

ORANGEVILLE



Orangeville Minor Soccer Club

Travel Team Program Rules & Regulations

Version 1.0
November 2007

TABLE OF CONTENTS

INTRODUCTION	- 3 -
GENERAL.....	- 3 -
TEAM CLASSIFICATIONS & DEFINITIONS.....	- 4 -
<i>Competitive Travel Team (Rep)</i>	- 4 -
<i>Recreational Select Team</i>	- 4 -
<i>Recreational All-Star Team</i>	- 4 -
SELECTION PROCESS	- 5 -
<i>Competitive Travel Teams (Rep)</i>	- 5 -
<i>Recreational Select Teams</i>	- 5 -
<i>Recreational All-Star Team</i>	- 5 -
RESPONSIBILITIES OF TEAM HEAD COACHES	- 6 -
PLAYERS.....	- 7 -
TEAM FINANCES.....	- 8 -
TOURNAMENTS	- 9 -
UNIFORMS.....	- 10 -
APPENDICES	- 11 -

INTRODUCTION

This manual is designed for all teams within Orangeville Minor Soccer's Travel Team Program, including Competitive Travel, Recreational Select and Recreational All-Star.

The intent of this manual is to assist new and existing coaches with the operation of a travel team within Orangeville Minor Soccer Club. It is our hope that this will be used as a guide to enhance the overall awareness and understanding of any rules and regulations that pertain to any travel team within our club.

These rules and regulations have been authorized by the club's Board of Directors and may be subject to revisions, additions and/or deletions from time to time.

GENERAL

- All travel teams shall be subject to the policies outlined in the Club's Constitution unless otherwise indicated in the manual.
- The objective of the Travel Team Program is to enter one competitive team in each age division for the boys program and to enter one team every second year for the girls program. It is our intent to begin teams at the league minimum age for both boys' and girls' teams.
- Any persons wishing to form a team outside of the established club guidelines will need to make a formal application (per Selection Process guidelines) to the Board of Directors showing that the team is a viable option without possible detriment to an existing OMSC Travel Team
- If warranted, with the final approval of the Board of Directors, the Director of Coaching & Travel Teams may choose to enter a second team in an age division of a competitive league. Alternatively, the Director of Coaching & Travel Teams, with final approval of the Board of Directors, may choose to withdraw a team from a competitive or recreational league if it is deemed that not enough interest exists to maintain the team in a reputable fashion.
- Where any omissions may exist in this document – OSA guidelines will apply

TEAM CLASSIFICATIONS & DEFINITIONS

Competitive Travel Team (Rep)

A Competitive Club Travel Team is a team for which the players are selected on the basis of their ability. There are "team try-outs" and "player cuts". The player must "make the team" based on her/his ability. Only the players who "make the team" are registered with the Club and assigned to this team. The team plays in a Competitive Club League (OSA Level 1-5) which consists of other Competitive Club Teams.

Recreational Select Team

A Recreational Select Team is a team for which the players are selected on the basis of their ability. There are "team try-outs" and "player cuts". The player must "make the team" based on her/his ability. Only the players who "make the team" are registered with the Club and assigned to this team. The team plays in a "Multi-Jurisdictional Recreational Club League" (OSA Level 6) which consists of other Recreational Select Teams.

Recreational All-Star Team

A Recreational Club League All-Star Team is a team of all-star players from the same division in a Club League (OSA Level 7). The players do NOT register with the All-Star Team. The players are already registered with the Club and have been randomly assigned to teams in the Club League. This team does not play in any league but is formed to play exclusively in tournaments for Recreational Club League All-Star Teams.

SELECTION PROCESS

A selection committee, chaired by the Director of Coaching & Travel Teams, shall choose all Team Head Coaches for teams falling within Orangeville Minor Soccer's Travel Team Program.

The selection committee reserves the right to hold interviews with each candidate that, in their opinion, is best suited for the Team Head Coach position applied for.

The selection of the Team Head Coach shall be completed with the successful candidate being informed, in writing, by the club. The criteria and/or reasoning for the selection shall not be published or made public.

Any selection that is made by the selection committee may be appealed to the Board of Directors. The decision of the Board of Directors, in this case, shall be deemed final and indisputable.

All Team Head Coaches MUST attend training and information sessions presented by the Club throughout the year.

Competitive Travel Teams (Rep)

All individuals wishing to coach a Competitive Travel Team must submit their formal application to the club by September 15th of each year. Each application must be in a format approved and advertised by the selection committee. Any deviancy from this format may immediately disqualify the applicant.

