA Rules of Play for Tier 1, which allows for a maximum of five substitutions in a game (unlimited at half-time). It is the Foothills philosophy to not allow re-entry of a substituted player in the same half that the player is substituted from the game (medical treatment excluded).

Note: In indoor soccer, Coaches may utilize power-play and penalty kill units during indoor play at the Premier level. Players compete for playing time as they would in the outdoor game.

Adult

Adult teams are advised to develop a playing time policy that represents the goals and objectives of the team, using the youth playing time policies as a guideline. At the highest levels of senior play it is expected that players will compete for playing time, while at lower levels of play it is expected that players will receive playing time in accordance to individual team guidelines developed in consultation with the players.

Player Movement

Player Play-Up Procedure

A play-up occurs when a player in a lower division team or lower division and age-group plays a game on a higher division team or higher division team and age-group. All play-ups must comply with CMSA Rules of Play.

Players who wish to play-up to a higher level team may do so on a game-by-game basis provided they do not violate the maximum number of play-ups permitted in a season as outlined by CMSA Rules of Play.

Coaches who need extra players may ask the coach of a lower division team for permission to play a player from the lower division team. Coaches are not permitted to directly ask a player on a lower division team or a younger aged team to play-up to a team. Coaches must follow the established club play-up procedure. The steps involved to acquire a play-up form a lower division team are as follows:

1. The coach requiring a player(s) contacts the coach of the lower division team, specifying a player or a position. Coaches should ensure that the player(s) selected for play-up are not put into a situation where they could get discouraged or injured. Foothills encourages play-ups whenever possible. Coaches should not withhold play-up opportunities for any player unless the player will end up playing more than one game in a 24 hour period.
2. The lower division coach contacts the play-up player to schedule the play-up
3. The play-up player collects his/her player card to bring to the game
4. The play-up player is noted on the game sheet, specifying number of games played up
5. Following the game the play-up player collects his/her ID card

It is the responsibility of each coach to track the number of play-ups that each player completes so that the club is not in violation of CMSA Rules of Play.

No coach is permitted to deny a player the right to play-up unless doing so creates a situation where a player will play more than two complete games in one day. A coach may deny a player a play-up request if a player has failed to demonstrate team commitment, is injured or if the player has been in violation of the Club Code of Conduct.

Resolution of Play-Up Conflicts

In cases where play-ups create a conflict between two teams who are both in need of players for a game on the same date, the Club Technical Director will be guided by the following principles:

1. The club will field two complete teams if possible
2. The club will assess the importance of each game in terms of creating additional playing opportunities for players on both teams
3. No team will sacrifice opportunities simply to benefit another team
4. Premier Program teams will call up from Premier teams first, Club Program teams will call up from within their own age group first

Youth to Adult Play-up Procedures

Players who have reached the age of 16 years are permitted to play up to a men's or women's team. All youth players who are 16 years of age may play up to an open-age senior team at any level provided they follow the play-up rules of both the CMSA and the relevant senior league. Senior coaches must contact the coach of the youth team to request permission for a player to play up. Players who play up without the signed permission of their coach or technical director may have playing time reduced with their youth team as a consequence.

Internal Club Transfers

An internal club transfer involves the movement of a player from one team to another within the Foothills Soccer Club. In order to transfer to another team in the club a player must receive approval from the Club technical committee and all relevant forms and fees must be submitted for approval to Calgary Minor Soccer Association. Internal Club Transfer Forms are available from Calgary Minor Soccer Association.

All internal club transfers are processed a fee by Calgary Minor Soccer Association. Player initiated transfer requests, if approved, must be paid for by the player requesting the transfer. Fees are paid for by the club for club-initiated transfers.

Club-to-Club Transfers

A club-to-club transfer involves the movement of a player from the Foothills Soccer Club to another club. In order to receive permission to transfer to another club, a player must comply with all CMSA rules and regulations for transfer. Players who owe fees or who possess club property will be refused transfer by CMSA. Club-to-Club Transfer forms are available from CMSA.

