



Russell Soccer Club Rules and Regulations

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POLICY 1: DUTIES OF THE BOARD OF DIRECTORS

Approved by the Board of Directors on December 5, 2017

Directors act as agents and trustees of the Russell Soccer Club and as such are responsible for making financial decisions that promote the financial viability of the Club while ensuring that a quality soccer program exists for all residents in and around the environs of Russell Township.

This responsibility encompasses all facets of a quality soccer program including, but not limited to, providing quality and safe playing surfaces, ensuring adequate training for competitive and house league coaches and other officials, securing a safe environment for all players, ensuring inclusive programs for all members of the community and instilling a sense of fair play, healthy lifestyle and fun in all soccer-related activities.

The Board as a whole has the responsibility to exercise due diligence in carrying out the above obligations.

Directors are under duty to:

- Act honestly and in good faith with a view to the interest of the club;
- Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- Avoid conflicts of interest;
- Give up any profit or benefit personally received due to their position as director;
- Account for money received from all sources including but not limited to registration fees, sponsorship income and revenue from various club-related activities;
- Attend all director's meetings unless legitimately unable to do so;
- Inquire into any information presented at a director's meeting which contains any inconsistencies or which a reasonable person would query;
- Consider and determine whether a prevailing practice in a comparable circumstance is a prudent or best practice.

President

The President:

1. Is responsible for the general operation of the RSC.
2. Appoints committees and committee chairs as required.
3. Presides at all meetings.
4. Is one of the financial and administrative signatories.
5. Exercises the powers of the Board of Directors in case of an emergency.
6. Sits on all committees as an ex-officio voting member, except nomination committee.
7. Puts all motions to a vote and gives the result; decide a tie vote or not vote at all; abstain from voting if wiser.
8. Represents the RSC in all its affiliations.
9. Is responsible for signing all contracts that bind the RSC with any third party provided the contract has been reviewed and approved by the Board of directors either at a regular meeting or via an e-vote.

Vice President

The Vice President:

1. Has and exercises all the powers of the President in the absence of the President or in the event of his/her inability to act.
2. Is responsible for the maintenance and updating of the Club's Constitution, By-Laws, and all Rules & Regulations which include the RSC Policies.

Past President

The Past President assists the Board of Directors in the administration of the soccer program.

Secretary

The Secretary:

1. Takes, prepares and distributes within 14 days the minutes of all meetings of the RSC.
2. Acts as the legal holder of all trophies and cups in trust of the RSC.
3. Notifies the Board of Directors of the time and place of meetings.
4. Publishes the notice of the Annual General Meeting.
5. Has custody of all documents and records pertaining to the affairs of the RSC.
6. Is one of the administrative signatories of the RSC.

Registrar

The Registrar:

1. Ensures all members are registered and are correctly entered into the club database.
2. In conjunction with the treasurer ensures that all monies have been received from the registered members.
3. In conjunction with the Directors of House League and Representative programs ensures that player eligibility, age etc. is correctly assigned to each program.
4. Is one of the administrative signatories of the RSC.

Treasurer

The Treasurer:

1. Must have relevant experience/designation to act as RSC Treasurer, as this is a compensated position
2. Is appointed by the board immediately after the RSC elections at the AGM
3. Serves on the Executive and on the Board in a non-voting capacity
4. Keeps a record, with receipts, of all moneys received and disbursed, and reports on same at the Board of Director Meetings.
5. Presents at each Annual General Meeting, a report of the year's operations (financial statements, including balance sheet, income and expense, statement of changes in financial position, budget variance).
6. Is one of the financial signatories of the RSC.
7. Pays all expenses by cheque.
8. Deposits all moneys promptly into the RSC bank account.
9. Is responsible for the collection of all receivables.
10. Supervises club book keeper (if applicable)

Director of Representative League (Raiders)

The Director of the Representative League:

1. Has and exercises all the powers, with respect to the Representative Program, of the President in the absence of the President or in the event of his or her inability to act.
2. Coordinates and manages all representative head coaches and team managers.
3. Oversees the RSC Representative teams and programs.
4. Is responsible for the annual Russell Mini Soccer Tournament
5. Is one of the administrative signatories of the RSC.

Director of House League

The Director of the House League:

1. Has and exercises all the powers, with respect to the House League Program, of the President in the absence of the President or in the event of his or her inability to act.
2. Coordinates and manages all Convenors, H L Coaches and Team Managers.
3. Oversees the House League teams and programs including Opening Day Tournament and Closing Day Tournament.

Director of Officiating

The Director of Officiating:

1. Assumes the duties or appoints the ***Referee-in-Chief***.
2. Is responsible for recruiting and assigning officials to all games.
3. Encourages all officials to attend annual clinics.
4. Ensures that all officials are evaluated annually by the ***referee supervisor***.
5. Arranges for upgrading of officials as required.
6. Submits to the Board of Directors an annual budget for referee costs and a proposed fee schedule for approval.

Director of Discipline

The Director of Discipline chairs the disciplinary committee and is responsible for all aspects of discipline within the club.

Director of Facilities

The Director of Facilities:

1. Makes recommendations for replacement or additions to existing field equipment and field maintenance, and upon approval is responsible for the purchase of these items.
2. Arranges for the storage, distribution, cleaning, repair, and inventory of all equipment directly related for field maintenance, nets and goals owned by the RSC.
3. Is responsible to ensure the availability and maintenance of all field facilities.
4. In conjunction with other members of the board is responsible for assessing field conditions during adverse weather and deciding whether to cancel games.
5. Is responsible for hiring contract services to maintain the facilities and grounds.
6. Ensures all fields have all necessary nets, flags throughout the soccer season.

Director of Equipment

The Director of Equipment:

1. Maintains the inventory database for all club equipment, balls, first aid kits, markers etc.
2. Is responsible for purchasing all team equipment, soccer balls, nets etc.
3. Submits an annual budget to the Board of Directors for repair, replacement, etc., of equipment.
4. Is available during closing season tournament for end of year sorting.

Director of Uniforms

The Director of Uniforms:

1. Maintains the inventory database for all club uniforms and clothing
2. Is responsible for purchasing all House League & Representative uniforms. In conjunction with the President submits multi-year uniform contracts for board approval
3. Submits an annual budget to the Board of Directors for HL and Raider uniforms.
4. Ensures that the Representative teams maintain the club name RUSSELL RAIDERS and uniform colors; blue, red, white striped shirts, blue shorts, red socks.
5. Is available during closing season tournament for end of year sorting.
6. In conjunction with the Director of Fundraising selects fan wear and promotional items designed to raise funds for the club.

Communications Director

The Communications Director

1. Ensures that club events are adequately publicized via local media and other forms of communication
2. Encourages teams to forward stories and photos to the local media about recent games and tournaments.
3. Submits club stories and photos to local media
4. Compiles and maintains promotional material about the club to be used when meeting other clubs, media, potential sponsors and supporters etc.
5. Maintains the club policy manual and ensures that, as a minimum, its meets the requirements of the OSA Club Excellence Program and that it remains viable in keeping with changing requirements.

Player Directors

The Player Directors:

1. Assist the Board in the planning of Club Programs, activities and policy.
2. Make recommendations for fund raising initiatives, uniform and recreational team size.
3. Participate in the player dispute resolution process.
4. Are active members (players) within the past 12 months of his/her election.

