

Shuswap Youth Soccer Association

Operating Manual (Policies & Procedures) September 2020

1 Conduct, Ethics & Discipline

- 1.1 Conduct
- 1.2 Equity & Inclusion
- 1.3 Ethics
- 1.4 Conflict of Interest
- 1.5 Confidentiality
- 1.6 Supporters Policy

2 Player Safety

- 2.1 Criminal Records Check (CRC)
- 2.2 Serious Occurrence
- 2.3 Anti-Bullying

- 2.4 Players Wearing Casts
- 2.5 Insulin Pumps
- 2.6 Wearing of Jewelry
- 2.7 Concussion

- 2.8 Severe Weather
- 2.9 Air Quality
- 2.10 Emergency Action Plan
- 2.11 Coach Code of Conduct

3 Club Operations

- 3.1 Social Media
- 3.2 Sponsorship
- 3.3 Fundraising
- 3.4 Community Partnerships

(1) Conduct, Ethics & Discipline

1.1 Conduct

All SYSA members including but not limited to, players, parents, spectators, team officials, game officials, club officials, regardless of being paid or volunteer, have a duty and responsibility to conduct themselves appropriately while respecting the FIFA Laws of the Game, BC Soccer rules, regulations and policy and the policies, by-laws and procedures of club.

Shuswap Youth Soccer Association (SYSA) follows the guidelines provided by the Canadian Soccer Association (CSA) with respect to a Code of Conduct and Ethics

[Canadian Soccer Association - Code of Conduct and Ethics](#)

1.2 Equity & Inclusion

SYSA is responsible for setting standards and values to apply throughout the Club at all levels of play. Our commitment as a community organization and soccer club is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

SYSA, it's officers, officials and members are not to discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

SYSA will not tolerate harassment, bullying, abuse or victimization of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. Any member, official or officer of the Club who believes they have experienced any form of discrimination are asking to complete a Serious Occurrence Report as soon as possible.

SYSA is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Declaration of Expectations for Fairness in Sport (the London Declaration) 2001, Canadian Human Rights Act 1985 and Employment Equity Act 1995 as well as any amendments to these acts and any new legislation.

1.3 Ethics (General)

SYSA endorse and promote these following programs of inclusion, equality and respect:

- Making Ethical Decisions
- Commit to Kids for Coaches
- Respect in Sport
- CCES Gender inclusivity
- LGBTQI2S Inclusion in Sport (CAAWS)
- You Can Play Project
- Harassment in Sport

1.4 Conflict of Interest Disclosure:

Directors and Staff of the Shuswap Youth Soccer Association must declare any matter or relationship that is or may be reasonably perceived to be a conflict of interest with their responsibilities within the soccer association. In addition, Directors and staff must also indicate in writing all affiliations with other organizations which do business with the Shuswap Youth Soccer Association, for example, sales to or purchases from the Shuswap Youth Soccer Association of goods and/or services, particularly if these affiliations could provide a personal or perceived benefit to themselves or associates.

1.5 Confidentiality:

During the course of fulfilling their duties Directors and staff will receive/hear private and personal information, or information that is not for public release, they are obligated to keep these matters confidential. All individuals should be alert to circumstances where confidentiality obligations may create a conflict. Example: A director employed by a sponsor that funds the association may not share with his or her employer confidential information about the association. This policy is intended to protect you as well as SYSA because in extreme cases, violations of this policy also may result in personal liability.

1.6 Shuswap Super-Soccer Supporters (SSSS)

SYSA is committed to promoting positive behavior on and off the soccer field through the support of coaches, parents, players, volunteers and officials. **Respect** is the communal responsibility of each participant in soccer to create an environment that is both safe and enjoyable for all who take part. SYSA is a strong supporter of making sport safe for our youth.

The Shuswap-Super Soccer Supporters agreement for non registrants' anyone not individually registered with the SYSA as either a Player, Team Official or Administrator ("Registrant") – to enforce a set of expectations around inappropriate behavior for parents, legal guardians and spectators (collectively "Spectators"), including but not limited to offensive, insulting or abusive language or behavior, sexist or racist remarks, violence and vandalism, in order to ensure the safety and enjoyment of all.

For the purposes of this agreement, a spectator is defined as an immediate family member associated with a game participant, including aunts, uncles, grandparents or children.