Out of District Transfers

Out of district transfers involve the movement of a player from Foothills Soccer Club to another club who is not a member of Calgary Minor Soccer Association or a club outside of District 4. District to district transfers are processed by CMSA.

Match Play

There are three forms of match play, league, tournament and exhibition (friendly). Coaches must be aware of the rules and regulations governing each.

League Play Information

Rules and Regulations

All Foothills youth teams play in CMSA and as a result all coaches must be familiar with the CMSA Rules of Play. Failure to know the rules does not excuse any coach from violating the rules. All coaches are advised to acquire knowledge of the FIFA Laws of the Game. In addition coaches must abide by the Foothills Club Code of Conduct in addition to the CMSA Coaches Code of Ethics, both of which are signed by the coach at the beginning of each season.

Scheduling

All CMSA games are scheduled by CMSA. Many games are allocated to community pitches and it is up to each club to assign and communicate the location for games played on community fields. The remaining games are assigned by CMSA to City of Calgary fields and these game locations are available on the CMSA website.

Re-Scheduling Community Based Games

Coaches can decide before GOING to the field whether they want to reschedule a game due to bad weather. If both coaches have agreed to postpone a game before game time, then the referee must be informed ahead of time so that unnecessary travel can be avoided.

Once the teams are at the field, only the referee has the authority to suspend or abandon the match due to bad weather, team coaches have no authority suspend or abandon a game if a referee is present.

Games Where CMSA Assigns the Fields

The only official source for field closure information is the City of Calgary Rain-Out Line (268-2300 code 9855).

During May and June if both fields at Frank McCool are closed, then Andrew Sibbald and Fred Seymour fields are closed. For July, if both fields at Woodbine are closed, then these fields are closed.

During May and June, if Optimist is closed, then Patina is closed. For July, if all of Shouldice is closed, then Patina is closed.

If both fields at Renfrew are closed, then Bottomlands and Monroe are closed.

During May and June, if Forest Lawn is closed, then Valleyview is closed. For July, if all of the soccer centre fields are closed, then Valleyview is closed.

For Okotoks, Cochrane, and Strathmore, you will need to contact the coach of the home team to see if the field is open or closed.

Player Identification Cards

Photo ID cards are required for all players in the U12 to U18 age levels, as well as all coaches and managers. Player cards are used to identify players and coaches as members of a team. ID cards must be presented to the referee at the start of each game. Failure to supply ID cards will result in forfeiture of the match.

Following the completion of each season coaches are required to return ID cards to the players.

Tournament and Exhibition Play Information

U12-U18 teams at all levels are encouraged to enter tournaments. The Club will pay the entry fee for one tournament per team per season to a maximum of \$300. The club will not fund or support tournament travel for teams at the U10 level in accordance with ASA policy (the ASA does not sanction U10 tournaments). There is no compensation from the club for exhibition play.

Calgary Foothills Soccer Club recommends the following destinations for travel:

- U10 – festivals, jamborees and friendly competition within Calgary and southern Alberta
- U12 – sanctioned tournaments and exhibition games within Alberta or eastern BC
- U14 – sanctioned tournaments and exhibition games in Western Canada and Pacific Northwest
- U16-U18 – sanctioned tournaments and exhibition games

All teams require travel permits in order to play outside of the Province of Alberta and can be obtained by contacting CMSA.

Travel Permits

All teams must apply for travel permits from their respective governing body (CMSA, CUSA or CWSA) prior to travelling outside of the province. No permit is required for travel within Alberta for Club teams. Out of province and out of country travel permits take longer to process and cost more. International travel permits take three to six months to process and out of province permits may take more than one month. Contact CMSA, CUSA or CWSA for current fees and timelines.

Travel Permits are available from the CMSA, CUSA and CWSA. A travel permit is required for any competition, including exhibition games outside of the province. This is extremely important and teams failing to file travel papers are subject to severe suspensions and fines.

Chaperones for Travel Outside of District 4

U12-Parent/Guardian(s) must travel with their child unless the Club's written permission form granting temporary care of the child to and by another parent/guardian(s) on the team is completed.