Recreational Select Teams

All individuals wishing to coach a Recreational Select Team must submit their application to the club by October 15th of each year. Each application must be in a format approved and advertised by the selection committee. Any deviancy from this format may immediately disqualify the applicant.

Recreational All-Star Team

All individuals wishing to coach a Recreational All-Star Team must submit their application to the club by May 15th of each year. Applications to coach a Recreational All-Star Team will not be formally accepted prior to April 15th of each year. Each application must be in a format approved and advertised by the selection committee. Any deviancy from this format may immediately disqualify the applicant.

RESPONSIBILITIES OF TEAM HEAD COACHES

All Travel Team Head Coaches shall be responsible for:

- Having a level of coaching certification as specified by the Ontario Soccer Association.
- Submitting a clean Police Records Check to the club every 24 months.
- Conducting player tryouts at date and location agreed upon with the Club.
- The selection of all players on their team. It is the position of the Club that the Team Head Coach shall select only as many players that they are willing and able to develop and play.
- The selection of assistant coaches and managers
- The development of a seasonal plan that will be presented to the Director of Coaching & Travel Teams prior to the start and preparation of the upcoming season
- The development of team objectives to be communicated to players and parents prior to the commencement of the season
- The development of and leading of team practices
- On-field decisions during a game
- Conducting them self in a manner that is in accordance with the Club's Code of Conduct & Zero Tolerance Policies and the FIFA Laws of The Game.
- The Submission of their COMPLETE team roster and Player Books by no later than April 15th of the current year.
- The conduct and actions of his/her players and coaching staff during the course of a game, practice or any other event held under the auspices of Orangeville Minor Soccer Club
- Ensuring that any individual taking to the field during a league sanctioned game and/or tournament is an eligible player under League, District, and OSA guidelines.
- Ensuring that no youth player is left unattended at a field or gymnasium following a practice or game.

PLAYERS

- All Players participating in games and practices with the Travel Teams shall be registered and in good standing with the Club
- Players shall be selected by the Team Head Coach by participating in a series of tryouts. These tryouts will be arranged by the Team Head Coach with input from the Club and must be held on the dates designated to each team.
- Players shall be required to play within their own age group. Exceptions may be given by the Board of Directors upon receiving a written recommendation from the Team Head Coach and the Director of Coaching & Travel Teams.
- Equal playing time is not guaranteed for Travel Team players. The Coach's decision is final as to the amount of time that a player will receive in a game.
- House League players may be used by Travel Teams on a "call-up" basis in accordance with the rules of their league. The Team Head Coach shall first inform the appropriate House League Convenor AND House League Coach before contacting the player. House League players MUST fulfill their obligations to the House league team if there is a scheduling conflict with the Travel Team. All players promoted from House League must have an authorized OSA player book completed before they can participate in a league game or tournament.
- Players who leave of their own volition from a Competitive Travel Team during the season will not be allowed to play in the Competitive Travel Team program for the duration of the season. They will not be eligible to recover their registration fees but may be eligible to receive a pro rated amount pending the return of any and all Club issued equipment and/or uniforms.
- Players participating in club practices or tryouts must be registered and in good standing with the Club. Players wishing to participate in Club practices or tryouts who are not registered with the Club and who are currently registered with another OSA recognized club must provide proof of registration. Players who did not previously with an OSA recognized club must contact the Club office before being allowed to participate in a practice or tryout.

TEAM FINANCES

- Each Travel Teams is required to set up a bank account, with an Orangeville based financial institution, for fundraising, referee payments, and general expense purposes.
- The account should be set up as the team name and year player birth (Orangeville Storm 1995 Boys). In the case of Recreational Select and Recreational All-Star, please include either “select” or “all-star” at the end of the name (Orangeville Storm 1995 – All-Star).
- Each account must have three signatories, one of which may be the Director of Financial Operations of the Club. Any and all transactions MUST have two of the three signatories signing the transaction.
- Teams should keep a detailed record of all transactions regarding the account and be prepared to provide copies of receipts and bank statements to the parents and Club if required.
- Whenever possible, payments to third parties should be done via the Club and not directly from the team.
- Funds within team accounts remain the property of the Club team regardless of changes in coaching staff of players. In the event that a team folds and a balance remains in the account after all team expenses are paid then the additional funds shall be paid to the Club and held for the development of a new team in that age group. If, after two years, a team has not been developed within the same age group as the folded team then all monies shall be used at the Clubs discretion towards the further development of the Club Travel team Program.
- At the end of every season, the Team Head Coach shall ensure that the bank account remains open and that the parents of each player receive a financial statement showing the source and distribution of all team funds. A copy of this statement and all bank statements must be provided to the Club by October 1st of the current year.
- Any Competitive Travel Team sponsorship monies shall be given to the Travel Team less the annual club requirement of \$500.