Sponsorship Director

The Sponsorship Director:

1. Ensures that documentation and templates are developed and maintained to support the RSC objectives for sponsorship.
2. Administers the sponsorship program for the RSC for both the House and Raiders divisions.
3. Ensures that all sponsors are contacted and have a clear agreement with the RSC.
4. Ensures all moneys are collected from sponsors and reports to the Treasurer.
5. Ensures that the RSC and the Rep teams meet the terms of the agreements/obligations to the sponsors.

Fundraising Director

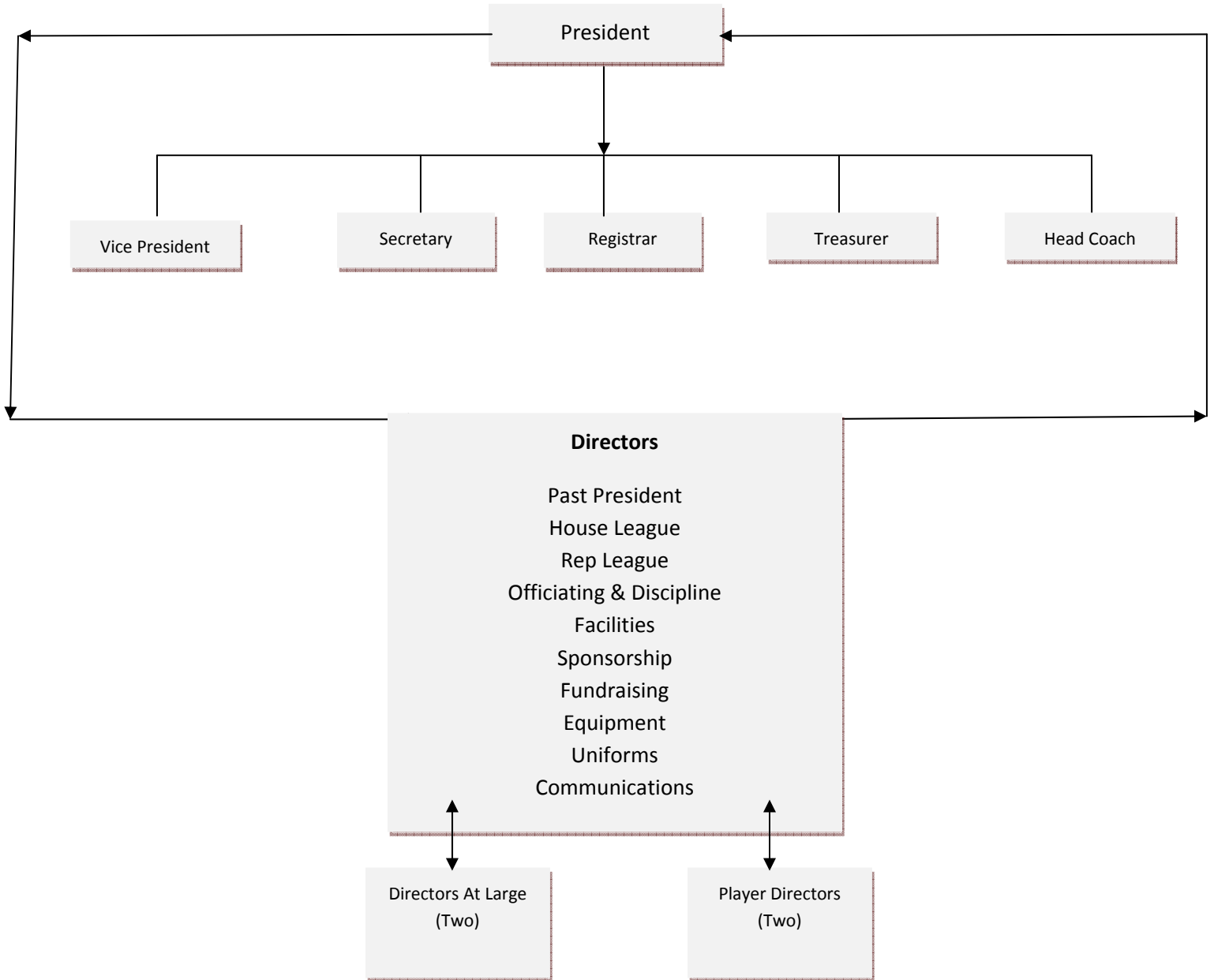
The Fundraising Director:

1. Ensures that documentation and templates are developed and maintained to support the RSC objectives for fundraising.
2. Solicits fundraising objectives from the Board for the year.
3. Acquires approval from the Board of Directors for planned fundraising for the year.
4. Administers the fundraising program for the RSC including oversight of Raiders Fundraising including ensuring that all monies collected are accounted
5. Provides leadership in organizing the year end Club/Raiders Banquet.
6. Strikes committees as necessary to support the program and chairs such committees.
7. Is responsible to the Treasurer to ensure that all cash/money is handled according to internal control policies for cash and that all moneys are accounted for.

Directors at Large

The Directors at Large assume responsibilities as designated by the Board of Directors.

RUSSELL SOCCER CLUB ORGANIZATIONAL FLOW CHART



POLICY 2: POSITIONS AND JOB DESCRIPTIONS

Approved by the Board of Directors on December 5, 2017

COMPENSATED POSITIONS

IDENTIFYING POSITIONS

Each year there is a number of positions available with the Club that involve compensation for services rendered. The current list of these positions will be presented to the Board of Directors at the beginning of the annual budget planning process.

ADVERTISING

The Directors will review the list of open remunerated positions and run a minimum of one advertisement in the local media soliciting applicants. The advertisement, as a minimum, will specify the positions available, indicate that these positions are open to all members of the community and provide contact details for more information. If feasible all advertising should be in both official languages. The available positions, job descriptions and expected remuneration will also be posted on the web site.

HIRING

A panel consisting of the Director in charge of the specific function as well as two Directors will review the applications and, if required, conduct interviews. Pursuant to the guidelines under [Policy 7: Conflict of Interest](#), the Directors will not participate in interviewing or nominating family members and/or close acquaintances.

A list of successful candidates will be presented to the Board of Directors for formal approval.

REMUNERATION

Prior to the preparation of the annual Club budget, each Director will prepare a budget that will include recommended remuneration for each position reporting to the Director.

The Directors will be responsible for finalizing the remuneration of all positions.

Accurate time sheets signed by the contractor and the Director will be submitted to the Treasurer for payment.

JOB DESCRIPTIONS / EXPECTATIONS

The Club will maintain a comprehensive set of job descriptions, training requirements and expectations for each position. The job descriptions will be reviewed annually and the appropriate descriptions will be included with each Director's budget. These job descriptions will form the formal basis for the hiring criteria.

