

DARLINGTON SOCCER CLUB INC POLICIES AND PROCEDURES

Revised: February 2010

These policies and procedures are intended to provide a framework for the operation of the Darlington Soccer Club Inc. They have been established as a measure to minimize misunderstandings and potential disputes between members of the Darlington Soccer Club Inc. (DSCI)

The goal of this club is to provide an environment for our members to learn and play quality soccer. These policies and procedures are designed to ensure the enjoyment, fairness and equality of all participants.

The DSCI uses the Laws of the Game as established and recognized by FIFA except as shall be ordered and allowed by the OSA or overridden by the rules below.

INDEX

	Page
1. Player Ineligibility	2
2. Conduct of Coaches/Players/Spectators	2
3. Protests/Appeals	2
4. Enforcement	3
5. General	3
6. Discipline	3
7. Harassment Policy	5
8. Any matter not covered	5
9. Zero Tolerance Policy	6
10. Code of Conduct & Code of Conduct Policy	7
11. Coaching Code of Conduct	9

1. **Player Ineligibility**

- a) Players who are not registered with D.S.C.I cannot play for any team.
- b) Players who are registered with a competitive team cannot play within the house league.
- c) All-Star teams must consist of registered D.S.C.I players only (i.e. house league).
- d) Players may register for an older age division, however they may only play up one calendar year.
- e)

2. **Conduct of Coaches/Players/Spectators**

- f) **DO NOT DEGRADE OR HUMILIATE REFEREES!!!!!!** (i.e. shout at, make calls for him/her,etc.). Many of our referees are young children who are easily intimidated and are easily discouraged from coming back if they are belittled or humiliated.
- g) Misconduct by coaches will be referred to the DSCI in writing, who will forward it to the discipline committee for further investigation, who in turn will decide if further disciplinary action is required
- h) If there are complaints with the referee, please provide a written statement with the concerns to the DSCI office, who will in turn contact the referee-in-chief, if required.
- i) If possible, coaches should set-up their benches on opposite sides of the field from the spectators.
- j) Coaches must remain at their player's bench or in the immediate vicinity of center field. Coaches will are not allowed to maneuver up and down the sidelines. This rule applies to all age groups, except Tykes.
- k) Coaches may not enter the field of play unless called by the referee. If a player is injured the referee will ask the coach to enter the field of play. Parents are not to enter the field of play unless signaled by referee or coach.
- l) Coaches must instruct their players to play the ball and not the player.
- m) **NO SMOKING** – Coaches must inform their team and spectators that there is no smoking on school properties. This is a school board rule, and if not followed will result in the loss of use of the school fields.
- n) **NO JEWELRY** may be worn by a player who is on the field of play. Coaches and Referees must enforce this. Players will be asked to take it off before being allowed back on the field of play.
- o) All players must wear the uniform provided. If the shorts or socks do not fit, then a player may substitute them with sportswear of the same colour. All players **MUST** wear shin guards, and proper soccer shoes or runners are mandatory.
No hard casts are allowed and wrapping of a hard cast is not permitted.
For Indoor play, sport pants with exposed zippers, buttons, snaps or clips are not allowed.

Note:

FOR ANY INFRACTION - THE COACH/PLAYER OR SPECTATOR MAY BE WARNED AND/OR EXPELLED FROM THE GAME.

3. **Protests/Appeals**

Only the coach may protest a game if he/she observes a violation of the league rules and regulations. Verifiable proof, such as witnesses, will help to substantiate a protest.

