



Tecumseh Soccer Club

Risk Management and Personnel Manual





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What is Risk Management?

Risk Management is a method for identifying risks in all areas, and developing and implementing a plan to protect an organisation and prevent loss. An effective Risk Management program consists of these four basic steps:

- Assess, identify, analyse, and prioritise potential risks.
- Select methods to prevent loss.
- Implement the best methods.
- Monitor the results and revise as necessary.

Tecumseh Soccer Club's Risk Management Policy Statement

Tecumseh Soccer Club (TSC) is committed to protecting its human, financial, and goodwill assets and resources through the practice of effective Risk Management. The Tecumseh Soccer Club's Board of Directors and staff are dedicated to safeguarding the safety and dignity of its members, staff, and anyone who has contact with the Club. To this end, the board will insure that the Tecumseh Soccer Club has a Risk Management Plan for the organisation that is reviewed and updated on an annual basis.

Document Overview

This document provides the policy details that govern the Tecumseh Soccer Club in areas pertaining to privacy policy, harassment, volunteer screening, discipline, and complaints procedure.



Code of Conduct

What is a Code of Conduct?

The code of conduct establishes a common understanding of the standards of behaviour expected of all coaches, players, referees and parents. It provides a framework to help you decide on the appropriate course of action when you are faced with an ethical issue.

While the immediate evaluation of a club may lie in the success that it experiences on the field the ultimate worth of a club is found in how it prepares its members to meet the challenges of adult life. The Tecumseh Soccer Club believes the development of character to be just as vital as the development of soccer skills. The following lists the codes of conduct for coaches, players, parents and referees.

Coaching Code of Conduct

This Code of Conduct is applicable to all coaches including the Club's TD, HC, Team Head Coaches, Assistant Coaches, Goalkeeper Coaches and Game-day Coaches.

- Be an educator. Take the responsibility of development seriously and be prepared on a daily (with written practice plans) and seasonal basis - including strict adherence to the LTPD and the Club's Player Development Program.
- Be professional on the sidelines. Behave with character and dignity. Pay attention to language while you respect officials and opponents.
- Observe the Club's dress code at all functions.
- Be a role model. Take successes and failures with a view of player development over winning; supply the perspective that a young person or parent may not have.
- Give 100% - 100% of the time.
- Treat players and families with respect and communicate on a regular basis of your intentions, philosophy, and expectations.
- Represent yourself, your team, and the Club as best you can - be a leader. Remember, you are responsible for your team and their actions both on and off the field.

Player Code of Conduct

- Conduct yourself with class and dignity on and off the field.
- Treat the opposition with the respect they deserve.
- Treat referees with the respect they deserve.
- Be a supportive teammate.
- Be responsible for your own affairs and decisions.
- Observe all team and club rules
- Train and play with the necessary intensity and focus.
- Give 100% - 100% of the time
- Respect the decisions of the coach and approach them with any personal concerns in a respectful and adult fashion.
- Face adversity and challenge with a strong conviction and do not quit.
- Represent yourself, your family, and the club as best you can in all situations.
- While we hold our players to a certain level of decorum, it is vital that our parents exhibit the character and conduct that we are striving to instil in our players.



Parent Code of Conduct

- Support your child and his teammates with positive reinforcement.
- Do not offer negative criticism of your child or one of their teammates.
- Treat the referee with respect.
- Treat the parents and players of the opposition with respect.
- Have a healthy perspective of youth sports and do not get caught up in the emotions of a victory or a loss.
- Observe the 24-hour rule when dealing with the coach.
- Represent yourself, your family, and the club as best you can - be a good example.

As we ask the families and players within our club to achieve a certain level of behaviour, it is important that the coaches within the club lead by example. Coaches must be positive role models and good ambassadors of the Tecumseh Soccer Club organization.

Referee Code of Conduct

Game officials having certain privileges through and by The Ontario Soccer Association (OSA), with respect to the game, shall realise and respect their responsibilities and duties to the OSA and the game. The OSA endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials. Specifically Game Officials shall:

- Conduct themselves with dignity both on and off the field of play and shall, by example, endeavour to inspire the true principles of fair play and earn the respect of those whom they serve.
- Not cause The Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate.
- Adhere to all standards and directives.
- Always be neat in appearance and maintain a high level of physical and mental fitness.
- Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes.
- Perform their designated responsibilities, including attending organised clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing.
- Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency.
- Not publicly criticise other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved.
- Be subject to disciplinary action for not complying with this Code of Conduct.
- I consider it a privilege to be a part of the Tecumseh Soccer Club and my actions will reflect credit upon that organisation and its affiliates.