JOB DESCRIPTIONS: COMPENSATED POSITIONS

Job description: Club Treasurer

The Club Treasurer is responsible for all financial aspects of the soccer club and provides general support to the Board of Directors and includes, but is not limited to, the following:

The Treasurer:

1. Must have relevant experience/designation to act as RSC Treasurer, this is a compensated position
2. Is appointed by the board immediately after the RSC elections at the AGM
3. Serves on the Executive and the Board in a non-voting capacity
4. Keeps a record, with receipts, of all moneys received and disbursed, and reports on same at the Board of Director Meetings.
5. Presents at each Annual General Meeting, a report of the year's operations (financial statements, including balance sheet, income and expense, statement of changes in financial position, budget variance).
6. Is one of the financial signatories of the RSC.
7. Pays all expenses by cheque.
8. Deposits all moneys promptly into the RSC bank account.
9. Is responsible for the collection of all receivables.
10. Supervises club book keeper (if applicable)

Job description: Club Administrator

The Club Administrator provides general support to the Board of Directors and includes, but is not limited to, the following:

1. Maintains a detailed list of all registration with a view to ensuring fees and refunds are accurate
2. maintains schedules of all fields, teams, and referees
3. Communicates with the public as the main contact for the club, handling in-coming email and phone calls for the club.
4. Is one of the contacts for the EODSA, OCSL and ERSL.
5. Maintains all of the club's correspondence
6. Any other responsibilities assigned by the Board

Job description: Field Marking

The Club is responsible for marking/lining all the soccer fields used by the Club. The Director of Facilities will recommend that the board hire, on an annual basis, a number of individuals who will be responsible for marking the soccer fields. These individuals will be compensated on a per field basis determined at the beginning of each season.

These individuals will be responsible for:

1. Ensuring that all soccer fields are correctly marked before the start of the House League and Competitive seasons and ensuring that all fields are marked once a week, depending on weather conditions and frequency of mowing.
2. Ensuring that the marking equipment is properly cleaned after each use and is maintained in good working order
3. Informing the Director of Facilities should any of the equipment become unusable or if supplies are running out.

Job description: Grass Cutting

The Club maintains a number of soccer fields on a contractual basis with the local school boards. The Director of Facilities will recommend that the board hire, on an annual basis, an individual to mow all the areas under contract as well as (if required) individual(s) to trim weeds. This individual mowing the fields will be compensated on a per cut basis determined at the beginning of each season. The individual(s) trimming weeds will be paid an hourly rate determined by the Director at the beginning of each season.

This individual(s) will be responsible for:

1. Ensuring that all contracted fields and areas around the schools are mowed and trimmed regularly, depending on weather, and that grass and weeds around trees, buildings, nets etc. are kept cut back.
2. Maintaining the field maintenance equipment; e.g. ensuring the mower has regular oil changes as well as any other preventative maintenance activities.
3. Communicating with the Director of Facilities and the field marking crew to ensure that field mowing and marking are properly coordinated.

Job description: Referee Coordinator

The Director of Officiating is responsible for appointing a referee coordinator who is responsible for:

1. Assigning referees and assistant referees for all house league games
2. Assigning referees and assistant referees for representative games when required
3. Is responsible for finding replacement game officials in the event of no shows

General Field Maintenance Responsibilities

Working with the Director of Facilities and the Director of Equipment, the General Field staff will be responsible for the general tidiness of the fields and for ensuring all fields are ready for play. The individuals(s) will be paid an hourly rate determined by the Director at the beginning of each season.

1. Participating in grading or top dressing as necessary.
2. Moving goal posts at the beginning and end of each game (5V5 nets)
3. Cleaning garbage off the fields Monday-Thursday during HL games
4. Putting up nets at the beginning of season, periodic inspection of the nets, and repair/replace as needed throughout the season, and removing and returning to storage the nets at the end of the season.

NON- COMPENSATED POSITIONS

Age Group Convener Responsibilities

The Age Group Conveners for the House League program are responsible for:

1. Acting as the main liaison between coaches and the Russell Soccer Club for respective division and ensure the smooth operation of your division, with the support of the House League Director. Although not expected to be on the soccer fields for all games, the conveners may be required in many instances to deal with issues that arise from time to time, to communicate with coaches and parents, and to ensure RSC fair play guidelines are respected.
2. Assisting in the recruitment of coaches for your division if additional volunteers are required following registration.
3. Participating in the formation of teams, along with the House League Director and the Club Administrator for their respective division ensuring, to the extent possible, that team skill levels are balanced.
4. Review draft division schedules and report any concerns or inconsistencies to the Club Scheduler.
5. Ensuring ongoing communication with coaches including providing them with information from the club (e.g. coaching clinics, photo day info, tournament information, etc), as directed by the Russell Soccer Club Board through the House League Director.
6. Participating in pre-season coaches meetings where uniforms, equipment and coaching information packages are distributed.
7. Ensuring all relevant documentation is completed by coaches including coaching applications (usually completed at registration) and police check forms.
8. Coordinating with coaches to ensure that all players/parents/guardians complete the fair play form, which will be distributed at the pre-season coaches meetings.
9. Assisting in photo day coordination for your division and distribution of photos once they are received by the photo day coordinator. Photo day order forms will be provided to coaches in their pre-season coaching information packages.
10. Coordinating with the coaches and the club Director responsible for scheduling to maintain scores and standings for your division.
11. Assisting in the coordination of the opening day and end of season tournaments. At the end of year tournament this will include posting scores (on provided score sheets), taking a shift in the Soccer Club information/coordination tent, and ensuring medals are handed out to teams in your division at the end of their last game.

12. Ensuring that game officials are supported and that participants and all RSC members are playing soccer in a safe and enjoyable environment. Concerns relating to game officiating or conduct of the parents/spectators with respect to officials should be brought to the attention of the House League Director.
13. Ensure that all coaches in your division complete player evaluation forms and that these are handed in to the club administrator within two weeks of the end of the season

Team Manager Responsibilities

The Team Manager is responsible for managing off-field team activities and functions including:

1. Ensuring all players have their registration card which must be brought to each game for verification. The Team Manager should be in possession of these cards.
2. Collecting tournament fees and completing tournament registration papers.
3. Sending weekly email to inform players and parents of upcoming games and/or practices.
4. Organizing, in conjunction with parent and coaches, team year-end activities.
5. Ensuring that all players and parents signed the Code of Conduct and Fair Play forms.

POLICY 3: MEMBERSHIP AND FEES

Approved by the Board of Directors on December 5, 2017

Membership is defined as Regular Members and Honorary Life Members and shall consist of players, parents /guardians, coaches, game officials, convenors, administrators, club volunteers and others nominated or appointed by the Board of Directors. Membership term is one soccer season renewable yearly during registration.

Honorary Life Member: An Honorary Life Member is nominated and approved by the Board of Directors. All recipients of the RSC's "Club Builder" award become automatic Honorary Life Members. Honorary Life members are exempt from the normal registration fees.

Membership Registration

Application for membership must be made on the approved RSC registration form, completed and accompanied by payment of all fees. Previous members, who have outstanding fees or fines owing or have property not previously returned, may be denied membership until such time that all debts are paid in full and RSC property is returned.

EODSA regulations require that a minimum of 75% of the players on each representative team are from the host club jurisdiction.

In accordance with OSA policy, a disclaimer has been added to all registration documents as to the liability of the club. The disclaimer must be reviewed by the EODSA.

The registration dates and location, including the deadline and location for late registration, will be clearly advertised in as many venues as possible including, but not limited to, the local newspaper, flyers, outdoor signage and the club web site.

Age Group Assignment

Players are registered by age group, calculated as of the 31 of December of the year of registration. Players with special needs will be assessed on an individual basis and will be placed in an age group consistent with their level of development and in accordance with EODSA guidelines.

The RSC will not permit a player to register in a older age group division or younger age group division in House League, unless otherwise approved by the Director of House League or Director of Representative League and presented to the Board of Directors.

Special Team Requests

The RSC will consider special team requests for medical and/or developmental reasons. Other requests are decided at the discretion of the Registrar and the appropriate Director.