Spectator Fair Play Code of Conduct

We all have a responsibility to promote high standards of behavior in the game. In particular, Spectators' expectations and attitudes have a significant bearing on a child's attitude toward:

- Other players;
- Referees;
- Team officials; and
- Spectators

SYSA wants to ensure soccer can be enjoyed in a safe, positive environment. Remember the game of soccer provides children the opportunity to develop their technical, physical, tactical and social skills. Winning isn't everything.

Spectators are asked to play their part by observing SYSA's Fair Play Code of Conduct at all times:

- 1. I will not force my child to participate in sports;**
- 2. I will remember that my child plays sport for his or her enjoyment, not for mine;**
- 3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence;**
- 4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event;**
- 5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard;**
- 6. I will never ridicule or yell at my child for making a mistake or losing a competition;**
- 7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents**
- 8. I will remain outside the field of play and within the designated spectators' area (where provided);**
- 9. I will respect the match officials' decisions and never publicly question the officials' judgment or honesty;**
- 10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child;**
- 11. I will not interfere at any time with the duties and responsibilities of the coach or manager, including coaching from the sidelines during games or practices;**
- 12. I will comply with the rules, policies and procedures of the team and the Club as they apply to me;**
- 13. I will not act in any manner that is detrimental to the team or the Club;**
- 14. I will support all efforts to remove verbal and physical abuse from children's sporting activities;**
- 15. I will never engage in, or tolerate, offensive, insulting, or abusive language or behavior toward any official, coach, player or Spectator.**

The goal of the Fair Play Code of Conduct operating procedure is to promote a positive, safe and supportive environment for all participants at SYSA's soccer activities. If a Spectator chooses not to follow the Fair Play Code of Conduct, any, or all, of the following actions may be taken by SYSA and the Spectator may be:

- Issued with a verbal warning from SYSA or league official;
- Obligated to leave the match venue by SYSA or game official;
- Required to meet with the SYSA's discipline board;
- Requested by SYSA not to attend future games or practices; and
- Suspended or have SYSA membership revoked.

Shuswap Super-Soccer Supporters (SSSS) Policy

1. 1st OFFENCE (Written warning): Any Spectator judged by SYSA's discipline committee to be guilty of abusive conduct towards anyone in attendance at a club event will be reprimanded in writing.
2. 2nd OFFENCE (Discipline by hearing): Any Spectator judged by SYSA's discipline committee to be guilty of a second conviction of abusive conduct towards anyone in attendance at a SYSA event will be required to attend a hearing with SYSA's discipline committee to address their behavior. A second offence may result in a Spectator being suspended from attending future games and practices for a specified period of time.
3. 3rd OFFENCE (Discipline by hearing): Any Spectator, judged by SYSA's discipline committee to be guilty of a third conviction of abusive conduct towards anyone in attendance at a SYSA event will be required to attend a hearing with SYSA's discipline committee to address their behavior. In the unfortunate circumstance and as a last resort, for the protection of all participants associated with SYSA's soccer activities, a third conviction may result in all playing members of the immediate family in question being de-registered from SYSA for a period of time of SYSA's choosing that may be, at SYSA's discretion, unlimited.

In extreme cases and/or depending on the nature of the behavior, as determined by the SYSA discipline committee, a suspension from attending future games or practices and/or the de-registration process may be invoked after a first or second offence.

This policy, only covers non-playing Spectators which are associated with a game participant. For incidents not related to the event or involving non-associated spectators SYSA cannot enforce the SSSS Policy and/or Discipline Policies, however civil action may be sought by the parties involved.

If the source of the abuse is from a Registrant such as a team official, discipline procedures for the individual(s) involved will follow the policies for discipline management for SYSA registrants as set out in the SYSA policies.

Reporting Abusive Behaviour

- Game Officials

When a person(s) in attendance, including but not limited to the game official, feels they are being abused, as per the scope of this policy, by a Spectator, the game official will be allowed to suspend the game. In all cases, the game official must inform the coaches from both teams that the game has been suspended and file a Special Incident Report with SYSA, who will process this document in accordance with the rules defined by the BCSA.

If a Spectator's behavior results in the game official suspending play, the appropriate coach will provide the game official with the name of the individual(s) that is identified by the game official and the coach must advise the individual(s) that the next occurrence of a similar nature will result in an abandonment of the game. If the individual(s) is not associated with either team, the individual(s) may be warned that local authorities may be called to deal with the incident.