Harassment Policy

The Tecumseh Soccer Club (TSC) is committed to eliminating all forms of harassment. To that end, the TSC follows the Ontario Soccer Association's Harassment Policy (OSA Policy 13.0). Details of the policy can be found at <http://www.soccer.on.ca/Publications/>. A reproduction of the Policy with Volunteer acceptance is at Appendix A.



Key Points of the OSA Policy

Harassment is defined as a comment, conduct or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. This policy will deal with harassment that fits the definition "to disturb persistently; torment, bother continually; persecute; to trouble by repeated attacks or hostilities".

Harassment is generally the result of an on-going pattern of unwanted or unacceptable behaviour however it can also result from a single isolated act such as:

- physical assault;
- sexual touching or sexual assault; and
- unwanted comments about a persons race religion or sexual orientation.

For the purpose of this policy, retaliation against an individual:

- for having filed a complaint under this policy; or
- for having participated in any procedure under this policy; or
- for having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment and will not be tolerated.

Every member organisation and registrant of the OSA has a responsibility to play a part in ensuring that the OSA sport environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy. In addition, any member organisation or registrant of the OSA who believes that a fellow registrant has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

Any member that believes they may have been subjected to, or witnessed harassment should bring it to the attention of a Board member of the TSC.



Volunteer Screening

Overview

The Tecumseh Soccer Club (TSC) 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. With this in mind, the TSC has developed a process whereby volunteers are properly screened to minimise the risk to our members.

The Screening measures the TSC follows included requirements such as:

- Application Forms with References;
- Interviews;
- Police Records Check;
- Reference Checks; and
- Training and Education.

Confidentiality of Personal Information

See the TSC Privacy Policy for details.

Definition of Positions

Positions		
High Risk Positions	Medium Risk Positions	Low Risk Positions
<ul style="list-style-type: none"> • Competitive Team Officials • Select Team Officials 	<ul style="list-style-type: none"> • House League Officials (U16-U19) 	<ul style="list-style-type: none"> • All other House League Officials
Screening Measures		
High Risk	Medium Risk	Low Risk
<ul style="list-style-type: none"> • Application Form (with references) • Interview by Selection Committee • References Checked Out • Police Records Check • Evaluation by Club 	<ul style="list-style-type: none"> • Application Form • Reference Checks Optional • Police Records Check 	<ul style="list-style-type: none"> • Application Form • Reference Checks Optional

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.

Application Forms

See Appendix B – Volunteer Application Form.



See Appendix C – Coach Application Form

Volunteer Screening Panel Selection Committee

The TSC shall annually appoint a Selection Committee with the responsibility to appoint team officials for the appropriate positions taking into consideration the screening criteria. The Selection Committee shall be comprised of:

- Representatives with the technical expertise and those responsible as per Club policy, and;
- One non-voting parent of the Club with human resource experience preferably familiar with screening techniques.

The Interview Process

Generally, the three or more panel members should:

- look at an applicant's file (application, resume, etc) prior to the interview;
- decide who will be responsible for each area of questioning;
- take extensive objective notes and avoid subjective written comments, and
- not discuss any interview results until all applicants have been interviewed.

Specifically, the three or more panel members should:

- ask the questions in the same order and verbatim for each applicant;
- repeat if necessary, but not paraphrase;
- not coach, prompt, give hints or show positive or negative response to the candidate's answer; and
- allow the same amount of time for each applicant to answer the question.

Police Check

All holders of high and medium risk positions must provide a completed Police Clearance Form with their application. These forms are provided by local law enforcement agencies. The form at Appendix D is to be completed and will be held on file by the TSC.



Complaints Procedure

In the event of a player or parent having a problem, grievance, or complaint, the immediate first step should be to attempt resolution with the individual in question. In the event an issue cannot be resolved via dialogue with the second party a formal written complaint should be forwarded to the President of the Tecumseh Soccer Club.

To be accepted for review, the written complaint must include:

- submitter's name;
- complete address;
- daytime/evening phone number;
- players team & coaches name;
- a detailed outline of the issue; and
- a recommendation for resolving the issue.

The complaint can be submitted either in written form or by email.

Complaints will be reviewed at the next scheduled Board of Director's meeting. Submitters should receive a written response on the issue within ten days following review by the Board of Directors.



