

Volunteer
Screening
Initiative

VOLUNTEER SCREENING INITIATIVE

GUIDELINES

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VOLUNTEER SCREENING INITIATIVE

Overview

In 1999 Sport Alliance and Volunteer Canada approached The Ontario Soccer Association to serve as a pilot organization to develop and test a Volunteer Screening Program for sport. The OSA had adopted a Harassment Policy and was in the process of developing a training program for Harassment Officers. The OSA's Board of Directors agreed that a "pro-active" volunteer screening initiative would more than compliment the "reactive" harassment policy.

A volunteer screening initiative of this magnitude could impact as many as 50,000 volunteers, i.e., coaches and managers etc., in Ontario, therefore, it was essential this initiative be developed in consultation with Clubs and able to be delivered by Clubs.

During this time period the Burlington Youth Soccer Club (BYSC) volunteered to be a pilot Club. A Task Force comprised of BYSC representatives, Volunteer Canada and The OSA met on a regular bases since April to create a program that would encompass the responsibilities associated with the principle of "**Duty of Care**" i.e., **Soccer's legal obligation to protect its membership especially children.**

The Task Force reviewed the roles and responsibilities of all positions within the Club assessing a level of risk to each position. A set of screening measures were established and applied proportionately to these positions and their level of risk.

The Screening measures included requirements like:

1. Application Forms with References
2. Interviews
3. Police Checks
4. Training and Education
5. Reporting Mechanism
6. Evaluations

The BYSC Board approved in principle the initial recommendation of the Task Force and its application to Representative Team Coaches. The Volunteer Screening initiative was part of this season's appointment process.

The remainder of the Volunteer Screening policies and practices were proposed to the BYSC Board and adopted in principle and tested during the 2001 soccer season.

The BYSC Membership gave the BYSC Board permission to pilot the Volunteer Screening Initiative during the 2001 season.

The BYSC administered an orientation to 320 coaches lasting approximately one hour. There were no real issues in the process. It was recommended to keep the sessions to smaller groups for discussion purposes.

Following an evaluation of the pilot initiative, the OSA Board of Directors approved implementation of the policy for competitive coaches prior to the start of the 2003 season and for recreational coaches prior to the start of the 2004 season. This policy was submitted and approved by The OSA Membership at the November 2001 Annual Meeting.

Pembroke Soccer Club Inc.

SCREENING POLICY

Pembroke Soccer accepts their responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to enduring adherence to the following policy to support the provision of sound, safe, and healthy soccer experiences in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures and may include a Police Reference Check. All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations.

Pembroke Soccer Club Inc.

IMPLEMENTATION PLAN

January 2003	Screening Committee Developers Handbook
February 2003	PSC Board commits to implement the Volunteer Screening plan
April 2003	PSC Competitive Coach candidates Supplied Forms and Interviewed
May 2003	Forms for Club League Coaches and Volunteers prepared
June 2003	Forms handed out to House League Coaches
August 2003	Screening completed for House League Coaches and Volunteers
September 2003	Forms Reviewed and Prepared for Next Year

CRIMINAL RECORD CHECK

The Pembroke Soccer Club Constitution, Rules and By-Laws require all positions within the Club to submit a Police Record Check prior to appointment with the Club

In the event of any irregularities on a Police Record Check the matter will be referred to the PSC Screening Committee.

Following initial appointment to a position within the PSC which requires a PRC, no additional PRCs will be required for a period of four (4) years, as long as one serves with the Club without interruption.

HARASSMENT POLICY

The Pembroke Soccer Club will abide by the Harassment Policy of The OSA.

In the event someone in the Club wishes to lodge a harassment complaint, such shall be submitted in writing to the District's Harassment Officer(s).

The Harassment policy is available through the Club.

DISCIPLINE POLICY

PLAYING/COACHING WHILE UNDER SUSPENSION

Any player who participates in any games or practices involving Pembroke Soccer Club teams while under suspension will be subject to further discipline.

A team will forfeit any points accumulated during games in which a suspended player participated in any fashion.

A coach who allows a suspended player to participate in any games or practices while under suspension will be subject to further discipline.

COACH'S RESPONSIBILITIES

The Coach or Team official in charge at the game in which an ejection occurs must notify the House League Convener.