No protests will be entertained concerning a referee's decision

- a. A **written** game protest must be filed with the DSCI office within 48 hours. The DSCI office in turn reports it to the DSCI Executive and Community Convenor.
- b. Protests must be in writing and state clearly the nature of the infraction. A non-refundable fee of **\$50.00** must be paid at the same time the protest is filed.
- c. Protests will be reviewed and decided upon by the DSCI Executive's appointed committee who are free to consult with others if required. The appointed committee will reach a decision in a timely manner, but no later than four (4) weeks.
- d. Any protest decision by an appointed committee may be appealed in writing to DRSA no later than 5 days after receiving DSCI's decision. A fee of \$250.00 (non-refundable if appeal is lost) is to accompany the appeal.
- e. Only the following reasons will be accepted as grounds for appeal:
 - i. New facts that were not available when the original decision was made.
 - ii. Specific procedural errors alleged to have been made during the hearing.
 - iii. Alleged incorrect interpretation of the published rules.
 - iv. Alleged excessive fine, fee, bond, or suspension.

4. Enforcement

Any justifiable protest may result in forfeiture of the game, replaying of a game and/or suspensions from soccer.

5. General

- No team shall play games against opponents from other clubs or leagues outside their own league, unless approved by the DSCI Executive. This requirement is necessary to prevent the DSCI from violating the rules laid down by the Durham Region Soccer Association (DRSA).
- No house league player shall have their name (first, last or nickname) printed on their uniform.

6. Discipline

DARLINGTON SOCCER CLUB INC. DISCIPLINE POLICY

This policy will apply to all youth house league programs, both indoor and outdoor, as well as the Darlington Men's and Ladies Recreational program, both indoor and outdoor.

In accordance with OSA Policy 6.0 the DSCI will follow the Discipline by Review (DBR) System for all misconducts permissible by OSA Policy 6.0. Discipline by Hearing (DBH) will be used as indicated in OSA Policy 6.0. (Refer to www.ontariosoccer.net).

The Discipline by Review System will follow the requirements outlined in OSA Policy 7.0, and the Discipline by Hearing System will follow the requirements outlined in OSA Policy 8.0. (Refer to www.ontariosoccer.net).

Anyone dismissed from a game will continue to play, coach or attend future games until notified of their hearing date or penalty.

Discipline hearing dates for the season will be preset and will be advertised on the club's website prior to the season start. If there is not a posted schedule of hearing dates; there will be a 15 days' notice of the hearing.

The accused in a DBH case will be notified by phone or email and will also receive information by mail. Anyone found guilty in a DBH case will be provided with appeal information. All appeals are forwarded to the Durham Region Soccer Association.

DBR cases will **only** be contacted (by phone or email and mail) if they receive a suspension. **DBR cases cannot be appealed.** OSA Policies, Section 9.0 – Discipline, Policy 7.0, 7.4.1. – Discipline decisions made under the Discipline by Review (DBR) System may not be appealed.

DBR cases may request a hearing. A written request must be provided, as well as a \$50.00 administrative fee. The request and fee must be received within 3 days of the dismissal. If the accused is found not guilty, the \$50.00 administrative fee will be returned. If the party fails to attend the requested hearing, the DBH will revert to a DBR and the \$50 administrative fee will be forfeit.

Verbal Assault of a Referee will be handled as a DBR conducted by the DSCI. This infraction includes using offensive, insulting or abusive language and/or gestures directed at a game official. In addition to penalties as outlined in OSA Policy 9.0, the individual will also be subject to the sanctions as outlined in the DSCI Zero Tolerance Policy.

Game Official Physical Assault includes deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening, as well as striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct.” All such infractions are immediately referred to the Durham Region Soccer Association who will conduct the Discipline Hearing. Players charged with this infraction are immediately suspended from any soccer related activity until such time as a hearing is held. Any player dismissed for this infraction will also be subject to sanctions indicated in the DSCI Zero Tolerance Policy.

Special Incident Report cases may have a scheduled hearing date and time. Special Incident Reports may be made for any incident that occurs before, during or after a game. The Discipline Committee reserves the right to issue either a warning letter or ask the party to attend a hearing.

Any parent, relative, or spectator who has been expelled from a match or who has been reported for a violation of the Club Code of Conduct Policy will have Discipline by Reviews (DBR). Parents, relatives or spectators who are found guilty may be subject to Ontario Soccer Association penalties or sanctions consistent with those for a team official.