Where the situation cannot be rectified the game will be abandoned. However, where the incident has been resolved and the game continues without any further incident, the game official will inform his/her referee coordinator that the game was temporarily suspended, including providing a detailed explanation of the reason for the suspension of play and toward whom the abuse was directed.

If the source of the abuse is from a Registrant, the game official should conduct himself/herself according to the policies for discipline management for SYSA registrants as set out in the policy.

In all cases the game official must file a Special Incident Report to SYSA's discipline board for review.

- Non-Game Officials

In the event that an incident of abuse is not recognized by a game official, or occurs in a non-game situation, for example during a practice session, it is the obligation and duty of the coach and/or other team officials to report such incident to SYSA's discipline committee. Details such as the day, time and location that the incident occurred, the parties involved, description of the abusive behavior and to whom the behavior was directed must be provided in the report.

A Spectator who feels that they have been the subject of, or witness to, abusive behavior, including but not limited to a team official such as a coach, may submit a written complaint to SYSA's discipline committee. Details such as the day, time and location that the incident occurred, the parties involved, description of the abusive behavior and to whom the behavior was directed must be provided in the report.

(2) Player Safety

2.1 Criminal Record Best Practices:

SYSA adhere to the BC Soccer Criminal Record Check (CRC) Practices, Policies and Procedures; the most recent update of those policies and procedures is available to download [here](#).

It is SYSA policy to have its volunteers 19 years of age and older submit Criminal Record Checks every 3 years.

All coaches, team managers, administrators MUST have a current CRC on file with the soccer association. SYSA uses the FREE BC Government's secure website

A **vulnerable sector check** is an enhanced criminal record **check**.

This type of record **check** was created in 2000 to protect children and **vulnerable persons** and is governed by section 6.3(3) of the Criminal Records Act.

<http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

You must enter SYSA's unique access code on the first page of your check which is: **7EYEZ867UQ**. All results are strictly confidential, viewed only by SYSA Administrator and Operations Manager.

SYSA are committed to Player Safety at all ages of play; BC Soccer has a number of excellent resources for Player and Parents and/or Guardians to review.

The most recent links are posted below; should the links fail you can reference directly here on the BC Soccer Website which references the Canada Soccer Policies

<https://bcsoccer.net/bylaws>

2.2 Serious Occurrence:

Reporting Procedure

SYSA has developed and implemented a formal procedure for receiving, investigating and resolving complaints.

The procedure will include reasonable and prompt timeline.

SYSA's Operations Manager and the Board Chair are responsible for receiving, investigating and resolving complaints.

If the complaint directly involves the Operations Manager, the complaint must be addressed to the Board Chair.

A serious occurrence is defined as a situation in which inappropriate behaviour or unwelcome conduct is displayed in association with a SYSA program.

Inappropriate behaviour/unwelcome conduct is defined as follows:

Comments, conduct, or gestures directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading and/or offensive in nature.

Criminal Misconduct Allegations of criminal misconduct or suspected player abuse will be reported to law enforcement.

Confidentiality

Every effort will be made to preserve confidentiality and protect the privacy of those involved in the investigation to the extent the investigative process allows.

Retaliation

Retaliation against any person involved in the complaint process is prohibited by SYSA and will result in disciplinary action. This includes individuals who initiate complaints, persons against whom a complaint has been filed, players, and witnesses.

SERIOUS OCCURRENCE REPORTING PROCESS

Reporting Procedure

If a member, parent, volunteer, player or employee believes he/she has been exposed to an inappropriate behaviour or an unwelcome conduct, he/she should bring this problem to the immediate attention of the Club's Operations Manager or the President by completing the Serious Occurrence Report .

This report should be submitted within 48 hours of the incident to ensure clarity and consistency in the report. The completed Serious Occurrence Report should be submitted via one of the following ways:

In person - Please submit the completed form in a sealed envelope, attention Operations Manager. Should the Serious Occurrence involve the SYSA Operations Manager Director, please address the envelope to the President of the SYSA Board of Directors.

Via email - Please email a copy of the report to the Operations Manager of SYSA. Should the Serious Occurrence involve the Operations Manager, please email the completed form to the SYSA President of the Board of Directors.