LEAGUE CONVENOR'S RESPONSIBILITIES

Upon being notified of an ejection, the House League Convener will notify the Discipline Chairman and League Coaches of the player or coach who is subject to an automatic suspension

Notification to the Coaches need not be given until the night before the next regularly scheduled game.

DISCIPLINE BOARD - CHAIRMAN

The Pembroke Soccer Club shall appoint a Discipline Chairman who shall reside over discipline matters referred to him by the Club. The Discipline Chairman shall appoint two other persons to assist with discipline matters.

Volunteers not adhering to the Terms of Reference set out for their position shall be referred to the Discipline Board.

All discipline matters shall be handled in writing.

ZERO TOLERANCE POLICY

The Pembroke Soccer Club is a strong supporter of making sport safe for our youth. Over the last couple of years, verbal abuse directed towards referees has been a particular problem. Accordingly, the Pembroke Soccer Club has set up the following program to help ensure the safety and enjoyment of all.

Policy

Any coach, parent, grandparent or guardian judged by the PSC Discipline Committee to be guilty of abusive conduct towards a game official during a PSC House League game will be reprimanded in writing. A second conviction during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In extreme cases, as determined by the Discipline Committee, a member may be reinstated subject to a review hearing.

Policy Procedures

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or fan, the official will be allowed to suspend the playing 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 4.1.

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 will result in an abandonment of the game and that a report to the PSC Discipline Committee will be sent in for review. 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 report to the PSC 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 as the individual to leave.

Once the prescribed action in step 2 has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped.

If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a special incidence report will be forwarded to the PSC 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 either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
- 2 A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the PSC within 72 hours.
- 3 The PSC Discipline Committee 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 game continues without any further incident, the game official is advised to inform their Referee Coordinator that the game was temporarily suspended due to abuse towards a game official.

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

TERMS OF REFERENCE

**Pembroke Soccer Club Inc.
TERMS OF REFERENCE**

POSITION: HOUSE LEAGUE MANAGER

PARTICIPATION GROUP: BOYS & GIRLS: U6 - U18

RISK LEVEL: LOW RISK POSITION

RESPONSIBLE TO: CLUB EXECUTIVE

GOALS:

- Provide a liaison between the House League Coach, parents and the House League Manager
- Assist in the organization of Club-sponsored events

ACTIVITIES:

- Organize House League teams as required
- Assist with
 - Player evaluation
 - Club photo day(s)
 - Mini-Soccer/Youth Soccer Day activities
 - Organization of other Club-related events as required

RESPONSIBILITIES:

- Ensuring appropriate age-group teams have coaches
- Liaison between individual coaches and Club Executive
- Placement of late player registrants
- Ensure player eligibility for age group
- Monitor referee attendance if reported
- If necessary, monitor field conditions as reported by coaches
- Reporting of game scores to PSC Administrator

BOUNDARIES/LIMITATIONS:

- Adherence to Club values, principles and policies as set down in the Pembroke Soccer Club Inc. Constitution
- Able to maintain an “open mind” and equitable approach to matters pertaining to age-group teams and coaches
- Never alone with a player
- Not responsible for transporting players

SKILLS / QUALIFICATIONS / EXPERIENCE:

- Preferred but not necessary
- Organizational ability an asset

- Effectively able to communicate with coaches

PERSONAL TRAITS/ QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and coaches
- Patience, understanding and a sense of humour
- Ability to exercise good judgment and to discipline in accordance with Club

ORIENTATION TRAINING:

- Awareness of personal health issues and safety practices
- Clear understanding of Club policy

SUPPORT/ SUPERVISION & EVALUATION:

- Adherence to directives from Club Executive

MANDATORY ACTIVITIES:

- Orientation meeting and ongoing communication with respective coaches
- Organization of age group
- Oversee House League team setup
- Attendance at special events as specified by Club

WORKING CONDITIONS:

- Commitment to a year-long process

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Opportunities to work with other adults in a community volunteer environment

SCREENING MEASURES:

- Completion of an appropriate application form
- Informal interview if required
- Mandatory Police Records Check

**Pembroke Soccer Club Inc.
TERMS OF REFERENCE**

POSITION: HOUSE LEAGUE CONVENER

PARTICIPATION GROUP: BOYS & GIRLS: U6 - U18

RISK LEVEL: LOW RISK POSITION

RESPONSIBLE TO: CLUB EXECUTIVE

GOALS:

- Co-ordination of specific age-group activities as prescribed by Club
- Provide a liaison between the House League Coach, parents and the House League Manager
- Assist in the organization of Club-sponsored events

ACTIVITIES:

- Attend Convener meetings as set by the House League Manager
- Organize House League teams as required
- Assist with
 - Player evaluation
 - Club photo day(s)
 - Mini-Soccer/Youth Soccer Day activities
 - Organization of other Club-related events as required

RESPONSIBILITIES:

- Ensuring appropriate age-group teams have coaches
- Liaison between individual coaches and House League Manager
- Placement of late player registrants
- Ensure player eligibility for age group
- Monitor referee attendance if reported
- If necessary, monitor field conditions as reported by coaches
- Reporting of game scores to House League Manager
- Attendance at Convener Meetings

BOUNDARIES/LIMITATIONS:

- Adherence to Club values, principles and policies as set down in the Pembroke Soccer Club Inc. Constitution
- Able to maintain an “open mind” and equitable approach to matters pertaining to age-group teams and coaches
- Never alone with a player
- Not responsible for transporting players

SKILLS / QUALIFICATIONS / EXPERIENCE:

- Preferred but not necessary
- Organizational ability an asset
- Effectively able to communicate with coaches

PERSONAL TRAITS/ QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents, and coaches
- Patience, understanding and a sense of humour
- Ability to exercise good judgment

ORIENTATION TRAINING:

- Awareness of personal health issues and safety practices
- Clear understanding of Club

SUPPORT/ SUPERVISION & EVALUATION:

- Adherence to directives from Club Executive as communicated through the House League Manager
- Random calls from House League Manager when deemed necessary

MANDATORY ACTIVITIES:

- Orientation meeting and ongoing communication with respective coaches
- Convener meetings as established by the House League Manager
- Organization of age group
- Oversee House League team setup
- Attendance at special events as specified by Club

WORKING CONDITIONS:

- Commitment to a year-long process

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Opportunities to work with other adults in a community volunteer environment

SCREENING MEASURES:

- Completion of an appropriate application form
- Informal interview if required
- Mandatory Police Records Check

**Pembroke Soccer Club Inc.
TERMS OF REFERENCE**

POSITION: MINI-SOCCER COACH

PARTICIPATION GROUP: BOYS & GIRLS: U6 - U10

RISK LEVEL: LOW RISK POSITION

RESPONSIBLE TO: DIVISION HOUSE LEAGUE CONVENER

GOALS:

- Instruction in basic soccer skills
- Active participation
- Introduction of team skills
- Enjoyment
- Establish codes of “fair play” and reinforce values of “good sport”

ACTIVITIES:

- Weekly practice and game(s) for players
- Coaching in game situations with equal player participation as mandated by Club

RESPONSIBILITIES:

- Communication with parents and Club i.e.
 - Practice/game(s)
 - Schedules
- Record keeping/Player information forms on hand for all games & practices
 - Team roster
 - Medical concerns
 - Injury authorization
- Ability to set and maintain standards for players relating to respect, discipline and fair play
- Participation in all related orientation and coaching clinics sponsored and organized by the Club
- Awareness of Club policies relating to player safety i.e.
 - Weather advisories
 - Heat policies
 - Field conditions
- Familiarity with Mini-Soccer rules as issued by Club
- Distributions of player equipment as issued by the Club
- Playing background and/or work with children an asset

BOUNDARIES/LIMITATIONS:

- Never alone with a player
- Not responsible for transporting players to/from – practices/games/tournaments
- Not responsible for water or snacks
- Role Model during practices/games/tournaments
 - No drugs/alcohol/smoking
 - No abusive or profane language
- Appropriately dressed
- Zero tolerance policy as mandated by the Club
- Adherence to Club policies, values and principles as set out in the Club Constitution

SKILLS / QUALIFICATIONS / EXPERIENCE:

- As required by the Club
- Knowledge of the game an asset
- Playing experience an asset
- Ability to relate to the players based on age, gender and ability
- Minimum age as set by Club
 - Coaches under 18 years require written permission form Club