Fees

Membership Fees for Regular Members shall be set annually by the Board of Directors. A family discount may be offered by the club when three or more players are from the same immediate family. A \$10.00 per player reduction in fees will be provided for every registered player after the second. This discount only applies to all full fee players. A late fee, determined annually by the board, will be applied for players registering after the posted deadlines.

There are no fees for Honorary Life Members.

The following fee structure applies:

House League

4 year old one-to-one
Challenger Soccer
Micro Field Soccer
Mini Field Soccer
Full Field Soccer
Adult Men and Women

Representative Program

Mini Field Soccer
Full Field Soccer

Note: There will be a nominal surcharge for members:

1. playing both representative soccer and adult House League.
2. playing on two representative teams.
3. wanting to be call-ups for a rep team but not play House League.

Refunds

House League: A full refund will be provided up to May 1st if written notice is received by the Registrar or RSC Administrator. Thereafter, a minimum administration fee of \$45.00 as set by the Board of Directors will be charged to cover the cost of equipment, uniform and administration. After the first day of House League opening, no refund will be given except under exceptional circumstances, as determined by the Registrar and House League Director.

Representative League: A full refund will be provided up to March 1 if there were no evaluations for the team or within 5 days after final evaluations being completed for that age group. Written notice must be received by the Registrar or RSC Administrator before these dates. Thereafter, a minimum administration fee of \$75.00 as set by the Board of Directors will be charged to cover the administration costs. After the first day of Rep League play, no refund will be given except under exceptional circumstances, as determined by the Registrar and Raider Director.

Players, who register for a Representative Team and, after try-outs, are not successful have the option to play in the House League or withdraw completely from the soccer program. The club will provide a full refund, without penalty, if the player decides to withdraw from the soccer program and will provide a refund based on the cost difference between the Rep program and House League if the player chooses to play in the House League program if within the time frame note above.

Injury Considerations

If a player incurs a season ending injury during soccer play, the RSC Administrator or Registrar, after being informed in writing, will arrange a refund, which will be pro-rated minus the administration fee).

POLICY 4: MEETINGS

Approved by the Board of Directors on December 5, 2017

MEETING PROCEDURES

The rules contained in Robert's Rules of Order, revised, shall govern the procedures of all meetings, in all cases to which they are applicable and are not inconsistent with this Constitution.

Meetings may be called by the Board of Directors and/or RSC Members with due notice and will follow one of the following meeting types;

- General Meeting, open to all RSC Members
- Annual General Meeting, open to all RSC Members
- Board of Director Meeting, open to Board of Directors
- Executive Meeting, open to Executive Members
- Special General Meeting, open to all RSC Members
- Committee Meeting, open to specific Committee Members

VOTING AT GENERAL MEETINGS

Every Member aged 16 and over shall have the right to attend, speak and cast one vote at Members' meeting of the Club. Voting privileges shall be extended only to those in attendance or through proxy.

Every member under the age of 16 shall have the right to attend and speak at Members' meetings, but a parent or guardian who shall also have the right to attend and speak on behalf of that member at Members' meetings has the right to cast one vote on behalf of that said member.

PROXY VOTING AT GENERAL MEETINGS

Every member, or parent or guardian of a regular member under the age of 16, entitled to vote at a meeting of members may by means of a proxy appoint a person, who need not be a member, as the member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

An individual may only hold one proxy.

POLICY 5: CODE OF CONDUCT

Approved by the Board of Directors on December 5, 2017

This Code of Conduct identifies the standard of behaviour, which is expected of all RSC members including players, coaches, parents/guardians, team managers, board directors, convenors and volunteers. The following expectations ensure the soccer experience promotes the ideals of Fair Play, respect and equal opportunity. All Representative coaching staff must complete the OSA Respect in Sport on-line program and all House League coaches are encouraged to complete the course as well.

The RSC endorses and adopts the **True Sport** values and principles. True Sport is a national movement of communities and groups across Canada working to ensure a positive, meaningful and enriching experience for all who participate in sport. At the heart of True Sport there are four core values: **fairness, excellence, inclusion and fun**. Details of the True Sport Movement are found in [Appendix B: Fair Play Form](#).

All RSC members are to sign the **Fair Play Form** committing members to adhere to the RSC Code of Conduct policies. Failure to comply with this code of conduct, the True Sport Principles and refusal to sign the **Fair Play Form** may result in the termination of membership or a member losing privileges that come with membership in the RSC, including the opportunity to participate in RSC activities.

The RSC is committed to providing an environment in which all individuals are treated with respect. Members of the RSC shall conduct themselves at all times in a fair and reasonable manner. The RSC has the right to take corrective action in dealing with the conduct of its members. Corrective action is defined as, but not limited to, penalties prescribed by a higher body where applicable or where not defined shall cover suspension, fine, ejection from the RSC, posting of bonds, deduction of points, re-assignment within the categories/divisions of play, or any combination. Posting of bonds or other sureties shall not exceed \$6,000.00.

Members shall refrain from comments, behaviours or actions, which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated by the RSC. RSC members shall not engage in any activity or behavior, which endangers the safety of others.

During the course of all RSC activities and events, members shall avoid behavior, which brings the RSC, or the sport of soccer into disrepute, including but not limited to, abusive use of alcohol and non-medical use of drugs.

The RSC recognizes the Canadian policy on penalties for doping in sport. Members shall not use illicit drugs/narcotics or performance enhancing drugs or methods.

RSC members shall at all times adhere to the RSC policies and guidelines and to rules governing any competitions or tournaments in which the member participates on behalf of the RSC.

Join It. Show It. Live It. Grow It

Sport is a testing ground - not just for athletes and coaches, but also for communities and society as a whole. The way we play together shapes how we live together.

The vast majority of Canadians (over 90%) believe that sport can and should make a positive contribution to the development of our youth and the quality of life in our communities. But fewer than one in five believe that sport is living up to its potential (2002 Canadian Public Opinion Survey on Youth and Sport).

Sport is never neutral. It can teach values and ethics – or not. It can help people develop a positive self-image and respect for others – or not. It can strengthen community life – or not. Sport can bring people together, foster friendships; reinforce healthy lifestyles, and build civic pride and community participation. Or it can be about violence, drugs, cheating, winning at any cost. It's up to us.

Positive sport values may be alive and well in your group or community. But don't take this for granted. It's essential to actively support positive values, in simple and powerful ways. Join the growing ranks of teams, organizations, schools, communities, clubs and associations across Canada who are building a stronger, more positive sport culture through True Sport.

True Sport is a national Movement of communities and groups across Canada working to ensure a positive, meaningful and enriching experience for all who participate in sport. The True Sport Movement is based on the belief that good sport can help build lasting strengths in individuals, as well as healthy, vibrant communities and a more socially connected Canada. At the heart of True Sport there are four core values: fairness, excellence, inclusion and fun.

It's a Movement powered by people like you athletes, coaches, officials, organizers, parents, teachers, and community leaders. People who know that sport can transform lives and communities. People who care about the positive values that sport embodies, like teamwork and commitment. People who want to see sport in Canada live up to its full potential.

True Sport Values: True Sport is founded on an explicit set of core values. These values are not imposed from above. Rather, they grow out of what Canadians believe is important and want to see manifested in community sport: inclusion, fairness, excellence and fun. These values apply across all sports and at all levels of sport – individuals, teams, schools, leagues, associations, and communities – even cities.

Inclusion

True Sport ensures inclusion by increasing accessibility and opportunities for participation in sport, while providing a welcoming, culturally diverse sport environment.