Please be reminded that retaliation of any kind is strictly prohibited and may result in disciplinary action. All Serious Occurrence reports will be investigated as soon as reasonably possible and may consist of personal interviews with the complainant(s), the alleged perpetrator(s), and witnesses to the alleged incident(s).

Resolution of Claim

Upon completion of the investigation, SYSA's Operations Manager will determine if an inappropriate behaviour or an unwelcome conduct did in fact occur and recommend an appropriate resolution for the complaint. The complainant will be given a Written Notification of Resolution describing the actions to be taken to stop the inappropriate behaviour or an unwelcome conduct.

The complainant may be advised of ways to resolve the problem on his/her own including, but not limited to:

Meeting the individual in person and describe the inappropriate behaviour or unwelcome conduct, how it makes him/her feel, and requesting that the behaviour stop.

Writing the individual and describe the inappropriate behaviour or unwelcome conduct, how it makes him/her feel, and requesting that the behaviour stop.

Asking the SYSA Operations Manager to meet the individual and request the behaviour to stop.

If the complainant(s) find(s) the resolution acceptable, the Operations Manager or designee will follow up with the complainant to ensure that the problem has in fact been resolved. A confidential copy of the complaint and resolution will be filed with SYSA.

If the complainant(s) find(s) the resolution unacceptable, the Operations Manager or designee will follow up with a meeting between the parties to explore potential resolutions to the satisfaction of all parties involved and will work with both parties to ensure a reasonable resolution is reached.

2.3 Anti-Bullying:

SYSA is committed to providing a caring, friendly and safe environment for all of our members so they can participate in soccer in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our club. If bullying does occur, all children and parents should be able to openly communicate the situation and know that any and all incidents will be dealt with promptly and effectively. We are an open club. This means that anyone who knows that bullying is suspected or happening is expected to notify the club immediately.

OBJECTIVES OF THIS POLICY

- Bullying will NOT be tolerated.
- All players, coaches and managers and parents of SYSA should have an understanding of what bullying is.
- All managers and coaching staff know what the club policy is on bullying, and follow it when bullying is reported.
 - All players know what the club policy is on bullying and what they should do if bullying occurs or is suspected.
- As a club we take bullying seriously. Players and parents can be assured that the club will investigate when bullying is reported.

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying consist of three basic types of abuse – emotional, verbal and physical Bullying can be and does include:

- Verbal bullying including derogatory comments, lies, false rumors, teasing, ridicule and bad names.
- Emotional bullying includes being unfriendly, sending hurtful or tormenting messages via social media forms.
- Bullying through social exclusion or isolation, being ignored and or left out
- Physical bullying includes pushing, kicking, hitting, punching or any other use of violence
- Being attacked because of their religion, race or color, gender or sexuality including but not limited to taunts, graffiti, gestures etc...
- Sexually unwanted physical contact or sexually abusive comments
 - Misuse of associated technology such as unwanted camera and video usage and social networking exposure

SIGNS AND INDICATORS

A player may indicate he or she is being bullied by signs or behavior, adults should be aware of these possible signs and should investigate if a player:

- Says he or she is being bullied
 - Is afraid or unwilling to go to training, practice or games
 - Becomes withdrawn anxious, or lacking in confidence
 - Feels ill before training sessions
 - Is nervous and /or jumpy when a message is received (e.g. text, IM, phone, social network)
 - Comes home with clothes torn or training equipment damaged
 - Asks for money or starts stealing money (to pay the bully)
 - Has unexplained cuts or bruises
 - Is frightened to say what's wrong
 - Gives improbable excuses for any of the above
- In some more severe situations, other indicators can include:
- Cry them-selves to sleep at night or has nightmares
 - Becomes aggressive, disruptive or unreasonable
 - Is bullying other children or siblings
 - Stops eating
 - Attempts suicide, runs away or hurts themselves deliberately (self harm) These signs and behaviors may indicate other problems, but bullying should be considered a possibility and should be investigated.

WHY DO PLAYERS SOMETIMES BULLY OTHER PLAYERS?

Players might bully because:

- They may not have been taught that any form of bullying is unacceptable behavior and will not be condoned by the OSC
- They think it is fun or funny
- They are lacking in their own self confidence
- They are copying older siblings, friends, parents or even club staff
- They are encouraged to bully by friends
- They themselves have been a victim of bullying

AS A COACH OR MANAGER WHAT CAN YOU DO IF YOU THINK YOUR PLAYER IS BEING BULLIED?