PERSONAL TRAITS/ QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Awareness of personal limitations and a willingness to seek assistance when necessary
- Patience, understanding and a sense of humour
- Ability to exercise good judgment

ORIENTATION TRAINING:

- Attending mandatory clinics as set by the Club
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding House League matters
- Working in best interests of players and the game of soccer

SUPPORT/ SUPERVISION & EVALUATION:

- Convener responsibility

MANDATORY ACTIVITIES:

- Clinics/Orientation sessions
- Weekly practice and game, unless appropriate replacement is found or Division Convener is notified as early as possible.
- Events as scheduled by Club
- Communication with parents

- Administrative work as set down by Club – i.e.
 - Player evaluation

WORKING CONDITIONS:

- Indoors/Outdoor according to Club policy re: weather & field conditions

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Introducing game skills and rules
- Community contribution

SCREENING MEASURES:

- Completion of an appropriate application form
- A Police Records Check will be required by Club

**Pembroke Soccer Club Inc.
TERMS OF REFERENCE**

POSITION: HOUSE LEAGUE COACH

PARTICIPATION GROUP: BOYS & GIRLS: U11 – U18

RISK LEVEL: MEDIUM RISK POSITION

RESPONSIBLE TO: HOUSE LEAGUE CONVENER

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
- Encouraging self-confidence and individual skill development through positive reinforcement
- Building and maintaining team chemistry
- Establish codes of “fair play” and reinforce values of “good sport”

ACTIVITIES:

- Weekly practice and game(s) for players
- Coaching in game situations with equal player participation as mandated by Club

RESPONSIBILITIES:

- Communication with parents and Club
- Player information forms on hand for all games & practices
 - Team roster
 - Medical concerns
 - Injury authorization
- Ability to set and maintain standards for players relating to respect, discipline and fair play
- Attendance at meetings and clinics as organized by the Club
- Awareness of Club policies relating to player safety i.e.
 - Weather advisories
 - Heat policies
 - Field conditions
- Familiarity with Pembroke Soccer Club Inc. House League Coaches’ Code of Conduct
- Distributions of player equipment as issued by the Club

BOUNDARIES/LIMITATIONS:

- Never alone with a player
- Not responsible for transportation to/from – practices/games/tournaments
- Not responsible for water or snacks

- Role Model during practices/games/tournaments
 - No drugs/alcohol/smoking
 - No abusive or profane language
- Appropriately dressed
- Zero tolerance policy as mandated by the Club
- Adherence to Club policies, values and principles as set out in the Club Constitution

SKILLS / QUALIFICATIONS / EXPERIENCE:

- As required by the Club
- Knowledge of the game
- Playing experience an asset
- Ability to relate to the players based on age, gender and ability
- Minimum age as set by Club
 - Coaches under 18 years require written permission form Club

PERSONAL TRAITS/ QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players and parents
- Awareness of personal limitations and a willingness to seek assistance when necessary
- Patience, understanding and a sense of humour
- Ability to exercise good judgment

ORIENTATION TRAINING:

- Attending mandatory clinics as set by the Club
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding House League matters
- Working in best interests of players and the game of soccer

SUPPORT/ SUPERVISION & EVALUATION:

- Convener responsibility
- Convener attendance at game(s)

MANDATORY ACTIVITIES:

- Clinics/Orientation sessions
- Weekly practice and game, unless appropriate replacement is found or Division Convener is notified as early as possible.
- Events as scheduled by Club
- Administrative work as set down by Club – i.e.
 - Game sheets
 - Player grading

WORKING CONDITIONS:

- Outdoor according to Club policy re: weather & field conditions

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Developing individual soccer skills and introducing game skills and rules
- Community contribution

SCREENING MEASURES:

- Completion of Coach's Registration form
- A Police Records Check will be required by Club

**Pembroke Soccer Club Inc.
TERMS OF REFERENCE**

POSITION: COMPETITIVE TEAM CO-ORDINATOR

PARTICIPATION GROUP: BOYS & GIRLS: U10 – U18

RISK LEVEL: MEDIUM RISK POSITION

RESPONSIBLE TO: CLUB EXECUTIVE

GOALS:

- Provide a liaison between the Competitive Coach and parents
- Assist in the organization of Club-sponsored events