Privacy Policy

The Tecumseh Soccer Club (TSC) is committed to protecting your privacy. We do, however, need information to effectively operate the soccer club, and this privacy statement explains data collection and use in those situations. This privacy statement only applies to Tecumseh Soccer Club and its members related to registration.

Member's Agreement

By registering, a member authorises the Tecumseh Soccer Club and The Ontario Soccer Association (OSA) to collect and use personal information about the player and/or the player's parent or guardian, including name, address, email, telephone number, cell phone number, sex, age, date of birth, health card number (optional), medical history (optional) and any other additional information required by the Club for its own needs for the following purposes:

- Receiving communications from the TSC or The OSA;
- Receiving information from The OSA's sponsors;
- Ensuring appropriate age group and category;
- Determining eligibility;
- Media relations and publishing sports information;
- In the case of medical emergencies;
- Determining membership demographics and program wants and needs;
- Player Identification/Recruitment; and
- Posting statistics, images and results on the website of TSC or The OSA.

Registration also authorises the TSC and the OSA to disclose the player's personal information to the Canadian Soccer Association, District Association, Leagues and tournament host organisations for the purpose of annual demographic reporting, registration, posting competition information, organisational needs and to communicate with registrants about soccer programs, events and activities.

By registration, the member consents to allow the TSC and the OSA to take photographs, videotape, or digital recordings of the player and spectators at Soccer events, and to use these in any and all media, including the TSC and OSA's websites.

A member may withdraw consent to the collection, use or disclosure of personal information or images at any time by contacting the TSC Secretary or the President via the TSC website. Such withdrawal may affect ability to participate in certain activities.

A member may also withdraw consent to such collection, use or disclosure of personal information or images at any time by the OSA by contacting the Ontario Soccer Association's Privacy Officer at 905 264 9390 or email at OSAprivacyOfficer@soccer.on.ca.

Security of Personal Information

The Tecumseh Soccer Club is committed to protecting the security of personal information and has safeguards and procedures to ensure personal information is protected. These safeguards include; restricting access to databases to only those that have a need to know, background screening and signing confidentiality agreements by all members with access to personal information.





Conflict of Interest Policy

Directors and the Executive Committee members of Tecumseh Soccer Club (TSC) are bound to act honestly, in good faith and in the best interest of TSC, its members, partners and supporters. Consistent with such standards of conduct, conflicts of interest and the appearance of conflicts of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

The basis for a Conflict of Interest Policy is to provide for the “unconditional loyalty” of Directors and the Executive Committee, which is to keep TSC and its member’s best interests first in their decision-making. This includes any situation in which Directors and the Executive Committee have a private or personal interest sufficient to appear to influence the objective exercise of his/her official duties.

Decision-Making Process when Conflict of Interest is Present

When a potential conflict of interest is relevant to a decision being considered by the Directors and the Executive Committee, the following process shall occur:

- The interest party shall call it to the attention of the Board
- Such person shall not be allowed to vote on the matter
- In some cases the President can request and have a majority vote by the Board to determine if such person should leave the room and shall not participate in the final deliberation. However, prior to their exiting, questions may be asked of her/him.
- A contract or transaction shall be considered binding if the interest is disclosed and the Board approves, authorizes or ratifies the action in good faith by a majority of directors (not counting the interested board member) at a meeting where a quorum is present.
- After this action, the official Minutes shall reflect that these requirements have been met.

Each Director of TSC must sign the following Conflict of Interest Agreement:

As a member of Tecumseh Soccer Club Board of Directors, I agree to the following conflict of interest standards:

- To serve the organisation as a whole rather than any special interest group or constituency.
- To avoid even the appearance of a conflict of interest that might embarrass the Board or its members, and disclose any possible conflict to the Board in a timely fashion.
- To maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictates.
- If a Board member receives favours or gift(s) from (or to) anyone who does business with the organisation, then that Board member must declare receipt of said favour or gift to the Board in a timely manner.

Signed: _____

Name: (print) _____ Date _____



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- a detailed outline of the issue; and
- a recommendation for resolving the issue.

The complaint can be submitted either in written form or by email.

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Social Media Policy & Guidelines

This policy governs the publication of and commentary on social media by volunteers, employees and Members of The Tecumseh Soccer Club (TSC). For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Club volunteers, employees and Members are free to publish or comment via social media in accordance with this policy. Club employees are subject to this policy to the extent they identify themselves as an employee of the club (other than as an incidental mention of place of employment in a personal blog on topics unrelated to the Club.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that the Club must otherwise follow.