U14-One chaperone per every three players. Chaperone must be of same gender of player(s) and present in room assignment at the 1:3 ratio. It is recommended all chaperones have an updated CPIC clearance.

U16/18-One chaperone per every four or five players. Chaperone must be of same gender as player(s). It is recommended all chaperones have an updated CPIC clearance.

Travel reimbursement for chaperones is determined on a team by team basis by the teams parent group.

Financial Assistance for Travel

The Club is able to provide reasonable financial assistance requests to aid players in paying registration fees. However, the Club cannot subsidize players for travel expenses. All coaches are reminded that the decision to travel must not put unnecessary strain on families. All travel should be planned well in advance so that fundraising opportunities and activities are available to players.

Provincial Championship Tournament Travel

Teams that travel to compete in ASA provincial championship tournaments are eligible to receive compensation from CMSA in the form of a travel grant. These grants are paid according to the tournament location to the club after the completion of the competition. There is no application process – all grants are automatically paid out by CMSA to the club who is then responsible for allocating the funds.

Insurance

All members of Calgary Foothills Soccer Club, including executives, manager, coaches, trainers, officials, employees and volunteers, while acting within the scope of their duties with the club, are insured through the Alberta Soccer Association. Further information is available through the Alberta Soccer Association.

Health & Safety

Coach Participation in Practices and Scrimmages

Coaches are advised to be respectful of the physical differences between children and adults. Coaches are also advised to be respectful of the skill differences that may exist between adults and children.

Male Coaches of Female Teams

Male coaches must have a "bench mom" or female assistant coach or manager on the bench at games where the team are females. The reverse also holds true if there are female coaches of male teams there must be a "bench dad" or male assistant coach or manager on the bench for all games. This is a CMSA rule. All persons on the bench or in the technical area are required to have a CMSA card.

First Aid

The club requires that someone on the coaching staff have first aid training, and requires that each team have at each practice and game an emergency medical kit supplied by the club.

Emergency Procedures

This section is provided only to give information. Please seek medical attention if you have any question about an injury or condition.

For all injuries, coaches are required to complete an Accident Report Form. These forms are available from the club.

Major Injuries

If a major or serious injury should occur, the coach should adopt a steady and support policy. Examples of major injuries include broken bones, head trauma, unconscious athlete, and possible spinal injury. Do not take any risk in moving a player if there is any possibility of spinal injury.

1. Immediately dial 911 – have the address or field location ready.
2. Assign a look-out for emergency personnel to help guide them to the site
3. Support the player by making him/her as comfortable as possible until help arrives
4. **DO NOT MOVE THE INJURED PLAYER - DO NOT REMOVE ANY EQUIPMENT**
5. Assign someone to contact the family of the injured player
6. Obtain as much information about the injured player as possible and have it ready for emergency personnel
7. Remain with the injured player until help arrives

Minor Injuries

St. John's Ambulance recommends the use of the RICE principle for injuries to bones, joints and muscles.

Rest

Stop the activity that caused the injury. If a twisted or sprained ankle, knee or elbow, don't try to "work it out".

Ice

Apply to the injured area once immobilized. It will reduce swelling by narrowing the blood vessels. Apply ice 15 minutes on - 15 minutes off.

Compression

Compression is the application of pressure to the injury. This will help limit swelling.

Elevation

Get the injured part elevated to make it easier for fluids to drain away from the injury.

Use the RICE principle while waiting for medical help. Even the most minor injuries will benefit from using the RICE principle.

RICE Warnings

- Don't put ice directly on the skin. Always have a layer of fabric as a barrier.
- Do not apply cold compresses to open wounds.
- Don't use compression on a fracture.

Jewellery

Players may not wear any earrings, bracelets, watches, barrettes, or any object that could possibly cause injury to him/herself or another player to practice or to a soccer game. Pierced earrings will not be allowed, and covering them with tape will not be allowed. Please encourage your daughter to defer piercing her ears until after the season has concluded.