ACTIVITIES:

- Organize Competitive teams as required
- Assist with
 - Player evaluation
 - Club photo day(s)
 - Mini-Soccer/Youth Soccer day activities
 - Organization of other Club-related events as required

RESPONSIBILITIES:

- Ensuring appropriate age-group teams have coaches
- Liaison between individual coaches and Club Executive
- Ensure player eligibility for age-group
- If necessary, monitor field conditions as reported by coaches
- Reporting of game scores to PSC Administrator

BOUNDARIES/LIMITATIONS:

- Adherence to Club values, principles and policies as set down in the Pembroke Soccer Club Inc. Constitution
- Able to maintain an “open mind” and equitable approach to matters pertaining to age-group teams and coaches
- Never alone with a player
- Not responsible for transporting players

SKILLS / QUALIFICATIONS / EXPERIENCE:

- Preferred but not necessary
- Organizational ability an asset
- Effectively able to communicate with coaches

PERSONAL TRAITS/ QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents and coaches
- Patience, understanding and a sense of humour
- Ability to exercise good judgment

ORIENTATION TRAINING:

- Awareness of personal health issues and safety practices
- Clear understanding of Club policy

SUPPORT/ SUPERVISION & EVALUATION:

- Adherence to directives from Club Executive

MANDATORY ACTIVITIES:

- Orientation meeting and ongoing communication with respective coaches
- Organization by age group
- Oversee Competitive team set up
- Attendance at special events as specified by Club

WORKING CONDITIONS:

- Commitment to a year-long process

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Opportunities to work with other adults in a community volunteer environment

SCREENING MEASURES:

- Completion of an appropriate application form
- Informal interview if required
- Mandatory Police Records Check

Pembroke Soccer Club Inc.
TERMS OF REFERENCE

POSITION: **COMPETITIVE TEAM COACH**

PARTICIPATION GROUP: **BOYS & GIRLS: U10 – U18**

RISK LEVEL: **HIGH RISK POSITION**

RESPONSIBLE TO: **COMPETITIVE TEAM CO-ORDINATOR**

GOALS:

- Instruction in advanced soccer skills
- Positional play and individual roles on a team
- Competition at a high level of play
- Building and maintaining team chemistry while fostering individual excellence
- Encouraging commitment and self-discipline
- Playing for the “love of the game”

ACTIVITIES:

- Weekly practice and game(s) for players (Maximum numbers of players as set up by league)
- Tournament play – traveling and overnight stays
- Upgrading qualifications through coaching certification clinics as mandated by the Club and the League

RESPONSIBILITIES:

- Establishment of a “Coaching Staff” in accordance with Club policy, i.e.:
 - Coaches
 - Assistant Coaches
 - Manager
 - Trainer
- Team Committees with assigned responsibilities as determined by coach and facilitated through the Team Manager
- Establish behavior expectations on part of players
- Extensive knowledge of the game
- Attendance at Competitive Coaches’ meetings
- Participation in all related coaching clinics as established by the Club
- Familiarity with Club policies pertaining to Competitive teams
- Familiarity with the Club’s Competitive Coaches’ Code of Conduct
- Adherence to coaching standards as set by the Head Coach

BOUNDARIES/LIMITATIONS:

- Never alone with a player
- Not responsible for transportation to/from – practices/games/tournaments
- Not responsible for water or snacks
- Role Model during practices/games/tournaments
 - No drugs/alcohol/smoking
 - No abusive or profane language
- Appropriately dressed
- Zero tolerance policy as mandated by the Club
- Embrace Club values, principles and policies as per Club Constitution
- Ability to set and maintain standards for players – i.e.
 - Respect
 - Discipline
 - Fair play

SKILLS / QUALIFICATIONS / EXPERIENCE:

- Level III Soccer Community Coaching Certification
- Knowledge of all aspects of the game
- Experience as a player with ability to instruct through demonstration
- Ability to relate to the “age” of the player
- Minimum age requirement – 18 years of age

PERSONAL TRAITS/ QUALITIES:

- Interest
- Positive role model
- Fair-minded, sportsmanlike approach
- Ability to communicate with players, parents and officials
- Patience, understanding and a sense of humour
- Ability to exercise good judgment and to discipline in accordance with Club General Policy and Competitive Coaches’ Code of Conduct