- Ask the player directly
- Take any incidents of bullying that they tell you about seriously
- Talk calmly with the player about their experiences
- Make note of what the player says
- Reassure the player that they have done the right thing by telling you
- Understand that your player may need to change aspects of their behavior
- Never approach another parent directly
- Do not encourage your player to retaliate
- Contact the SYSA staff immediately

PROCEDURES

1. Immediately report the bullying incidents/behavior to SYSA staff
2. The club will take every concern seriously, investigate the issue and report back to you in a timely manner
3. In serious cases, parents may be asked to come in to discuss the problem.
4. If necessary and appropriate, the police will be consulted.
5. If bullying is found, it will be stopped immediately by removal of the player (s) who is bullying from the Club until a suitable process has been met through club policy. \
6. A record will be kept on the incident(s), investigation and any action(s) taken 7. The bully (bullies) will be placed on probationary period with the club of no less than six (6) months

2.4 Players Wearing Casts:

A player may not use equipment that is dangerous to himself or another player. This is further expanded upon in the Interpretations of the Laws of the Game whereby it is advised that players may use equipment that has the sole purpose of protecting the individual physically providing that it poses no danger to the individual or any other player. Modern protective equipment made of soft, lightweight, padded materials are not considered dangerous and are therefore permitted.

Hard plaster casts are considered to pose a danger to both the wearer and other players and are not permitted to be worn. The practice of padding a hard plaster cast does not reduce the element of danger. Players wearing a soft cast will be permitted to play if the cast does not present a danger to the individual or any other player. The referee or Supervisor of Officials (if one has been appointed to the match/tournament) will make the final decision as to the acceptability of any cast. Any player who uses a cast with the intent to intimidate or injure an opponent shall be cautioned or sent off.

2.5 Insulin Pumps:

<https://www.bcsoccer.net/files/AboutUs/BylawsRulesRegsPolicies/Insulin%20pump%20policy.pdf>

This Canadian Soccer Association (“Canada Soccer”) policy is designed to reduce inconsistencies in rulings over players with diabetes who wear an insulin pump. All referees are expected to follow these policies in all matches sanctioned by Canada Soccer. An insulin pump is designed to ensure that the player maintains a proper blood glucose level during the game. An extended period without infusion of insulin may result in hyperglycemia (excess sugar in the blood).

Law 4 states that a player may not use equipment that is dangerous to him/herself or another player. This is further expanded upon in the interpretations of the Laws of the Game whereby it is advised that player may use equipment that has the sole purpose of protecting the individual physically providing that it poses no danger to the individual or any other player. A player wearing an insulin pump because of a medical condition is permitted to play providing he/she has received written medical clearance and is able to provide the referee with a note indicating such. The pump itself must not present a danger to the individual or any other player.

2.6 Wearing of Jewelry:

As per the FIFA Laws of the Game (Law 4) all jewelry must be removed before stepping on to the field.

This includes, but is not limited to, bracelets, rings, necklaces and earrings/facial piercings (inclusive of studs). The taping of jewelry is not permitted.

Medical identification jewelry is permitted but must be secured to the satisfaction of the referee, eyeglasses may be worn but must be secured with a band and hard knee braces are permitted only if protected with an appropriate cover.

Religious headgear is permitted, but must be secured appropriately.

A referee can request the removal of any jewelry/accessories that they deem a safety risk. Noncompliance with referees can result in your removal from the game and/or disciplinary action. SYSA staff are not authorized to override any Referee decision regarding this issue.

2.7 Concussion Awareness:

<https://www.coach.ca/making-head-way-concussion-elearning-series-p153487>

https://bcsoccer.net/files/AboutUs/BylawsRulesRegsPolicies/2018_Concussion_Policy_Digital.pdf

This Concussion Code of Conduct for Coaches, Managers & Team Trainers has been created to ensure that the safety of the Club's players is a priority. All team officials are required to adhere to the Club's Concussion Code.

I can help prevent concussions through my:

- Efforts to ensure that my athletes wear the proper equipment and wear it correctly.
- Efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities.
- Respect for the rules of my sport or activity and efforts to ensure that my athletes do, too.
- Commitment to fair play and respect for all (respecting other coaches, team trainers, officials and all participants and ensuring my athletes respect others and play fair). I will care for the health and safety of all participants by taking concussions seriously.