Fairness

True Sport embraces fairness by promoting fair and ethical sport programs, which translate into a positive sport experience for participants. Values such as respect, fair play and a love of the game are ingrained in the philosophy and implemented in community activities.

Excellence

True Sport encourages sporting excellence and demonstrates high levels of participation in sport and physical activity. For example, a True Sport community boasts a number of aspiring and elite athletes, commits to hosting sporting events, and fosters a healthy number of sports clubs and recreation centres.

Fun

True Sport embraces the concept of FUN. For example, a True Sport community ensures that programs and services provide activities that focus not only on skills and competition, but also on the social aspect of participating in sport.

True Sport Practices

The next layer of the True Sport system is its practices. These are the behaviours that are put into play on the ground and that make the values concrete. Behaviours such as:

- Playing fair
- Treating team-mates and competitors with respect
- Abiding by the rules of the game
- Playing drug-free
- Penalizing inappropriate behaviour

These practices will be employed and enforced by all True Sport athletes, teams, leagues, associations and communities.

Principles for Sport

Go For It - Always rise to the challenge. Discover how good you can be.

Play Fair - Play honestly & obey the rules. Winning is only real when competition is fair.

Respect Others - Respect team mates, competitors and officials, both on and off the field. Win with dignity and lose with grace.

Keep it Fun - Have a good time. Keep a positive attitude and contribute to a positive atmosphere.

Stay Healthy - Respect your body. Keep in shape. Avoid unsafe activities.

Give Back - Do something that helps your community.

POLICY 6: DISCIPLINE

Approved by the Board of Directors on April 16 2007

Coaches and Assistant Coaches are responsible for the conduct of their players, parents and fans and are encouraged to use fairness and common sense in applying the following Discipline Policy. Coaches themselves are expected to conduct themselves in a manner so as to maintain the values and standards upheld by the club. During games, the Referee is empowered with field of play control under the guidelines found within the Rules of the Game; FIFA 1998 and as modified by the RSC.

Inappropriate behaviour including inhibiting the enjoyment of the soccer program through words or actions; harassment of any participant or official, by word or action, or conducting oneself in a manner not conducive to developing soccer skills and respect for players, coaches, officials and fans at RSC sanctioned activities will result in disciplinary action.

Any individual wishing to report inappropriate behaviour is encouraged to document the infraction and to bring it to the club's attention via the club web site or in writing and submitted to any member of the board. All such notices will be held in strict confidence and all complaints will be followed up by the club.

The RSC will use a grading system to define "Levels of Infractions" and an "Escalating Scale of Discipline" to carryout discipline procedures regarding these infractions.

LEVEL OF INFRACTIONS

Level 1: Behavioural Disturbances

The Team Coach or his/her designate is responsible for dealing responsibly with all minor behavioural disturbances of players, assistants, parents / guardians, and team fans. The following is an example list of behavioural disturbances, which include but are not limited to; disrespectful comments or behaviour, unsporting conduct such as persistent arguing, and other similar minor infractions.

Level 2: Disorderly and Disruptive Behaviour

The Discipline Committee (DC) as appointed by the RSC Board of Directors is responsible for responding to all major or extreme behavioural disturbances including, but not limited to; persistent infractions of a minor nature after initial warnings and an outline of the problems provided to player and parent, unsporting conduct such as fighting, activities or behaviour which disrupt competition and/or practices, pranks, jokes or other activities which endanger the safety of others, and other similar major infractions.

The DC will also be notified by the Coach of offences during a game, which are punishable by carding and/or sending off by a game official as outlined in FIFA Law 12.

Level 3: Team or Club Dishonour

The Discipline Committee is responsible for responding to all major disturbances including, but not limited to; destructive activities or behaviour causing damage to facilities or equipment, offensive, abusive, racist or sexist comments or actions as outlined, but not limited to, those defined in the RSC Harassment Policy (Policy 10: Harassment), intoxication at or during a RSC sanctioned activity or event.

DISCIPLINARY SANCTIONS – RANGE OF RESPONSES

An Escalating Range of Sanctions will be applied, from mild to severe.

Level 1: Behavioural Disturbances

For minor disturbances the coach and/or his/her designate will enforce the sanction using the following as a guideline:

- Step 1: Talk to the player or individual describing the inappropriate behaviour and alert the player and parent that further behaviour of this nature could result in not playing part of or an entire game.
- Step 2: Persistent occurrence of a minor infraction; the coach will reinforce the Club's position, that it does not condone such behaviour, and that sanctions are being applied.
- Step 3: A written record including date and nature of disturbance, the Coach's response as well as that of the player and/or parent will be kept on record. This record may be used by the RSC Discipline Committee as reference.

Level 2: Disorderly and Disruptive Behaviour

It is recommended that all major disturbances be brought forward to the Discipline Committee of the Russell Soccer Club. Sanctions for Disorderly and Disruptive Behaviour may include: suspension of playing privileges for one or more games, suspension of practice privileges, request that a written and/or verbal apology is provided to the offended individual(s), termination of membership.

Level 3: Team or Club Dishonour

The Russell Soccer Club will enforce a zero tolerance policy when infractions occur which are deemed to dishonour the team or club. Sanctions may include; immediate suspension of club privileges for an extended period of time; request that a written apology is provided by the offender to the offended individuals prior to re-instatement, sending home at the athletes expense for away games; financial redress if the behaviour involved damage to equipment or facilities, termination of membership.

Players and their parents may appeal any discipline decision to the RSC Board of Directors within 48 hours, or as soon as reasonably possible, after being informed either by word or in writing that discipline has been enacted.

NOTE: The Club President or Director of Discipline may appoint an ad hoc Discipline Committee to rule on disorderly, disruptive or dishonourable behaviour of traveling teams at tournaments.

In the event of fines levied upon a player or team, the individual or team may be responsible for payment of the fines if these fines resulted from inappropriate behaviour.

DISCIPLINARY PROCEDURE

1. Infraction occurs.
2. The Head Coach or team designate handles all minor behavioural disturbances in keeping with the RSC Code of Conduct policy. Before applying sanctions, the coach will give the alleged offender an opportunity to explain his/her side of the story. A written log shall be kept by the coach of all infractions and sanctions applied.
3. All major violations are to be brought to the attention of the RSC Discipline Committee as soon as possible (verbally and submission of a written report) through the Referee in Chief. In the case of a 'carding offence' for an on field violation of FIFA Law 12, the appropriate OSA sanction will be automatically invoked by the on field referee (yellow card, red card). For other major disturbances the alleged offender will have his/her playing privileges suspended until a Disciplinary Hearing is held.
4. The parent/guardian and alleged offender will be informed of the procedures outlined in this policy by the Referee in Chief – Director of Discipline or RSC President or Head Coach. The parent and alleged offender are entitled to a full explanation of the behavioural disturbance or interpretation of Law 12 if requested.
5. The alleged offender has the right to submit a written report to the Discipline Committee.
6. Upon receipt of the written Infraction Report, the DC will be convened as soon as reasonably possible after the incident is reported. This DC is comprised of:
 - Referee in Chief – Chair; **Director of Discipline**
 - RSC Head Coach - or designate not related to the alleged offender or his/her actions;
 - RSC Director of House League or Representative or designate not related to the alleged offender or his/her actions;
 - Parent - to be determined jointly by the Head Coach and the alleged offender's parent, **if player has not yet reached age of majority.**
7. The Discipline Committee will determine if the infraction occurred; if there have been previous infractions, what level the infraction represents.
8. The following principles will govern the Discipline Committee hearing:
 - The alleged offender and his/her parent are given reasonable notice of the hearing and has the opportunity to address the Committee;
 - The hearing is held in confidence and private;
 - Witnesses may be invited to present evidence at the hearing.
9. The Discipline Committee shall determine appropriate sanctions using the policies and guidelines outlined in the Code of Conduct and this Policy. The Committee's decision shall be given in writing to the alleged offender and his/her parents, outlining the offence, date and disciplinary action. Copies of the notice shall also be given to the Coach and kept on file by the RSC Board of Directors. The individual and his/her parent will be informed of his/her right to appeal, the procedure to be followed, and the deadline for submitting an appeal.
10. The decision of the Discipline Committee shall take effect immediately and sanctions will be carried out as soon thereafter as possible unless a Notice of Appeal is presented in writing to the RSC President.