ORIENTATION TRAINING:

- Maintaining coaching levels as established by the OSA/Club/League
- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding Competitive team matters

SUPPORT/ SUPERVISION & EVALUATION:

- Club Head Coach will be in attendance at random practices and/or games
- Respond to directives from Competitive Team Co-ordinator

MANDATORY ACTIVITIES:

- Clinics as mandated by the Club
- Weekly practice(s) and game(s)/tournaments

- Player evaluation and selection
- Communication with parents

WORKING CONDITIONS:

- Outdoors – variety of practice conditions
- Times for practices
- Commitment from approval by Selection Committee to end of season

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Overseeing the development of players to their potential
- Assisting athletes in “trying to be the best they can be”
- Community contribution

SCREENING MEASURES:

- Competitive team application form with personal references if required
- Interview(s) with Competitive Team Selection Committee, if required
- Mandatory Police Records Check
- Monitoring by the Head Coach

**Pembroke Soccer Club Inc.
TERMS OF REFERENCE**

POSITION: **COMPETITIVE TEAM MANAGER**

PARTICIPATION GROUP: **BOYS & GIRLS: U10 – U18**

RISK LEVEL: **HIGH RISK POSITION**

RESPONSIBLE TO: **COMPETITIVE TEAM COACH**

GOALS:

- To assist the Coach with all team administration as required by the Club, League, OSA and tournaments in which the team participates
- Improve and maintain a line of communication between the Club, coaching staff, parents and players

ACTIVITIES:

- Attend weekly practice(s) and game(s)
- Attend meetings as organized by the Club, League or Coach
- Attend tournament play – including travel and overnight stays

RESPONSIBILITIES:

- Communicate regularly with parents and coaches
- Attend Competitive Coaches' meeting as necessary
- Familiarity with Club policies pertaining to Competitive teams
- Familiarity with Competitive Coaches' Code of Conduct
- Ensure proper registration of players for Club and League
- Completion of all requirements for tournament play
- Completion of team game sheets
- Other related duties as assigned by the Club or Coach

BOUNDARIES/LIMITATIONS:

- Never alone with a player
- Role Model during practices/games/tournaments
 - No drugs/alcohol/smoking
 - No abusive or profane language
- Appropriately dressed
- Zero tolerance policy as mandated by the Club
- Embrace Club values and principles
- Adherence to Club/OSA policies

SKILLS / QUALIFICATIONS / EXPERIENCE:

- As set by the Club and the League in which the team plays

- Minimum age requirement – 18 years of age
- Ability to communicate with players and parents

PERSONAL TRAITS/ QUALITIES:

- Strong communication skills
- Patience, understanding and a sense of humour

ORIENTATION TRAINING:

- Awareness of personal health issues and safety practices
- Clear understanding of Club policy regarding Competitive team matters

SUPPORT/ SUPERVISION & EVALUATION:

- Attendance at Competitive Coaches' meetings as required
- Adherence to guidelines set by Competitive Team Co-ordinator

MANDATORY ACTIVITIES:

- Attend weekly practice(s) and game(s) and tournaments as required
- As necessary, attend Competitive Coaches League and tournament information meetings
- Communication with parents, Club and coaching staff
- Team administration pertaining to tournament travel/play
- Liaison between team and Competitive team Co-ordinator

WORKING CONDITIONS:

- Working with young people
- Satisfaction from involvement in organized sport and a team format
- Community contribution

BENEFITS (VOLUNTEER):

- Working with young people
- Imparting the values of active participation, team work and fair play
- Assisting athletes in "trying to be the best they can be"
- Community contribution

SCREENING MEASURES:

- A recommendation by Team Coach based on personal references with approval by Club
- Mandatory Police Records Check

CODE OF CONDUCT

Policy 1.0 - COACHING DEVELOPMENT

- 1.1 The philosophy of the OSA shall be "Possession of the Ball Soccer". This style of play shall be developed from the grass roots programs to the Provincial Teams programs. The key factors in the "Possession of the Ball Soccer" will be:
- a) players must control the ball in order to maintain possession of the ball;
 - b) the complete "possession" mentality includes the ability to make short and long passes; and
 - c) players must provide near, far and deep support both to the ball and the player.
- 1.2 The Coaches Code of Conduct at all levels of the game in Ontario shall be:
- a) **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/atmosphere.
 - b) **Know Your Subject**