Notice of Discipline Hearing

The accused will be notified as to the date and time of their hearing. One request to postpone the set date will be permitted, as long as the request is received in writing the Thursday prior to the hearing date. Failure to attend a scheduled hearing will result in an immediate suspension from all soccer activities. The Durham Region Soccer Association will be notified of the suspension.

The accused will be required to request a new hearing in writing, and provide a non-refundable \$100.00 fee. The new hearing will be scheduled at the convenience of the DSCI Discipline Committee.

Referee Responsibilities

Referees must indicate on the official game sheet any unusual behaviour or actions that occur at each soccer game. The referee must ensure that the correct forms are also completed (cautionable offenses form, dismissal form or special incident form) and are forwarded to the Darlington Soccer Club office.

7. Harassment Policy

- a. The DSCI will abide by the Harassment Policy of the OSA – available at www.soccer.on.ca or at the DSCI office.
- b. Anyone in the DSCI who wishes to lodge a harassment complaint, should contact the office, who will direct him/her to the appropriate parties.

8. **Any matter not covered in this document shall be judged in accordance with the Policies and Procedures and Published Rules of Durham Region Soccer Association, Ontario Soccer Association, Canadian Soccer Association and FIFA.**

9. **ZERO TOLERANCE POLICY**

Game Official Abuse
(Revised: December 2007)

The Darlington Soccer Club Inc. (DSCI) is a strong supporter of making soccer safe for all participants.

Over the last couple of years, verbal abuse directed towards referees and assistant referees has been a particular problem.

Accordingly, the DSCI has set up the following policy to help ensure the safety and enjoyment of all.

POLICY

Any coach, player, parent, relative, or guardian judged by the DSCI Discipline Committee to be guilty of abusive conduct towards a game official before, during, and

after a DSCI House League game will be reprimanded in writing. In addition, the abusive conduct may fall under OSA Discipline Policy 9.0 (www.soccer.on.ca), in which case, appropriate penalties will be imposed.

A second conviction, during the same season will result in all playing members of the immediate family in question being de-registered from the DSCI.

In extreme cases, as determined by the Discipline Committee, the de-registration process may be invoked after the 1st offence.

The suspension will be a minimum of 12 months. If, after the suspension, the player registers for a DSCI program all ready under way, the full fee for that program will be charged.

There will be no player fee reimbursement issued for any player(s) or family of players who are de-registered from the DSCI from the time of the suspension to the end of the current playing season.

POLICY PROCEDURES

When a game official feels that they are being abused, as per the scope of this policy, by a coach, player or fan, the official will be allowed to suspend the playing of the game.

If the abuse is verbal, the official will then verbally advise both coaches that the game has been stopped 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 that the next occurrence of a similar nature may result in abandonment of the game and that a Special Incident Report to the DSCI Discipline Committee will be sent in for review. Depending on the severity of the offence the coach may be dismissed immediately.
- If the source is **a fan**, the appropriate coach will provide the official with the name of the fan and the coach must advise the fan that the next occurrence of a similar nature will result in an abandonment of the game. Further, a Special Incident Report to the DSCI Discipline Committee will be sent in for review.
- If the **fan is not associated with either team**, both coaches are asked to speak to the fan, and ask the individual to leave.

The game will restart in accordance with the Laws of the Game.

If the game continues without further incident, the game official (mini game) is advised to inform their referee coordinator, who in turn will notify the DSC office, and a full field game official will directly advise the DSC office, that the game was temporarily suspended due to abuse towards a game official.

Further, a note should be made on the game sheet.

If the abuse continues, the official will be allowed to stop further playing of the game and advise the coaches that the game has been abandoned and that a Special Incident Report will be forwarded to the DSCI Discipline Committee. The official must clearly indicate on the game sheet that the game was abandoned due to abuse.