Uniforms, Equipment and Merchandise

Storage

The Calgary Foothills Soccer Club maintains a large inventory of uniforms and equipment in a rented storage area.

Pick-up and Return Procedures

A volunteer equipment manager and uniforms manager are responsible for distributing and collecting the uniforms and equipment, as well as for ordering and receiving new inventory each year.

Because the equipment manager and uniform manager positions require a considerable time commitment, particularly in the fall and spring, a few rules are necessary for coaches and managers.

1. Coaches and managers are responsible for pick-up and returning uniforms and equipment. Only coaches and managers are permitted to sign out or exchange uniforms and equipment. Parents and players are not permitted to procure or return equipment and uniforms.
2. Parents and players are not permitted to contact the equipment and uniform managers. All contact with the equipment and uniform managers must come through a team coach or manager.
3. Seasonal equipment pick-up and return is completed on scheduled dates only. These dates are communicated to all coaches prior to the beginning of each season. Reminders are posted on the club website.
4. One-week advance notice is required for all equipment and uniform requests outside of scheduled pick-up and return dates.
5. Uniforms and equipment **MUST** be returned on time.
6. All uniforms must be laundered and folded neatly in the storage containers provided, with the name of the team and coach clearly labelled and taped to the container.
7. Coaches are required to submit the names of any player who fails to return a uniform. Players who fail to return a uniform will have their uniform deposit cheque cashed.
 - If the coach cannot provide the club the name of a player failing to return a uniform, then the team will be charged the current replacement cost of the uniform.

Equipment Supplies

Each team is supplied with the following recommended equipment issue if available:

- 1 ball per player
- 2 game balls
- 3 cones per player (U10-12) / 2 cones per player (U14-18)
- 8 pinnies/bibs of one colour
- 6 pinnies/bibs of a second colour
- 1 medical kit
- 1 ball pump and inflation needle
- 1 net kit (outdoor only)
- 1 set of corner flags (outdoor only)
- 1 linesmen flag (outdoor only)

Official Uniform Colours

The consistent image and the quality of that image are of significant importance to Foothills. The Club Board of Directors approves the official colour and style of team uniforms for all representative teams, which include a jersey, shorts, and socks. The uniform provided by the club must be worn in all games. Teams who deviate from the official club colours, official club colour combinations or official club style will not receive travel funding from the club for tournaments or provincial championships. In addition the coach of the team may be brought to a discipline hearing by the club resulting in loss of playing privileges for the team.

Official Club Colours

Standard Kit: Adidas Hoop jersey, white shorts, white socks (2007-March 2008)

Standard Kit: Adidas Hoop jersey, black shorts, black socks (April 2008 and onward)

Alternate Kit 1: Adidas Black Squadra II jersey, black shorts, black or white socks (same for entire team)

Alternate Kit 2: Adidas Green Squadra II jersey, green shorts, green socks

Official club colours are reviewed annually. The Club supplies the standard kit; any team wishing alternate kit must purchase either alternate kit 1 or alternate kit 2 through our official Club supply designate. Please contact the club for more details. If travelling and not able to purchase alternate kit please contact the club for use of our retired kit.

Club Merchandise

The club will designate approved tracksuits and equipment bags, as well as other merchandise that will be made available for sale each season. This merchandise may be made available through third party official suppliers. Teams and individuals must purchase all Foothills apparel through the club or designated supplier.

Club Logo Usage

The Calgary Foothills Club Logo is a protected copyright of the Calgary Foothills Soccer Club and licensed by the club. All Club track suits and alternative game jerseys must have the official Club shield on these articles. No team is permitted to use the official club logo on any merchandise without the expressed written permission of the Club Marketing Director or President unless this merchandise is purchased from the official club supplier or Club.

Team nicknames or custom team logos may not be used on club apparel unless permission is received from the Club Marketing Director or President. Our goal is one shield one club.

Personal Equipment

Shin Guards

Shin pads are mandatory for all players and must be worn to all practices and games.