I understand that:

- A concussion is a brain injury that can have both short- and long-term effects. • A blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have had a concussion.
- An athlete with a suspected concussion should stop participating in training, practice or competition immediately.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.
- Continuing to participate in further training, practice or competition with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death. I will create an environment where participants feel safe and comfortable speaking up.

I will:

- Encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience any symptoms of concussion after an impact.
- Lead by example. I will tell a fellow coach, official, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.

For coaches only:

Commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

2.8 Severe Weather:

https://www.bcsoccer.net/files/Referee/Documents/CSA_Lightning_Safety.pdf

Lightning Safety/ Severe Weather Policy When thunder roars, go indoors!

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Canada Soccer.

By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling. If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one.

Stay inside for 30 minutes after the last rumble of thunder.

Get to a safe place. A safe location is a fully enclosed building with wiring and plumbing. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If no sturdy building is close by, get into a metal-roofed vehicle and close all the windows.

Do not handle electrical equipment, telephones or plumbing. These are all electrical conductors. Using a computer or wired video game system, taking a bath or touching a metal window frame all put you at risk of being struck by lightning. Use battery-operated appliances only.

If caught outdoors far from shelter, stay away from tall objects. This includes trees, poles, wires and fences. Take shelter in a low-lying area but be on the alert for possible flooding. Be aware of how close lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment and its distance from the observer.

When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased. Know where the closest "safe structure or location" is to the field or playing area and know how long it takes to get to that safe structure or location.

Safe structure or location is defined as:

Any building normally occupied or frequently used by people, i.e., a building with plumbing and / or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.

When considering resumption of any athletics activity, wait at least thirty (30) minutes after the last flash of lightning or sound of thunder before returning to the field.

First Aid for lightning victims

Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Lightning victims do not carry an electrical charge and can be safely handled.

Call for help. Victims may be suffering from burns or shock and should receive medical attention immediately.

Call 9-1-1 or your local ambulance service.

Give first aid. If breathing has stopped, administer cardio-pulmonary resuscitation CPR). Use an automatic external defibrillator if one is available.

2.9 Air Quality Guidelines:

BC Soccer Air Quality Safety Guidelines

Player health and safety is a high priority for BC Soccer, thus it is recommended to err on the side of caution if ever in doubt in any situation regarding the health and safety of players.

These guidelines:

1. serve as a guidance for member organizations, affiliates, team officials, players, and match officials (registered referees) of BC Soccer.
2. suggests what affiliated members, match officials and team officials should consider in assessing air quality at local fields and awareness of potential health impacts, and
3. provide additional information about the Air Quality Health Index (AQHI) and where the AQHI can be found online.

Guidelines

Games and Tournaments

If the AQHI is “7” or higher recommended to postpone / reschedule match.

If the AQHI is still above “7” at the rescheduled kick off time teams involved and the match official should consider delaying kick-off or cancelling the game.

Important note: the match official (registered referee) reserves the final right to cancel the game if the conditions are considered dangerous, in their opinion.

Referee to write on game sheet reason for abandonment with the Index calculation, time & date number calculated and AQHI station used.

If air quality changes dramatically during a game (e.g. sudden smoke event caused by wind direction change) referees and team officials are advised to use their discretion. Record all decisions and relevant information on the game sheet.

Training and Practices

Team officials should consider a rescheduled practice or postponing practice until a later time.

Incorporating Air Quality calculations into Soccer Activity

1. Incorporating AQHI into your training practices

- a. Access the latest AQHI calculations
- b. If air quality is “3” or below continue with training as normal.
- c. If air quality is an index of 4 – 6 then be prepared to adjust the practice by:
 - Reducing the intensity.
 - Reducing the duration of the practice.
 - Providing resting periods.
- d. If air quality is “7” or above reschedule.

2. Be aware of weather and other conditions:

- a. Current forest fires and their locations in the province.
- b. Local burning of stubble on fields or agricultural fields – these can increase particulate matter in the air without impacting the AQHI for a city.
- c. Sudden and dramatic changes in wind strength and direction.
- d. Proximity of any major road or highway.
- e. Near or downwind of any industrial areas or other significant emission sources.

3. BC Health Services maintains an Air Quality Advisory website.

This site is helpful for planning your outdoor event.