Don't Tell Secrets

It's perfectly acceptable to talk about your work and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about our financial information, upcoming projects, membership, research, and trade secrets.

Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the club website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Be Honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others; including the Clubs own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.



Respect your audience, the Club, and your colleagues

The public in general, and the Club employees, volunteers and members, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with our website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Club..

Protect our customers, business partners and suppliers

Members and partners should not be cited or obviously referenced without their approval. Never identify a member and partner by name without permission and never discuss confidential details of a customer engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a customer (e.g., Customer 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the member or make it easy for someone to identify the member. Your blog is not the place to "conduct business" with a member or partner.

Controversial Issues

If you see misrepresentations made about the Club in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

Think About Consequences

For example, consider what might happen if a Club Member is in a meeting with a member or partner, and someone on the customer's side pulls out a print-out of your blog and says "This person at the Club says that member sucks."

Saying "Project X needs to have an easier learning curve for the first-time user" is fine; saying "Project X sucks" is risky, unsubtle and amateurish.

Once again, it's all about judgment: using your blog to trash or embarrass the Club, our customers, or your co-workers, is dangerous and ill-advised.

Disclaimers



Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble - it may not have much legal effect.

Wherever practical, you must use a disclaimer that states while you work or volunteer for the Club, anything you publish is your personal opinion, and not necessarily the opinions of the Club.

Don't forget your day job.

Make sure that blogging does not interfere with your job or commitments to members.

Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media.

- The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.
- Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog looks decent, and take their advice on how to improve it.
- The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Enforcement

Policy violations will be subject to the TSC's disciplinary action, up to and including termination for cause.



Tobacco Free Policy

Commitment

We recognize that there is ample research demonstrating the health hazards of the use of tobacco products, including smoking, the breathing of second hand smoke, and the use of smokeless tobacco, and understand our responsibility to the participants of our program to model and promote tobacco-free lifestyles.

We stress to leaders, teachers, coaches, officials, administrators, parents, spectators and all others involved the importance of maintaining a tobacco-free environment while working with young people. We will provide an environment that is free of tobacco at all events.

Policy

The use of any form of tobacco during all activities sanctioned by or in which our organization participates is prohibited. This includes, but is not limited to, all league games, tournaments, competitions, sponsored events and all other performances. This policy applies to all participants: players, leaders, teachers, coaches, managers, club officials, administrators, and spectators.

Definition

Tobacco use is the possession or ingestion of tobacco in any form, regardless of the quantity.

Penalty

Violation of this rule will result in a verbal and written warning. A second violation may cause the individual to be removed from the activity or game.



Healthy Snack Policy

In light of the fact that obesity and nutritional deficiency-related diseases are on the rise in North America, the Tecumseh Soccer Club feel that promotion and modelling of healthy eating habits and balanced lifestyles to members of our Club can play a crucial part in this issue. Whether as Players, Team Officials, Match Officials or as Supporters we all have a part to play. With the support of The OSA Club Excellence program, we are committed to helping improve the well-being of our community and in doing so have implemented a **Healthy Snack Policy** since 2011.

Children learn about healthy eating at school, but they need a supportive environment, both at home and in the community to help put those lessons into action. Tecumseh Soccer Club can help make this happen. Community sports also provide adults with an opportunity to become role models for healthy eating. Please take the time to consider appropriate half-time snacks, pre- and post-game meals as well as treats. Tecumseh Soccer Club's Healthy Snack Policy is maintained regardless of:

- ◆ Playing level
- ◆ Location (Home or Away) or
- ◆ Purpose (Match, Training).

A Healthy Snack Policy empowers participants to nourish their bodies appropriately and limit ingredients that will impede performance or wellness.

Pre-game Meal

A pre-game meal should be eaten about 2 to 3 hours before the game, practice or scrimmage. For good, long-lasting energy the meal should consist of mostly whole grains, cereals, pastas, or breads accompanied by a fruit or vegetable and some protein.