POLICY 7: CONFLICT OF INTEREST

Approved by the Board of Directors on February 12 2007

A Conflict of Interest is a situation in which a RSC member, Directors included, has a personal interest, and stands to gain monetarily or otherwise benefit or impact a decision that is before the Membership. The circumstance-giving rise to the conflict of interest may pertain to the individual member, or to family members, friends, business associates, or other colleagues of the Board of Directors.

Conflict of interest situations are to be declared to the Board of Directors and the member will not participate in a vote or discussion pertaining to the conflict.

Directors shall be subject to the ***Conflict of Interest Policy***, section 21.0 in the OSA's published rules.

DEFINITIONS

Conflict of Interest: Situation in which a RSC Board of Director has, in relation to any matter coming before the RSC, a personal interest, sufficient to influence or to appear to influence the objective, and open-minded, loyal exercise of his or her function as a Director.

Financial Interest: RSC Board of Director may derive a personal profit from any activity of the governing organization of which he or she is a **Director**.

Obligation of Loyalty: RSC Board of Director through his or her position, or on account of some other significant involvement, with another corporation or organization has a conflict or apparent conflict with his or her required loyalty to the RSC of which he or she is a Director. In this latter context, the circumstance of possible conflicts between more than one soccer governing organization is specifically addressed in OSA's Policy 3.7.

Each Director is under an obligation to avoid conflicts of interest. The conflict of interest guidelines are not meant to prohibit legitimate remuneration for services rendered by members of the Board but rather to ensure that the remuneration decisions and processes are transparent.

In the event of a conflict of interest situation, the RSC Director(s) is to submit the RSC Conflict of Interest Statement to the Board of Directors

POLICY 8: FUNDRAISING **DRAFT**

The purpose of this document is to provide guidelines for fund raising to ensure:

- that the positive image of the Russell Soccer Club is maintained
- the equitable distribution of funds across all participating teams
- accountability to our membership

Fundraising Objectives should be established by the Board of Directors at the start of the year, before the budget is set and in conformance with the vision/direction established for the Club. (for example - The Club targets 10k in revenues through fundraising activity to support field maintenance *OR* The Club targets 25K to initiate pre-planning for Project X implemented by 20XX). The Club's vision/direction determines whether the Club plans to continue to grow or hold its current size. If the Club plans to grow, it needs to develop a strategic plan of how this will be accomplished, including fundraising, grant application and project pre-planning, including timing of all the above. These decisions impact the time required and the complexity of the Director of Fundraising's role.

The **Director of Fundraising's role** is to execute the fundraising portion of the strategic plan developed and supported by the entire Board. The Director of Fundraising should not be setting objectives and strategy in isolation or in lieu of full Board participation/decision making.

Fundraising objectives must be actively supported by the entire Board of Directors - everyone needs to participate actively if this is to be successful. (getting involved, buying what is being sold, promoting the events, helping to recruit volunteers, providing lessons learned feedback directly after the event, treating all requests in support of fundraising as a priority) In order for RSC to achieve successful fundraising in the coming years, the Club must cultivate a "**culture of volunteering**".

Organizing Fundraising Events

The proper organization of any event requires as a minimum the following:

- Creating a budget for the event (setting volumes, prices, establishing costs, determining suppliers)
- Budget approval from Board
- Recruitment of sufficient volunteers
- Purchasing, arranging pickup, delivery
- Preparing the venue, location, acquiring supplies, tools needed, delivery
- Promoting the event – Villager articles, ads, flyers, signage
- Assigning jobs/chores and scheduling
- Ensuring adequate on site supervision
- Cash management, purchasing, receipts, security, deposit of revenues
- Reporting on results to the Board

Currently there are four major events for which the Fund Raising director is responsible for:

- Three Fundraising BBQs - HL Opening Day, HL Closing Tournament, Mini Tournament (beneficiary: club)
- Raiders Bottle Drive (beneficiary: participating teams)
- RSC miscellaneous material, eg license plates (beneficiary: club)
- The annual RSC Raiders year-end Banquet

Funds acquired via fundraising for specific purposes should be tracked in a separate G/L account and held for that specific purpose.

The Director of Fundraising may be approached from time to time with new fundraising ideas. The Director may proceed if the venture conforms to the established strategy approved by the Board at the start of the year. However, if the new venture would commit the RSC to new legal or financial responsibilities, then the venture must be presented to the Board for approval before entering in to an agreement.

Representative Program - Fund Raising

Raider teams may elect to participate in fund raising activities, including securing unofficial team sponsors, in order to raise money for tournament fees and other costs associated with competitive play. In order to avoid duplication or overlap of activities as well as to maximize the return, a committee consisting of one volunteer from each rep team and chaired by the Director of Fund raising, shall coordinate all fund raising activities. The Chair will be responsible for updating the executive of all committee activities, for presenting team budgets and for providing a detailed list of expenditures at the end of the soccer season.

Guidelines:

- **All fund raising activities must be approved by the RSC Board of Directors prior to the planning of the events.**
- All monies collected will be distributed on a participation-basis as determined by the Fund Raising Committee.
- Any use of the club's name and logos must be approved by the executive.
- Any fund raising activities must be in keeping with the goals and principles of the club.
- Teams who undertake fund raising are expected to report on their fundraising and expenditures to ensure transparency and due diligence.
- Teams must indicate how excess monies and equipment are dealt with at the end of each season
- **Certain activities, such as a bottle drive, must be held in conjunction with other teams.**

POLICY 9: SPONSORSHIP DRAFT

The purpose of this document is to provide guidelines for sponsorship to ensure:

- that the positive image of the Russell Soccer Club is maintained
- the equitable distribution of funds across all participating teams
- accountability to our membership

House League Program - Sponsorship

For the House League program each age/sex group will be available for sponsorship (note: one sponsor per division). The divisions are as follows:

1. Challenger Program
2. 4 year old one-on-one
3. 5-6 years. mixed
4. 7-9 years, boys
5. 7-9 years, girls
6. 10-11 years, boys
7. 10-11 years, girls
8. 12-14 years, boys
9. 12-14 years, girls
10. 15-18 years, mixed
11. Women's Recreational
12. Men's Recreational

Also available for sponsorship would be specific events including, but not limited to, opening day tournament, the end of the season tournament and any other special events.

Levels of Sponsorship:

The levels of sponsorship will be recommended by the Director of Sponsorship before or at the annual budget meeting.

Duration of a sponsorship will be for one season. Preference for a season will be given to sponsors of the immediate preceding soccer season provided a commitment is made by February 1. After February 1 other sponsors will be eligible.