Outdoor Footwear

Cleats are not required equipment; regular runners will suffice, particularly at the younger age groups. However if cleats are purchased they must conform to City Parks Cleat Policy. City of Calgary Parks and Recreation regulations require that all footwear be of a single moulded rubber sole with a maximum ½" cleat or a plastic soled shoe, with a maximum ½ inch rubber screw in cleat. No metal cleats will be allowed or cleats in excess of ½ inch. Disregard of this policy will result in loss of booking rights.

Indoor Footwear

Indoor soccer shoes or court shoes are recommended for indoor soccer and futsal. Running shoes have a higher sole and are designed for straight line motion. There is a higher chance of rolling an ankle using running shoes, resulting in sprains. No cleats are permitted on indoor pitches or gymnasiums.



Club Code of Conduct

All parents, players and coaches must sign and agree to the Club Code of Conduct prior to each season. The Club Code of Conduct is the backbone of the Club Discipline Policy. The Club Code of Conduct is available on the club website. Copies are also available at registration.

Coaching Staff

- All members of the coaching staff are sport leaders and will maintain a high level of sportsmanship, professionalism and integrity both off and on the field of play. Managers and trainers are considered part of the coaching staff.
- All members of the coaching staff will maintain and model the highest degree of respect for game officials, all members of the opposition, and the laws of the game of soccer.
- The coaching staff will be reasonable when scheduling games and training sessions, remembering that young athletes have other needs and obligations.
- All members of the coaching staff will obtain proper training and endeavour to improve their skills through educational opportunities in their respective coaching field.
- The coaching staff will ensure that all players receive equal instruction, discipline and support.
- The coaching staff will ensure that all players receive playing time in accordance with the level of play, the nature of the competition and the developmental stages of the athlete. Reasons for reductions in playing time must be clearly explained to the player. The coaching staff will utilize the appropriate club directive regarding playing time. (Premier Playing Time Policy, Competitive Playing Time Policy)
- The coaching staff will ensure that equipment and facilities are safe and appropriate to the players' ages and abilities.
- All members of the coaching staff will refrain from the use of alcohol or drugs, including tobacco, in the presence of players.
- All members of the coaching staff will refrain from using foul or abusive language and, furthermore, will not accept foul or abusive language from other members of the coaching staff, from parents or from players.
- The coaching staff is responsible for ensuring that all coaches, players and parents involved with the team adhere to the Club Code of Conduct.
- The coaching staff must deal with any violation of the Club Code of Conduct in a responsible and prudent manner. This includes reporting serious violations to the Club Technical Director and Club Discipline Committee.

Coach Name (printed):

Coach Signature of Agreement:

Date:

Players

- Players will play the game of soccer of their own accord, not because coaches or others want them to.
- Players will maintain self-control and model the highest degree of respect for team mates, coaches, opposing players, game officials, and the laws of the game.
- Players will fulfill their team commitments, be on time for games and training sessions, and will notify the coach or manager of any foreseen absences.
- Players acknowledge that the coaching staff and officials are there to help them. Players must accept and respect their decisions.

- Players will remember that “winning isn’t everything” – that having fun, improving skills, making friends and giving a complete effort are also important.
- Players will not publicly remove their club jersey in anger or frustration, or disrespect their club name, club shield, and club crest or club logo at any time during any match or competition.
- Players will demonstrate a healthy soccer lifestyle by avoiding the use of alcohol or drugs, including tobacco, at any team competition or training activity.
- Players have a responsibility to their coach, team, club and community and will conduct and represent themselves accordingly by demonstrating the highest levels of sportsmanship, integrity and respect both off and on the field of play.
- Players may receive reduced playing time, suspensions or removal from the team for breaches to the Club Code of Conduct.