A coach must be thoroughly acquainted with FIFA Laws Of The Game and she/he must keep attuned of the sound principles of Coaching.
 - c) **Respect**

A coach must respect all individuals as unique human beings. Opponents and officials must be treated with respect. Players must be coached to win within the Laws Of The Game.
 - d) **Enthusiasm**

A coach must be enthusiastic and positive. A coach must ensure that she/he is generous with her/his praise when deserved.
 - e) **Personal Conduct**

A coach must maintain the high standards of personal conduct and fair play. A coach should never be involved in any circumstances which are offensive or suggest sexual connotations.

Policy 1.0 - CODE OF ETHICS

- 1.1 Game officials having certain privileges through and by The Association, with respect to the game, shall realize and respect their responsibilities and duties to The Association and the game. The Association endorses the Canadian Soccer Association's "Code of Ethics" for Game Officials.

Specifically Game Officials shall:

- a) 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;
- b) 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;
- c) Adhere to all standards and directives;
- d) Always be neat in appearance and maintain a high level of physical and mental fitness;
- e) Study the Laws of the game and be aware of all changes, and shall enforce all said Laws and changes;
- f) Perform their designated responsibilities, including attending organized clinics and lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- g) Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- h) Not publicly criticize other officials or any soccer association nor shall they make any statements to the media related to any game in which they were involved;
- i) Be subject to disciplinary action for not complying with this Code of Ethics.

APPENDIX A

Procedures For Obtaining a Criminals Records Check

(Pembroke Police Service)

- 1/ The individual must appear in person at the Pembroke Police Station at any time and ask to have a Criminal records check completed.
- 2/ They must inform the Pembroke Police Service that this is being done to allow them to coach or volunteer for the Pembroke Soccer Club and that the club is paying for this service. It has been arranged with Pembroke Police Service to bill the club directly for this service.
- 3/ The person must present two pieces of identification (drivers license, health card, valid passport, etc) one of which must have a photo of on it.
- 4/ Once the form has been completed and verified by the Pembroke Police Service, the individual will be inform when to return to pick up the results.
- 5/ The results must be submitted to a member of the screening committee for their review and verification.
- 6/ The screening committee member will then fill out the Pembroke Soccer Club Screening form and place on file at the office.
- 7/ The criminal record check will then be destroyed. The individual will be informed if they have been accepted as a coach for the PSC.
- 8/ The committee member must inform the individual that this will be valid for 4 years as long as they continue to coach for consecutive years. At the end of four years they will be required to have another criminal records check completed.

APPENDIX B

Procedures For Obtaining a Criminals Records Check

(Ontario Provincial Police)

- 1/ The individual must complete a Volunteer/Applicant Screening form Consent to Disclosure of Personal Information (LE220E).
- 2/ The individual must present two pieces of identification (drivers license, health card, valid passport, etc), one of which must have a photo on it of the individual. The identification must be photo copied and attached to the form. Ensure that the photocopies are of a good quality.
- 3/ The screening committee must also fill out a Request to Check Pardoned Sexual Offender Database and submit with the above form.
- 4/ Once the form has been completed and verified by a committee member it will be submitted to the OPP for processing. The completed forms will be kept in a locked cabinet until there is a sufficient number to submit them to the OPP.
- 5/ The screening committee will review the results when they are received from the OPP after processing.
- 6/ A screening committee member will then fill out the Pembroke Soccer Club Screening form and place on file at the office.
- 7/ The criminal record check will then be destroyed. The individual will be informed if they have been accepted as a coach for the PSC.
- 8/ The committee member must also inform the individual that this will be valid for 4 years as long as they continue to volunteer for consecutive years. At the end of four years they will be required to have another criminal records check completed.

APPENDIX C

Pembroke Soccer Club Inc.

Criminal Record Check Verification Form

Pembroke Soccer Club Screening Committee has reviewed the criminal record check

for _____ Dated: _____.

We have **accepted** the above as a volunteer for the Pembroke Soccer Club.

We have **rejected** the above as a volunteer for the Pembroke Soccer Club.

Applicant's
Signature _____ Date _____

Signed by _____ Date _____