During the Game

Soccer is a game where the participants do a considerable amount of running. It is therefore important that snacks during the game work to enhance running. The following is a listing of healthy suggestions:

Fruit: Fruit helps rehydrate the soccer players after they've been running throughout the game. The water also means they get a filling snack without a lot of fat or calories. Whole, fresh fruit that the kids can eat quickly works well; try apples, bananas or grapes. Another option is fruit you can slice ahead of time for easier serving, like watermelon, cantaloupe or oranges cut into wedges. Kabobs made by sliding fruit chunks onto wooden skewers or coffee stirrers also make easy-to-eat fruit snacks for soccer players. Other ideas that incorporate fruit include individual cups of applesauce and frozen fruit pops made with real fruit.

Whole-grain Snacks: Whole-grain snacks satisfy the young players' hunger from playing soccer. Whole grains stick with you longer than processed grains, making them a smart way to refuel. Whole-grain snacks also offer more nutritional value than crunchy snacks like chips. Try muffins, bagels, sandwiches, cereal or crackers made from whole grains. For more variety, combine the whole-grain crackers and cereal with dried fruit, pretzels and similar items to make a trail mix. Granola bars also work well as long as they aren't overloaded with sugar.



Beverages: Beverages play a significant role in recovery from the game. The kids need a drink that will rehydrate the body, especially on hot days. Small bottles of water provide an individual serving option that quenches thirst quickly. For parents who want to bring juice, look for individual containers of 100 percent fruit juice. Skip pop, which contributes sugar and empty calories. Sports drinks are also typically high in calories.

After the Game

Dairy: Dairy products give the soccer players protein for their recovery after the game. Individual cups of yogurt make an easy serving option to incorporate dairy into their diets. Look for yogurt with low sugar content for a healthier option. Combine it with fruit for a more substantial post-game snack. Cheese is another easy option; use individually wrapped string cheese for convenience. Combine the cheese with whole-grain crackers for a complete snack.

Carbohydrates: Within 30 minutes after a game, an athlete should eat a small snack to replenish depleted stores of glycogen, the body's inner fuel; the stores are often burned during the sustained exercise of a 90-minute soccer game. Athletes can find all-natural sources of useful carbohydrates from whole-grain breads, trail mixes or energy bars, providing a moderate source of energy to restore blood sugar levels to normal and repair tired muscles.

Protein: While protein is not the main catalyst of muscle growth, it does aid in the process of muscle repair, making it an integral part of a post-game snack. Approximately 10 to 15 percent of an athlete's calorie intake should come from protein, which could be eaten in a post-game snack in the form of a serving of nuts, peanut butter, low-fat milk, low-fat yogurt or a protein shake.

Mixing the Ingredients: A post-game snack is most effective at repairing muscles when eaten within 30 minutes of a game's conclusion, so soccer players should choose snacks that are pleasing to the palate and easy to digest. A post-game snack of 200 to 300 calories could include a piece of fruit and a slice of whole-grain bread, a cup of yogurt with fresh fruit and granola, or a protein shake mixed with low-fat milk and fresh fruit. A soccer player should drink plenty of water while she eats her post-game snack, and then eat a regular meal within the next one to two hours.



Accessibilities Policy

Accessibilities for Ontarians with Disabilities Act (AODA), 2005

Date Released: 31 Oct 11

AODA

As enacted by the Ontario government, AODA has been put in place to ensure accessibility for Ontarians with disabilities in an attempt to make Ontario more accessible by 2025.

Providing Goods and Services to People with Disabilities

The Tecumseh Soccer Club is committed to serving all customers including persons with disabilities/challenges.

Assistive Devices

The Tecumseh Soccer Club will ensure that staff are trained and familiar with various assistive devices that may be used by customers with disabilities/challenges while accessing the goods and services of our organization.

Communication

The Tecumseh Soccer Club will communicate with persons with disabilities/challenges in ways that take into consideration their disability/challenge and that preserves their independence and dignity.

Service Animals

The Tecumseh Soccer Club welcomes persons with disabilities/challenges and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

Fees for support persons will be at the discretion of The Tecumseh Soccer Club according to the event/activity or service. More information in this regard can be made available by The Tecumseh Soccer Club.



Appendix A - OSA Harassment Policy

1.1 The OSA is committed to providing an environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability.

1.2 Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada and in its more extreme forms, harassment, in particular, sexual harassment, can be an offence under Canada's Criminal Code.

1.3 Whether the harasser is a director, supervisor, employee, coach, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

1.4 Registrants of the OSA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including termination of membership or registration, or a lifetime suspension from all soccer activities where the harassment is deemed serious enough to support such an action.