Player Name (printed):

Player Signature of Agreement:

Date:

Parents

- Parents will not force their child to participate in soccer.
- Parents will do their best to help their child fulfill their team commitments.
- Parents will encourage their child to play by the rules, in the spirit of fair play and sportsmanship, and to respect the decisions of game officials.
- Parents will never question the official’s judgment or honesty in public or in front of their child, recognizing that officials are being developed in the same manner as players.
- Parents will not coach, give instruction to, or ridicule any player from the sideline, no matter what the situation.
- Parents should give praise to players, including the opposition, for good performances, hard work and fair play so that players see other beneficial outcomes to sport besides winning.
- Parents will support all efforts to remove all forms of abuse and neglect from our game.
- Parents will respect and show appreciation for the volunteers and paid personnel who work on behalf of the sport.
- Parents will adhere to a 24-48 hour cooling off period before discussing any grievance or concern.
- Parents will first approach the team manager if they have an issue or concern. Failing resolution from this point, the chain of inquiry shall be Coach, then Program Director and then Board in care of the President.

Parent (1) Name (printed) :

Parent (2) Name (printed):

Parent (1) Signature:

Parent (2) Signature:

Date:

Date:

ASA/NTC Policy

All CFSC members will need to be familiar with the club philosophy on playing time before commencement of initial training session. *Playing time is non-negotiable and based on a combination of the following factors: Attendance, Match Fitness, Performance, Ability to contribute in the predetermined Tactical Match Plan, and the player's attitude on and off the pitch.* Absolutely no phone calls, emails or conversations at the pitch or elsewhere will occur between coach and parent regarding the above as **ALL** queries involving the above will occur between **PLAYER** and coach.

The CFSC ASA/NTC policy commencing Outdoor 2007: *We will not discourage or hold any player in pursuit of an ASA or NTC opportunity back; however, it needs to be known that the focus is on club and team thus we will not actively reschedule matches which happen to conflict with ASA and/or NTC scouting weekends, training camps or competition. It is for this reason that we will carry a larger roster wherever possible and will continue with training, premier training and match play in the absence of ASA and/or NTC players. Players whom participate in the above mentioned programs risk/jeopardize their starting positions if in fact a player not participating in these programs performs well while given the opportunity during ASA/NTC player absence. This loss of starting position may or may not be permanent depending on player performance and commitment by all involved.*

Club Discipline Policy

Minor breaches to the Club Code of Conduct are dealt with by the coach of the team, or by the technical director if the breach was by a coach. Serious breaches to the Club Code of Conduct by a player, parent or coach are subject to referral to the Technical Director who convenes a Discipline Committee consisting of the Technical Director, President, and selected independent club member(s). This discipline committee reviews the breach of conduct according to the Foothills Discipline Procedures.

Foothills Discipline Procedures

Discipline procedures are followed on a breach of the Club Code of Conduct.

Serious breaches to the Club Code of Conduct are reported to the Technical Director if potential physical harm to an individual occurred. If no harm or potential physical harm occurred, and it is a first occurrence then the breach is handled by the coach and manager of the team. Coaches and managers are free to contact the Technical Director for advice if necessary.

Minor Breach

1. Coach or manager holds a discussion with the offending individual if possible using 2-up rule (at least one other adult witness to a conversation)
2. Identify contributing factors
3. If first offence, provide warning, agree to consequences if repeated.
4. If a repeat offence, review previously agreed to consequences. Ensure relevancy.
5. Coach administers appropriate discipline or consequences. Technical director administers if coach breach.
6. Document
7. Follow-up monitoring if necessary

Serious Breach

1. Coach or manager holds a discussion with the offending individual if possible using 2-up rule (at least one other adult witness to a conversation)
2. Determine if potential or actual physical harm to self or other(s)

3. If physical threat is ruled out, document the events, inform caregivers if applicable, determine appropriate consequences, communicate consequences and monitor. If physical threat, report to Technical Director.
4. Technical Director convenes Discipline Committee meeting to discuss known facts. Decision on law enforcement intervention made.
5. Committee meets with offender to discuss breach.
6. Consequences / plan of action determined.
7. Communication of consequences. This may include suspension or expulsion.
8. Document

Club Communication

All members of the board, paid staff, coaches, committee members, and volunteers make themselves available to members of the club. However, this is a volunteer organization and as such, respect and restraint in communication are critical to the successful operation of the club. A complete Club Directory is available on the club website.