1. The game official must contact their referee coordinator and the Darlington Soccer Club office to verbally report the incident within 24 hours.
2. A Special Incident Report, with the assistance of the Referee Coordinator, or the Darlington Soccer office, if required, must then be forwarded to the DSCI with 72 hours.
3. The DSCI Discipline Board will then review and deal with the report as per their guidelines.
4. If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.

If the abuse is physical, 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 Durham Region Soccer Association and the DSCI Referee Coordinator, and the DSCI office to verbally report the incident within 24 hours of the incident.

Step 2

A Referee Assault Report must be forwarded to the Durham Region Soccer Association (the District Referee Coordinator) and the Club Head Referee (through the DSCI office) within 48 hours of the incident.

Step 3

The Durham Region Soccer Association will then review and send the report to the DSCI 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 DSCI Executive will determine the status of the game.

*****As our club is always concerned about the safety of our participants; if a situation has become uncontrollable, and the referee feels threatened, contacting the Durham Region Police would be an appropriate response.*****

10. CODE OF CONDUCT & CODE OF CONDUCT POLICY

CODE OF CONDUCT

The Darlington Soccer Club Code of Conduct establishes a clear set of expectations for coaches, players, parents/guardians, Relatives, DSCI Executives, DSCI Program Coordinators, Community Committee members, referees and Staff.

Its primary role is to help ensure that soccer is a fun, positive and enjoyable experience.

Our Code of Conduct is based on the concept of fair play, defined by four basic principles:

- ❖ **RESPECT FOR THE RULES**
- ❖ **RESPECT FOR THE REFEREES AND THEIR DECISIONS**
- ❖ **RESPECT FOR ALL PARTICIPANTS, INCLUDING PLAYERS, COACHING STAFF, PARENTS, SPECTATORS, EXECUTIVE MEMBERS, PROGRAM COORDINATORS, COMMUNITY COMMITTEE MEMBERS AND STAFF**
- ❖ **MAINTAINING SELF CONTROL AT ALL TIMES**

It is a condition of continuing Club membership that all participants understand and follow this Code of Conduct when participating in any Club activity. Please keep this Code of Conduct handy. It is to be followed by all members, at all times.

RESOLVING PROBLEMS

If you are upset, we recommend you wait 24 hours and then determine if you wish to further pursue the issue. If so, talk to the person privately.

If you require further guidance, contact the DSCI office.

DSCI office staff are not responsible for resolving your concern, but will ensure it is sent to the appropriate person for follow up, be it an Executive Member, Community Committee Member or Coordinator.

CODE OF CONDUCT POLICY

Any Coach, Parent/Guardian, Player, Relative, DSCI Executive Member, DSCI Program Coordinators, Community Committee Member, Referee and Staff judged by the DSCI Discipline Committee to be guilty of breaching the DSCI Code of Conduct will be reprimanded in writing.

A second conviction, during the same season, will result in all playing members of the immediate family in question being de-registered from the DSCI.

In extreme cases, as determined by the Discipline Committee, the de-registration process may be invoked after the 1st offence.

The suspension will be a minimum of 12 months. If, after the suspension, the player registers for a DSCI program all ready under way, the full fee for that program will be charged.

COACH QUALIFICATION AND TEAM ROSTERS

A new coaching volunteer must complete and submit a coaching application (blue form) as provided by DSCI. The application shall include a summary of the volunteer's coaching experience and three personal references.

The volunteer coach shall also order a Police Record Check (PRC) and provide the PRC for review to the DSCI. The PRC is valid for a period of 3 years.

Upon approval by DSCI of the volunteer's PRC and application, the coach must complete the OSA Coach Registration form (yellow form) for the current season of play. Once these three criteria have been satisfied the volunteer shall be deemed a coach and the DSCI official team roster may be released.

Only DSCI issued rosters may be used by communities due to the OSA Privacy Act. Communities may not issue their own rosters.