The February 1 deadline will allow to club to incorporate the names of all the sponsors in its pre-registration activities as well as to display the sponsor names during registration.

2012 House league Sponsorship Rates

1. Micro Soccer (1 to 1, ages 4-6): \$12 per player, sponsor logo on chest
Incremental screening costs to apply on 2nd and 3rd messages on shirt
2. Challenger Soccer: \$350, sponsor name on shirt, logo on chest,
banner extra
3. Mini Soccer (ages 7 to 20): \$500 per team, sponsor name on shirt,
logo on chest, banner extra
4. Senior House League: \$300, sponsor name on shirt, logo on chest,
banner extra
5. Specific Events: open

Obligations of the Club:

In exchange for sponsoring one of the house league teams or events, the club shall provide the following:

- Sponsor logo to be printed on front of House League shirts
- Logo, URL, and/or name ID on RSC Web Site
- Logo and/or name ID on RSC Newsletters distributed to members
- Sponsors may, if appropriate, leave flyers, menus, promotional material etc. at registration and club events
- First opportunity to renew sponsorship for the following season
- Recognition in the Russell Villager: one 'thank you' ad after the outdoor season plus listing on advertisements placed in the Villager (on a rotational basis)
- Recognition plaque and/or House League shirt
- Sponsors will receive an invitation to attend club events

Obligations of the Sponsor:

In exchange for sponsoring one of the house league teams or events, the sponsor shall provide the following:

- Commit to a one or multiple year sponsorship by February 1
- Supply the club with logo for soccer shirt screening by February 1 (new sponsor only)
- Payment via two installments; one due before April 1, the second before September 1

Representative Program - Sponsorship

For the Representative (Raider) Program each team will be available for sponsorship (note: one club sponsor per team). The available teams will vary from season to season depending on interest in any specific age group. The Club will be responsible for soliciting local businesses to be official team sponsors.

Also available for sponsorship would be specific events including, but not limited to, the Russell Mini Soccer Tournament and the Rep Banquet.

Levels of Sponsorship:

The levels of sponsorship will be recommended by the Director of Sponsorship before or at the annual budget meeting.

Duration of a sponsorship will be for one season. Preference for a season will be given to sponsors of the immediate preceding soccer season provided a commitment is made by April 1. After April 1 other sponsors will be eligible.

For each team sponsor, the Club shall keep a portion of the sponsorship fee to offset the costs associated in meeting obligations of the club (listed below) If a team finds another sponsor, the team will remit a portion of the fee to the club to offset the costs associated with meeting the club's obligations. All sponsorship arrangements must be approved by the Director of Sponsorship.

The executive must approve any additional sponsorship activities by the team's sponsor as well as any use of the club's name and logos.

2012 Raider Sponsorship Rates

1. Youth Raider Teams: \$400, no sponsor markings on uniform
2. Old Timers: None monetary sponsorships
3. Specific Events: Open

Obligations of the club:

In exchange for sponsoring one of the Representative teams or events, the club shall provide the following:

- Banner: to be displayed at all Raider games and during the Raider Banquet
- Logo, URL, and/or name ID on RSC Web Site
- Logo and/or name ID on RSC Newsletters distributed to members
- First opportunity to renew sponsorship for the following season
- Recognition in the Russell Villager: one 'thank you' ad after the outdoor season plus listing on advertisements placed in the Villager (on a rotational basis)
- Sponsors may, if appropriate, leave flyers, promotional material etc. at registration and club events
- Sponsors will receive an invitation to attend club events including the Rep Banquet
- Recognition plaque

Obligations of the Team

- Submit articles to the Villager and other local newspapers on the team's season and include a 'thank you; to the sponsor
- To notify the sponsor of the season schedule
- Ensure that the sponsor banner is displayed at every game including exhibition and tournament games
- Encourage players to thank the sponsor and visit the sponsor place of work if appropriate

NOTE: Any team that has a sponsor and does not display the sponsor banner could lose that sponsor and the funding. As well, the club would not be obligated to find a sponsor for the following season.

Obligations of the sponsor:

- Commit to a one or multiple year sponsorship by May 1
- Provide copy of Logo by February 1 (new sponsors only)

POLICY 10: HARASSMENT

Approved by the Board of Directors on April 16 2007

The RSC is committed to maintain the highest standards in terms of human rights, safety and an environment for its members, which is free of harassment and abuse. This policy applies to harassment and abuse, which may occur during the course of all RSC activities and events. This policy shall apply to all RSC members, board directors, administrators, convenors, parents/guardians, coaches, game officials, managers, players, and volunteers.

Harassment is a form of discrimination, which is prohibited by human rights legislation in Canada. In its most extreme forms, harassment can be an offence under Canada's *Criminal Code*.

Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive or physically harmful. Examples of behaviour which constitute harassment include:

- Unwelcome comments about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
- Condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance;
- Any form of hazing;
- Unwanted touching, patting or similar physical contact;
- Any form of physical assault.

ABUSE AND NEGLECT OF MINORS

Abuse and neglect of minors are defined in provincial child protection legislation. Allegations of abuse or neglect of minors should be reported to the authorities and will only be dealt with as a possible discipline matter after the child protection authorities and/or police have completed their proceedings.

The RSC shall:

- Adhere to the harassment policy outlined by the OSA;
- Ensure all members, coaches and volunteers are aware of this policy and understand that harassment and abuse will not be tolerated;
- Regularly review RSC policies to ensure they meet human rights guidelines;
- Maintain confidentiality of complainants;
- Recognize the right of any person who experiences harassment to seek assistance from the provincial human rights commission.

The RSC encourages the reporting of all incidents of harassment and/or abuse to a member of the RSC Board of Director, a Coach, an official or a Convenor.

POLICY 11 APPEALS

Approved by the Board of Directors on April 16 2007

Any member of the RSC who is affected by a decision of the Discipline Committee (DC) shall have the right to appeal that decision. This policy shall not apply to matters relating to the Rules of the Game as interpreted by the referee, which may not be appealed. Game protests shall be made according to the rules of the competition in which the game was played.

Individuals wishing to appeal the Discipline Committee decision shall have 24 hours from the time he/she received the written decision of the Discipline Committee to launch an appeal. All appeals shall be in writing to the RSC President and include detailed reasons for the appeal.

An appeal may only be heard if there are sufficient grounds for the appeal. The sufficient and eligible grounds for an appeal are:

- Written receipt of a request for appeal;
- The Discipline Committee was biased against the member, or there is a reasonable perception of bias against the member;
- The established disciplinary process was not followed to the best of the committee's ability;
- New information has become available since the Disciplinary Hearing, which has a significant bearing on the decision;
- The decision was based on irrelevant facts or questionable information that may not be accurate or factual;
- The penalty far exceeds the infraction(s);
- The Discipline Committee imposed a sanction, which was beyond its authority.

As soon as possible after receiving the written appeal, the President shall appoint three persons to constitute the Appeals Committee, in accordance with the following:

- The Committee shall be comprised of members in good standing who have no significant relationship with the Appellant, shall have had no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict.
- The Committee shall be comprised of: one athlete representative; one representative nominated by the Appellant from a designated list of coaches/managers/convenors selected prior to the season; one representative from the RSC Executive. The chair of the Appeals Committee is the Club President or his/her designate.

As soon as possible after its appointment, the Appeals Committee shall meet and review the letter of appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.