<http://www.env.gov.bc.ca/epd/bcairquality/readings/aqhi-table.xml>

Additional Information

1. Health Canada recommends through the AQHI that for strenuous activities like soccer anything above an AQHI of 7 then one should reschedule the event.
2. The AQHI treats anything above 10+ as “Very High” with health messages for the “general” and “at risk” populations to reschedule all outdoor activities – strenuous or not.
3. Elite athletes are in the “at-risk population because of the intensity and duration of exposure to outdoor air quality.” Women appear to be more affected than men due to smaller airways, lungs, and respiratory systems Regarding air quality, soccer is considered a high exposure sport.
4. Individuals tend to rely on sensory perception to evaluate air quality when, in fact, the pollutants that present the greatest harm to human health are difficult to see or smell (e.g. ground level ozone).
5. It is neither possible nor desirable to acclimatize athletes to air pollution. The US Olympic Committee recommends that when competing in high pollution areas the best strategy for training is alternative sites. “Stay away from air pollution.”

2.10-Emergency Action Plan

Incident Reports

SYSA mandates that in the event of an incident or injury during a Club sanctioned game or practice that an injury/incident report must be completed by the coach or team official and the following protocol be adhered to.

Please note this applies to all coaches/team officials/referees in all SYSA leagues and programs.

Incidents & Injuries

An incident or injury includes any occurrence that should be brought to the Club's attention including but not limited to:

- * ***Any and all injuries, whether minor or major***
- * ***Verbal and/or physical altercations between any parties associated with the game/practice (coaches, players, parents, referees, spectators, etc.)***
- * ***Any instance in which Emergency Services (Police, Fire, Ambulance) are notified/required to attend the scene***

Minor vs. Major Incidents/Injuries

A minor incident would be a situation which was solved/rectified on the spot by the parties involved and did not consist of violent or aggressive behaviour.

A minor injury would include but is not limited to an injury that did not require medical attention immediately or after the event.

A major incident would include but is not limited to a situation which involved a physical altercation, verbal abuse or harassment, bullying, etc. and required further resolution and/or required the notification of Emergency Services.

A major injury would include but is not limited to an injury that required first aid and/or medical attention immediately or in the days following the occurrence. Any time Emergency Services or medical attention is required (EMS attending the scene or parental transport to a hospital, urgent care centre or doctors office), it is considered a major injury.

Incident/Injury Protocol - Outdoor Fields/Gymnasiums/External Training/Game Facilities

- 1) Determine whether the Incident/Injury is major or minor based on the definitions stated.
- 2) If the occurrence is minor, complete an appropriate Incident & Injury report and submit it to the appropriate contact

If the occurrence is major, proceed with the following steps:

- 1) Remain calm and in control of the situation
- 2) Instruct someone to phone 9-1-1 and perform first aid as required
- 3) Involve/contact the parent of the player if applicable
- 4) Contact the appropriate SYSA staff member immediately to notify them of the situation:
- 5) Complete an Incident & Injury Report and submit it to the Club as soon as possible.

2.11 THE RESPONSIBLE COACH Code of Conduct

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the wellbeing and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down within the Constitution and the Rules of BC Soccer.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must NOT exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behavior and performance.
7. Coaches must ensure at the activities they direct or advocate is appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the appropriate Code of Conduct and positive aspects of the sport (e.g. fair play) to players, parents and spectators alike. Never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behavior and experience and be a role model for players, parents, and spectators.

(3) Club Operations & Administration

3.1-Social Media:

SYSA recognizes the importance of social media as a tool for engaging its supporter base. This policy is designed to protect the interests and reputation of SYSA and its stakeholders by ensuring directors, administrators, staff and players are equipped with the requisite knowledge and skills to appropriately use social media.

The policy includes, but is not limited to, the use of Twitter, Facebook, YouTube, blogs, websites and any other public online forum. This policy applies to full time staff, part time staff, casual staff, directors, contractors and volunteers.

The Club is not seeking to restrict your use of social media but to create clear lines between private and Club material and set guidelines where material relates to the Club.