TOURNAMENTS

- The Club will pay for up to nine hundred dollars (\$900) in tournament fees for each Competitive Travel Team per fiscal year (excluding Ontario Cup, League Cup and Orangeville Stormfront).
- Participation in all Orangeville Minor Soccer Tournaments, including “Stormfront” and “Snowstorm”, is mandatory for all Competitive Travel teams.
- Before entering any tournament, teams must obtain the permission of the Director of Coaching & Travel Teams. To obtain this approval, teams must complete the OSA Application to Travel Form and a Club Permission to Travel Form (available from the Club office and website). Please note that teams wishing to travel outside of Canada must first receive the approval of the Board of Directors.
- The Club office will coordinate the approval of these documents with the District. Once approved, the OSA application to Travel Form will be returned to the team by the Club office.
- Tournament fees will be sent by the Club office once the tournament has been approved by the Director of Coaching & Travel Teams. Teams are not allowed to send their fees directly to the tournament. If the allotted nine hundred dollars has already been exhausted then the team is responsible for ensuring that full payment is received by the Club prior to tournament fees being sent.
- Teams are responsible for ensuring that team rosters, player books and approved Application to Travel Forms are brought with them to every tournament. The Club is not responsible for any team or individual that is disqualified as a result of these documents not being presented at a tournament.
- All travel and accommodation arrangements for players and their parents while at tournaments are the responsibility of the individuals and not the Club.
- The Team Head Coach is required to forward a report of the team performance to the Club within seven days after the tournament.
- Team Coaches are required to remember that they are acting as representatives of the Club when at tournaments. As such, strict adherence to and enforcement of the Club’s Code of Conduct and Zero Tolerance Policies is required. A common sense approach to behavior is also required.

UNIFORMS

- All Travel Team players will be required to have and wear Club issued uniforms. Any, and all, Travel Team uniforms must have met with prior Club approval and be in accordance with the Club's current contract with its uniform supplier.
- No other uniform, track suit or equipment may be worn except with the express written permission of the Board of Directors.
- A team may purchase certain other "team wear" however this cannot bear the Club logo or name without written approval from the Board of Director's
- Recreational All-Star uniforms will be pre-ordered by the Club and will be identified by having Orangeville Storm All-Stars on the front. Each player named to a Recreational All-Star Team will be required to purchase their uniform from the Club.
- The Club will arrange uniform and track suit fitting and order days for all Travel Teams prior to the commencement of their season. It is the teams' responsibility to make sure that all players selected for their team will have a Club issued uniform prior to the commencement of the season.

APPENDICES

ZERO TOLERANCE POLICY

The Orangeville Minor Soccer Club Inc. is a strong supporter of making sport safe for all soccer players. Verbal and physical abuse directed by or towards any game official, player, coach or spectator will not be tolerated. Accordingly, OMSC has set up a Zero Tolerance Policy to help ensure the safety and enjoyment of all.

POLICY

Any member, player, coach, parent, relative or guardian determined by the OMSC Discipline Committee to be guilty of abusive conduct towards a game official, player, coach or spectator during an OMSC indoor or outdoor house league, select, representative or exhibition game, may result in All playing members of the immediate family in question, at the Discipline Committee's discretion, being de-registered from the Orangeville Minor Soccer Club (OMSC).

If de-registered, all fees will be forfeited to the OMSC.

PROCEDURES

- When a game official feels that he / she are being abused, as per the scope of this policy, by either a coach or a spectator, the official may suspend playing of the game.
- The official will then verbally advise both coaches that the game has been suspended due to the abuse, and inform both coaches as to the source of the abuse.
- If the source is one of the coaches, the official will advise the coach of the abandonment of the game and that a report to the OMSC Discipline Committee will be sent in for review.
- If the source of disruption is a spectator, the appropriate coach will provide the game official with the name of the spectator and that coach must advise the spectator that they are to remove themselves from the field area, but that they may stay at their car for the remainder of the game to retrieve their child. Further, an Incident Report will be forwarded to the OMSC Discipline Committee.
- If the spectator is not associated with either team, both coaches are asked to speak to the spectator and ask the individual to leave. Once the prescribed action has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.
- If the game continues without any further incident, the game official is advised to inform The Club's Referee-in Chief that the game was temporarily suspended due

to abuse towards a game official. Further, a note must be made on the game sheet that will be forwarded to the OMSC office.