When you have questions and comments, please refer to the problem solving procedure below as an appropriate course of action. Most often, team officials will be able to address issues directly. You are encouraged to communicate with club volunteers by e-mail so they are able to respond to you at a time that works within their schedules. Also, allow them sufficient time to get back to you: remember that they have responsibilities that go well beyond the Club, including their professions, families, and their children's soccer and other activities.

Electronic Communications

In an effort to disseminate information on a timely basis, the club has chosen e-mail as its primary form of ongoing communication. In addition to e-mail the club website provides information on a timely basis.

Each team must nominate at least one official e-mail address to which messages can be sent. Usually this is the coach or manager. This contact person receives the information via the office manager and passes it along to the coaches, manager, players and parents of the team, as appropriate, to ensure that all teams receive timely information on upcoming events. Please ensure the office manager has this address.

Problem Solving Procedure

The following steps are to be used in dealing with any issue or problem that occurs in the club:

1. Remember that the club is a volunteer organization and everyone is well intentioned and working toward a positive soccer experience for all players and members
2. Please act maturely and respectfully, and try to see both sides of an issue.
3. Organize your thoughts, wait 24-48 hours after a conflict before contacting the team manager
4. Address all issues in the order outlined in the Club Code of Conduct:
 - a. First address the manager of the team
 - b. Failing resolution, address the coach of the team
 - c. Failing resolution, address the Club Programs Director
 - d. Failing resolution, address the board in writing, care of the President

If an issue should make it all the way to the board level it is processed at regularly scheduled monthly board meetings.

Officiating

It is important for coaches, players and parents to realize that encouraging and fostering the education of the referee is their responsibility. If you have an interest in refereeing, the Club can support you by reimbursing you for your refereeing course fees after officiating 2 CMSA league games for the Club, employ you on a game by game basis as a referee during the season and assist you to becoming a better official through our in-house referee mentoring program.

Scheduling of Officials

Foothills directly assigns referees for all games played on community fields. For all youth games played on city fields, the referees are under the auspices of the Calgary Minor Soccer Association and are scheduled accordingly.

All CWSA and CUSA games have association assigned officials. Each CUSA and CWSA team must supply one team member to attend a referee course annually, before the outdoor season. If an official fails to report to an assigned game then the coaches of each team agree to provide a referee acceptable to both teams.

Referee Training

All the youth soccer clubs in Calgary subscribe to the same set of rules, so a standardized referee training system is in place. Therefore, youth referees are eligible to officiate at any of the youth games provided they have qualifications required for that particular level.

CMSA, CUSA, and CWSA regularly offer referee certification courses. Please visit the respective websites to gain information on course dates, registration information and fees. The Calgary Soccer Federation website also contains information on referee certification courses.

Indoor referee courses take place in the fall and outdoor courses in the spring.

Fund Raising

As a registered non-profit society, we must ensure that the Club members do not “profit” individually from fund raising activities. To ensure this general premise is observed we require that all fundraising activities have a specified purpose such as travel costs, extra training, equipment, alternative uniforms, training gear, etc. If the purpose is significantly general then all fund raised proceeds can usually be spent to that end.

It is suggested that each team set a policy (as agreed to by its parents group) and have its parents sign a document indicating what happens to fund raised moneys in excess of the specified purposes and where the player leaves the team to another Foothills team or simply leaves the club for whatever reason. If a player leaves the Club then any fund raised monies in excess of expenses should be retained by the team and within the Club.

Please ensure that all fund raising activities are within the traditional moral and ethical standards of a youth soccer club. Contact the Club President if you are unsure of a fund raising idea. Also ensure that all required licences and permits are obtained in advance of any events. The Club can help support your event by advertising on our website – please contact the Director of Marketing.

The Club cannot subsidize players for travel expenses however. All coaches are reminded that the decision to travel must not put unnecessary strain on families. All travel should be planned well in advance so that fundraising opportunities and activities are available to players.