General Guidelines

- Only authorized personnel may speak on behalf of SYSA. These persons include the Club President, Operations Manager and, in limited occasions, the Programs Director
- Those who wish to express any reference in relation to SYSA must also have their social media accounts authorized by the club's Operations Manager.
- The use of SYSA E-Mail accounts shall be used for the dissemination of information between paid staff (full-time, part-time or contracted) and others within the organization. There shall be no use of SYSA E-Mail for personal use.
- Club Information must be released through SYSA's official club social media accounts before others can publish such information through their individual accounts.
 - Social Media should not be used for the posting or exchanging information that has the potential to embarrass or bring SYSA or its related parties into disrepute.
 - Social Media should not be used for communicating confidential or competitively/commercially sensitive information without express permission of SYSA
 - Social Media should not be used for the posting of photos of SYSA events or individuals (including stakeholders) without the permission of the SYSA.
- When using social media and where possible, identify yourself and state that any opinions are yours and do not represent those of SYSA.
- The Club has the right to access any data lists you accumulate whilst working at SYSA

General Advice

- Use common sense and good judgment - your statements could have an impact on you and the SYSA's reputation. Remember that what you post or publish will become public information.
- If you would not say something to a member of the media, do not publish it on any form of social media.
- You are accountable for your actions and what you communicate via social media

3.2 Sponsorship

As a not for profit organization, SYSA will pursue sponsorship of its programs, teams and facilities to generate incremental revenue to offset costs incurred through the operation of the club and by members directly.

All SYSA sponsors will uphold the Club's mission, vision and values. SYSA will seek sponsors who help promote community, soccer, and/or healthy lifestyles. SYSA reserves the right to decline any sponsorship proposal.

Shuswap Youth Soccer Association (SYSA):

1. will not accept sponsorship from organizations whose values are contrary to those values of the Club.
2. will not accept sponsorship from tobacco companies or companies that promote the sale of tobacco/drugs
3. will not accept sponsorship from companies that manufacture or promote the sale of weapons.
4. will not accept sponsorship from companies that promote pornography.
5. will not accept sponsorship from companies that religious or political organization that are offensive or prejudicial to other groups.
6. will not accept sponsorship from companies that demean members of any group based on gender, ethnicity, or sexual orientation.
7. will not accept sponsorship from alcoholic beverage manufacturers or distributors for youth programs and/or events.

3.3 Fundraising

FUNDRAISING TERMS/GUIDELINES

SYSA is a not-for-profit organization, which means that any surplus funds generated must be put back into club programs. SYSA is not a charity, does not hold that distinction with Revenue Canada and therefore cannot issue charitable tax receipts.

Rep teams should refrain from using the word “donate” when fundraising. Donations are generally given to charities, with nothing received in return, and a tax receipt is generated to recognize the donor contribution. If a Rep team is selling something, it should use the term “fundraising,” and ask people to “support” or “help” the team.

NOTES:

Sponsorship is not a donation. Sponsorship is an expense incurred by a company to promote its business. Sponsors receive benefit by having their brand recognized with SYSA and/or a team.

REP TEAM FUNDRAISING

Rep teams are allowed and encouraged to fundraise to offset costs. SYSA provides opportunities for teams to fundraise at hosted tournaments, photo days, festival days, registration, etc. SYSA makes these opportunities available and accepts teams on a first-come, first-served basis.

Requests for any team or member to conduct fundraising at venues or events hosted by SYSA must be emailed to the Operations Manager in advance. Teams initiating fundraising campaigns must submit a brief outline of their plan and any print collateral associated with it via email to the Operations Manager for prior approval.

Team sponsors cannot conflict with SYSA Partners (Tim Hortons, McDonalds)

Youth House League team Sponsorship is arranged by SYSA staff and board. Team officials and/or parents are not permitted to seek or accept additional sponsorship, or engage in independent fund-raising activities, for their House League team.

Anyone interested in becoming a SYSA sponsor should contact the Operations Manager directly.

3.4 Community Partnerships

SYSA is a high profile member of the Shuswap community and should endeavour to work alongside similar community groups to positively promote healthy living an active lifestyle and an awareness of the region.

The association should participate in community events where possible and support the overall well-being of the region. The club, teams and playing members are encouraged to attend community events, parades, trade shows etc.

Shuswap Youth Soccer Association (SYSA):

1. will not enter into a partnership agreement with organizations whose values are contrary to those values of the Club.
2. will not enter into a partnership agreement with organizations that promote the sale of tobacco/drugs, alcohol & weapons.
3. will not enter into partnership agreement with religious or political organizations that are offensive or prejudicial to other groups.
4. will not enter into partnership agreement with groups that demean members of any group based on gender, ethnicity, or sexual orientation.