- If the abuse continues, the official may stop any further playing of the game and advise the coaches that the game has been abandoned and that an Incident Report will be forwarded to the OMSC Discipline Committee. The official must clearly indicate on the game sheet the reason the game was abandoned.
- If the abuse is physical in nature, the game official is advised to inform the coaches that the game has been abandoned and then proceed with Step 1 below.

Step 1

The game official must contact the OMSC Club Referee-in-Chief and the OMSC office to verbally report the incident within 24 hours of the incident. If necessary the Club will then report the matter to the District Association and or the Ontario Soccer Association.

Step 2

A Referee Assault Report must be forwarded to the Club's Referee-in-Chief and District Association, through the OMSC office, within 72 hours of the alleged incident.

Step 3

The District Soccer Association or OSA will review the matter and send a report to the OMSC office regarding what, if any, measures are to be taken.

Step 4

If the game was abandoned due to the conduct of a spectator not associated with either team, the OMSC Board of Directors will determine the status of the game.

April, 2006

POSITION AND RISK ASSESSMENT REQUIRED BY CLUB

Policy 14.0

14.1 CLUB SCREENING POLICY

- 14.1.1 The Soccer Club accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.
- 14.1.2 All Clubs are required to have a Club Screening Policy that has been approved by their Board.
- 14.1.3 Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures such as those listed on page 3. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations. The Club Screening Program should be accessible to its Membership preferably via your web site. The Membership should be advised that if he/she believes they have had an experience that contravenes the Club policy, the Club's designated representative should be contacted.
- 14.1.4 It is important that Clubs prepare an organizational chart that illustrates to whom the volunteers and staff are accountable. The Club should also refer to matters like Harassment, Discipline, Zero Tolerance, and Boundaries/Limitations in their Club's Published Rules. The Chart will help folks understand the reporting lines in the event an issue needs to be investigated. A sample organizational chart is included in the appendix.

14.2 CONFIDENTIALITY OF PERSONAL INFORMATION

- 14.2.1 Once an organization receives information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access.
- 14.2.2 Clubs are required to safeguard the confidentiality of personal information gathered during the screening process.
- 14.2.3 Clubs should have policies that:
1. Identify who will review personal information including police the records check,
 2. State that the information received through the screening process will only be used to determine if an applicant is suitable for a specific position,
 3. Identify where confidential information will be stored, for example in a locked cabinet, and who will have access to the information,
 4. State that the Club will take all reasonable steps to protect the confidentiality of personal information,
 5. Identify how long the Club will keep confidential information,

6. In what circumstances, and with whom, will the information be discussed and why.

14.2.4 Your Club should consider if it will keep the applicant's Police Records Check or return it to the applicant once it has been reviewed. A form that can be used should you decide not to keep the original Police Records Check is included in the Appendix.

14.2.5 It is also recommended that those involved in the screening process should sign an Oath of Confidentiality. (See Appendix for a sample Oath of Confidentiality)

14.3 **POSITIONS AND RISK ASSESSMENT**

14.3.1 **Definition of Risk:**

The first principle of screening is risk management, which simply means "What could go wrong here" and "How do we avoid it?" Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the Club's obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen an applicant is dictated by the nature of the position and its inherent level of risk. When determining risk consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high risk position is defined as a position in which staff members, volunteers, or Board members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.

14.3.2 **Definition of Positions:**

The various levels of play in the sport have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

14.3.2.1 **HIGH RISK POSITION**

1. Competitive Team Officials (Representative)
2. All-star Team Officials
3. Select Team Officials

14.3.2.2 **MEDIUM RISK POSITION**

1. Recreational Team Officials (Club League Officials U16-U19)

14.3.2.3 **LOW RISK POSITION**

1. Recreational Team Officials
2. (All other Club League Officials)
3. Mini Soccer Team Officials

14.3.3 **BOUNDARIES/ LIMITATIONS:**

1. Shall never be alone with a player
2. Shall not be responsible for transportation to/from practices/games/tournaments
3. Shall not be responsible for water or snacks
4. Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/games/tournaments
5. Shall comply with the Dress Code as defined by the Club
6. Shall ADHERE to OSA and Club policies
7. Shall embrace Club values, principles, and policy as per Club Constitution
8. Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

14.3.4 **SCREENING MEASURES:**

14.3.4.1 **HIGH RISK**

1. Application Form (with references)
2. Interview by Selection Committee
3. References Checked Out
4. Police Records Check
5. Evaluation by Club

14.3.4.2 **MEDIUM RISK**

1. Application Form (Reference Checks Optional)
2. Police Records Check

14.3.4.3 **LOW RISK**

1. Application Form (Reference Checks Optional)