A volunteer coach shall not receive any player information, be in contact with players or participate with team practices or games until they have been approved by DSCI. Coaches must also attend the mandatory coaching clinic run by the DSCI at the beginning of the season.

11. COACHING CODE OF CONDUCT

Commitment:

A coach's commitment is to improve the performance of the players and the team physically and mentally.

A coach needs to provide a high quality soccer program for players within a positive environment.

Know Your Subject:

A coach must be thoroughly acquainted with FIFA Laws of the Game and he/she must implement sound principles of coaching.

Respect:

Coaches must respect all players and officials. Opponents and officials must be treated with respect.

Players must be coached within the laws of the game.

Enthusiasm:

Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when such praise is deserved.

Personal Conduct:

A coach must maintain the high standards of personal conduct and fair play. Coaches should never make insulting, offensive, abusive or sexual remarks.

(Based on the OSA code of conduct with some changes in wording)

HOUSE LEAGUE TEAM OFFICIALS – For Mini-soccer to U15

AGE REQUIREMENT: The head coach must be 18 years of age or over.

GOALS:

- Instruction in basic soccer skills as set out by the Club
- Active participation
- Introduction of team skills
- Enjoyment
- Establish codes of *fair play* and reinforce values of *good sport*.

ACTIVITIES: Weekly practice & game(s) for players
Coaching in game situations with *equal participation* of players

RESPONSIBILITIES:

Communication with the Club and with parents (i.e., practice/game schedules; half-time snacks; etc.)

Record-keeping of player information (team rosters; medical concerns) that is on hand for practices and games

Knowledge of Club policies re: player safety in various heat/weather conditions during a practice or game; field conditions

Distribution of player equipment as issued by the club

Ensuring players are properly outfitted relative to personal safety and as required by the Rules of the Game

Familiarity with soccer rules as issued by the Club

Participation in all related orientation and coaching clinics sponsored by the Club

BOUNDARIES/LIMITATIONS:

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model – no drugs/alcohol/smoking/abusive language at practices/games/tournaments
- Shall adhere to OSA and Club policies
- Shall embrace the Club's values, principles and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players regarding respect, self-discipline and fair play

SCREENING MEASURES:

1. Completion of an application form with 3 references.
2. Police records check mandatory every third year; valid for two years only.
3. Initial group meeting outlining the club's safe practice policy and the rules of the game.

HOUSE LEAGUE TEAM OFFICIALS FOR U16-U19

AGE REQUIREMENT: The head coach must be 18 years of age or over.

GOALS:

Instruction in soccer skills as set out by the Club

Positional play and individual roles on a team

Competition at an appropriate level of play

Encourage self-confidence and individual skill development through positive reinforcement

Build and maintain team chemistry

Establish codes of *fair play* and reinforce values of *good sport*.

ACTIVITIES: Weekly practice & game(s) for players

Coaching in game situations with equal participation of players

RESPONSIBILITIES:

Communication with the Club and with parents (i.e., practice/game schedules; half-time snacks; etc.)

Record-keeping of player information (team rosters; medical concerns) that is on hand for practices and games

Knowledge of Club policies re: player safety in various heat/weather conditions during a practice or game; field conditions

Distribution of player equipment as issued by the club

Ensure players are properly outfitted relative to personal safety and as required by the Rules of the Game

Familiarity with soccer rules as issued by the Club

Participation in all related orientation and coaching clinics sponsored by the Club

BOUNDARIES/LIMITATIONS:

- Shall never be alone with a player
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- Shall not be responsible for water or snacks
- Shall be a role model – no drugs/alcohol/smoking /abusive language at practices/games/tournaments
- Shall adhere to OSA and Club policies
- Shall embrace the Club's values, principles and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players regarding respect, self-discipline and fair play

SCREENING MEASURES:

1. Completion of an application form with 3 references that will be verified
2. Police records check mandatory every year
3. Initial group meeting outlining the club's safe practice policy and the rules of the game.