1.5 This policy applies to all directors, officers, volunteers, team officials, referees, administrators, athletes, and registrants of the OSA. This policy does not apply to workplace harassment (employee to employee and/or employer to employee) situations. It does not apply to those who are in the employ of a Club, District, League or OSA corporate office. It does not apply to those who receive remuneration as defined by the Income Tax Act. The OSA can provide guidance to Clubs, Districts, and Leagues in matters regarding Workplace Harassment issues, but Clubs, Districts, and Leagues are responsible for the Employment Standards Act legislation, as well as the Ontario Human Rights Commission regulations with respect to a harassment free environment for their respective employees. Organizations that have employees must have their own Workplace Harassment Policy and Procedure.

1.6 This policy applies to harassment which may occur during the course of all OSA business, activities and events. It also applies to harassment between individuals associated with the OSA but outside OSA business, activities and events when such harassment adversely affects relationships within the OSA's work and sport environment.

1.7 In keeping with this policy, the OSA encourages the reporting of all incidents of harassment regardless of who the harasser may be and is committed to a process that is widely published in the soccer community, available to all participants and easy to follow and implement.

1.8 For the purpose of this policy there may be some overlap with club Codes of Conduct. If Codes of Conduct exist then the clubs should first attempt to resolve the issues that violate their code of conduct in a manner that is specified by the club for Code of Conduct infractions. Codes of Conduct should not deal with more serious behaviour and the Club must direct these concerns to the Provincial Harassment Officers should they fit into the harassment definition provided.

1.9 Notwithstanding this policy, any person who experiences harassment continues to have the right to seek assistance from the provincial human rights commission, even when steps are being taken under this policy.

1.10 The General Harassment Policy shall be posted on the OSA website, along with the details as to How to File a Complaint with supporting contact numbers. The OSA Harassment Policy should be linked on each District/Club websites, and shall include the contact information for the District Harassment Prevention/ Volunteer Screening Officer, as well as the process as to How to File a Complaint.

I have read the OSA's Policy on Harassment and understand and agree to abide by it.

Name (Print)

Signature

Date



Appendix B - Volunteer Registration Form

Tecumseh Soccer Club – Volunteer Registration Form

Personal Information

Please complete all fields.

(Mr./Mrs./Miss)

First Name: _____ Last Name: _____

Street Address: _____

City/Town: _____ Postal Code: _____

Telephone: _____ Email: _____

Volunteer Position Desired: _____

Volunteer Experience Details (if any): _____

Notice: There is potential risk in training and participating in any sport, and we have tried to create a safe environment. The Tecumseh Soccer Club has established rules for participation; and proper conduct on or about the playing field must be followed.

I have read and understood the notice and I am aware of the potential risks of volunteering.

Signature: _____ Date: _____

Print Name: _____



Appendix C - Coach Application Form

Tecumseh Soccer Club – Coaching Application Form

Season: _____

SECTION A: PERSONAL DETAILS

Name: _____

Tel Home _____ Business _____

Address _____

City/Town: _____ Postal Code _____

Email Address _____

Coaching Position Preferred: (Age Group & Gender)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Do you have a son/daughter currently playing with the Club? YES/ NO

SECTION B: QUALIFICATIONS

N.C.C.P. Number: _____ Respect In Soccer No.: _____

Highest Level Obtained: _____ Date Obtained: _____

SECTION C: PREVIOUS COACHING EXPERIENCE

If you have coached a team within the past three (3) years, please indicate: (i) Year; (ii) Club; (iii) Age Division; (iv) the League in which the team played.

1. Year/Club/Age/League:

2. Year/Club/Age/League:

3. Year/Club/Age/League:

SECTION D: ADDITIONAL INFORMATION

1. A resume outlining your qualifications for this coaching position maybe attached if you so desire.

SECTION E: REQUIREMENTS

1. A photocopy of your coaching levels attached to this application form



Appendix D - Police Records Check

Tecumseh Soccer Club Declaration of Police Records Check

APPLICANT DECLARATION AND REVIEW FORM

To: Tecumseh Soccer Club

SECTION A: (To be completed by the Applicant)

Name of Applicant: _____

Date of Police Records Check: _____

SECTION B: (to be completed by the screening individual)

Date of Review of the Police Records Check:

The Police Records Check did not include any information about any criminal code convictions, charges without disposition or police contacts which would prevent this individual from being accepted for a volunteer or staff position with the (name of Club), according to current policies.

Screening Officer's Signature: _____

Date: _____

In lieu of a Screening Officer's Signature a copy of the records check can be provided to the Club for retention.