Harassment and Abuse

No member (including players, coaches, managers, employees, contractors, directors, volunteers) shall harass another member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures, or physical contact that, whether indirect or explicit, has the purpose or effect of humiliating, interfering with or creating an intimidating situation for that other member. Harassment includes engaging in a course of unwelcome verbal, visual or physical conduct where the person engaging in the conduct knows or ought to know that such conduct is offensive to or considered unwelcome by the person to whom it is made. Harassment will be considered any such inappropriate behaviors, be it ethnic, religious, or sexual in nature. The interactions or involvement of members under the jurisdiction of the Club shall not result in threats, intimidation, or inflicted physical distress between such members, whether implied or specific.

Volunteers (coaches, managers, trip chaperones) who are in direct contact with the players are required to submit to a police check. This will identify those that have a criminal record but it cannot look into the future. And it cannot look into someone's heart.

The best tool we have is simply vigilance at the player, team and club level.

Harassment is a serious matter and will not be tolerated. It is the responsibility and duty of the harassed member to report it immediately to the President so steps can be taken to stop such conduct. If such conduct persists, an investigation will be undertaken with prior consultation with the harassed member by a committee made up of two members of the Board of Directors. Every effort will be taken to protect from disclosing the identity of the complainant. The need for mutual respect and sensitivity in this matter is extremely important. The Club's objective is to resolve all problems of this nature quickly and fairly.

Privacy Charter

The Calgary Foothills Soccer Club will strive to uphold the ten principles underlying the Personal Information Protection and Electronic Documents Act (Canada), the Personal Information Protect Act (Alberta) and other applicable legislation for the protection of personal information.

Principle #1: Accountability

Calgary Foothills Soccer Club is accountable for all personal information in its possession or custody, including any personal information collected, used or disclosed to third parties for processing. Foothills has established procedures to comply with this code, and has designated persons to be accountable for compliance.

Principle #2: Identifying Purposes

Foothills Soccer Club will identify the purposes for which it collects, uses or discloses personal information before or when it collects the information.

Principle #3: Consent

Foothills Soccer Club will make reasonable efforts to ensure that players, parents and staff understand that personal information is being collected about them and used for specified purposes.

Foothills Soccer Club will obtain appropriate consent from its members, staff and other authorized individuals before or when it collects, uses, or discloses their personal information, unless otherwise permitted or required by law. Consent can be express, implied, or given through an authorized

representative. Foothills Soccer Club will respect an individual's right to withdraw consent, subject to certain limitations.

Principle #4: Limited Collection of Personal Information

Foothills will endeavor to collect only the optimal amount and type of personal information necessary to meet identified purposes, and no more.

Principle #5: Limited Use and Disclosure of Personal Information

Foothills will use and disclose personal information only for the reasons for which it was collected, unless the individual gives consent to use it for another reason, or it is permitted or required by law.

Foothills Soccer Club will endeavor to keep personal information only as long as necessary for the identified purposes for which it was collected or to meet certain legal requirements.

Principle #6: Accuracy of Information

Foothills will keep personal information as accurate, complete and up-to-date as necessary for the identified purposes for which it was collected. Individuals may, in writing, challenge the accuracy and completeness of their personal information and request that it be amended.

Principle #7: Safeguarding Personal Information

Foothills protects personal information with safeguards appropriate to the sensitivity of the information.

Principle #8 Availability of Policies and Procedures

Foothills is open about the policies and procedures it uses to manage personal information. Its membership, staff and other individuals have access to information about these policies and procedures. The information will be made available in a manner that is reasonably easy to understand.

Principle #9 Access to Personal Information

Foothills Soccer Club will provide individuals with access to their own information when they request it in writing, subject to some legal limitations.

Principle 10: Complaints and Questions

Individuals may challenge Foothills Soccer Club compliance with this charter. Foothills Soccer Club shall maintain policies and procedures to receive, investigate, and respond to any complaints and questions.