If the Appeals committee is satisfied that there are not sufficient grounds for an appeal it shall notify the Appellant of this decision in writing, stating reasons.

Alternatively, an Appeals Hearing shall be held if the committee is satisfied that sufficient grounds are present. If the Appeals Committee conducts a hearing, it shall govern the hearing by such procedures, as it deems appropriate in the circumstances, provided that:

- The Hearing is held as soon as possible after the committee's appointment;
- The Appellant and Respondent shall be given notice of the day, time and place of the Hearing;
- A quorum shall be all three appointed Appeals Committee members;

- Decisions shall be by majority vote;
- Copies of any written documents which either the Appellant or Respondent wish to have the Appeals Committee consider shall be provided to all parties in advance of the Hearing;
- Both the Appellant and Respondent may be accompanied by a representative or advisor;
- The Appeals committee may request that any other individuals participate and give evidence at the Hearing.

As soon as possible after the conclusion of the hearing, the Appeals Committee shall issue its written decision, with reasons. The Appeals Committee may decide:

- To void, vary or confirm the decision being appealed;
- To make any decision it feels the Discipline Committee should have made;
- To refer the matter back to the Discipline Committee for a new decision, correcting any errors that were made.

A copy of the decision shall be provided to the Appellant, the Respondent and the President.

If the circumstances of the dispute are such that this policy will not allow a timely appeal, the President or designate may direct that the time lines be shortened or extended as required.

The decision of the Appeals Committee shall be final and binding, and not open to further appeal.

DISPUTE RESOLUTION

The Club shall adhere to the Dispute Resolution process as published and approved by the OSA from time to time.

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing to The OSA, with a copy to the RSC and EODSA, the nature and facts of the dispute. The OSA, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not to be used for game discipline, which follows the normal discipline and appeals process. The Club shall make available to any Member the Dispute Resolution process when requested.

POLICY 12: COACHING DRAFT - REVISED FEBRUARY 27, 2011

This RSC policy is to be used in conjunction with the specific up-to-date Coaching Manuals for the Representative and House League, and the RSC approved coaching model.

GENERAL

The Team Head Coach is viewed by players, opponents, game officials, parents and the RSC as the team leader. Coaches are to be aware of their conduct with all players, opponents, game officials, parents and spectators as this will reflect directly on the RSC. The job of a RSC coach is not only to develop better soccer players, but also to help in the development of better people.

Representative Coaches all require the minimum certification as required by the RSC, the OCSL, and the EODSA. Coaches are to be qualified in accordance with EODSA guidelines or be prepared to achieve the necessary credentials prior to the season commencement. House League and Recreational Team Coaches do not require certification but are encouraged to enrol in the level 1 coaching training provided by the RSC.

All House League coaches are directly responsible to the Director of House league and the Club Head Coach; all Representative coaches are directly responsible to the Director of Raiders and the Club Head Coach. Any game/official/player issues must be addressed with the Club Head Coach and/or appropriate RSC Director or the RSC President. At no time may any coach correspond directly with the ERSL, OCSL or the EODSA.

ETHICS

All Russell Soccer Club coaches, assistant coaches and other team officials are expected to reflect the high standards of sportsmanship advocated by the club. Coaches are expected to abide by the RSC Constitution, RSC Rules & Regulations and the principles of the Fair Play and True Sport programs. Coaches are required to sign the Fair Play Form, abiding by the RSC Code of Conduct and True Sport Movement ([Policy 5: Code of Conduct](#)).

Coaches are to ensure that all players and parents are familiar with the RSC Code of Conduct and have signed the Fair Play Form. The team coach is responsible for control of their players and supporters at all games played by their team.

The recruitment of players (poaching) from within the Russell Soccer Club and from other clubs is discouraged. As outlined in [Policy 14, Player Development](#), players will play at the appropriate age level unless authorized by the club Head Coach. It is the policy of this club to provide priority to players living within the designated boundaries of Russell Township.

Coaches who violate RSC, OCSL or EODSA policies or procedures and guidelines will be subject to disciplinary measures including the suspension or revocation of their coaching assignment. Inappropriate behaviour/actions of any coach will result in a progressive level of discipline.

Any complaints concerning any member of the coaching staff must be submitted to the Club Head Coach, appropriate Director or any other member of the RSC Board in writing. A form will be available on the soccer club web site which will allow members to bring specific incidents to the attention of the soccer board. An email or letter to the appropriate director will also be acceptable. All written complaints will be followed up by the Club Head Coach to investigate the circumstances surrounding the complaint and determine if an infraction has likely occurred.

Any initial infraction, as determined by the Club head Coach, RSC Board of Directors or the Discipline Committee, will require an interview with the Head Coach. Subsequent infractions will be referred to the Russell Discipline Committee which will follow the OSA guidelines in these matters

APPLICATION

Application to coach any HL or Rep RSC team must be made on the approved Coach Application Form. Coaches may also need to provide additional information and/or authorization for screening as per EODSA policies.

Where possible the RSC will attempt to assign two coaches for each team in the House League program. If this is not possible, the assigned coach/head coach is encouraged to recruit one or two parent helpers. Helpers will assist with practices, monitor players when not on the field of play, and replace a coach who cannot attend practice due to sickness or work obligations.

The Club Head Coach will nominate the head coach for each representative team. Coaching appointments must be subsequently approved by the RSC Board of Directors and will be valid for a term of one (1) season. Coaches are to submit to the RSC a list of team officials for approval by the club Head Coach. Team head coaches will provide the club administrator with the contact information about all team officials including Assistant Coach(es), Team Manager and Team Trainer. Assistant coaches must have completed the RSC Coaches application. The RSC Board of Directors reserves the right to veto any coach-made appointment.

Coaches are to attend the Club sponsored Coach Meetings. These meetings are mandatory. For House League coaches these meetings are an excellent opportunity to meet the age group Convenor and other RSC coaches, to pick-up team supplies, equipment, team lists and schedules and to review the various rules.

DEVELOPMENT

Development, training and education of coaches is primarily the responsibility of the RS Club Head Coach. Coaches are expected to upgrade their qualification by participating in the appropriate RSC and Canadian Soccer Association courses.

A refund of any course fee a coach incurs while upgrading his/her qualifications may be authorized by the RSC Head Coach provided approval to attend the course is received in advance. In-house clinics provided by the RSC are typically provided at no cost.

TEAM ORGANIZATION

Team organization is a key to an enjoyable and successful season for both the coaches and players. The coach should not be overly encumbered with non-coaching activities such as calling players, arranging tournaments, finances, snack rotation, etc. The coach needs to be available to spend as much time as possible with the players. To that end, Coaches should enlist parents to assume the roles of team manager, team trainer, equipment manager, etc.

TEAM RULES

Coaches may establish team rules, which will be helpful in team organization such as attending practices and arriving in time for games. Team rules and the consequences of breaking the rules must be clearly communicated to all players and parents at the start of the season.

Coaches *may* penalize players by removing a privilege such as participating in a team activity or reduced playing time in the next game. Coaches are not permitted to use any form of penalty, which is contrary to the RSC Harassment Policy.

PRACTICES / GAMES

Players must be officially registered with the RSC to participate in try-outs, practices and all games including exhibition games. Representative players must be registered with the EODSA before participating in any league games or league sanctioned tournaments.

RSC will make every effort to have practice fields available for representative team requests and will assign fields on a fair basis. Practice commitment is dependent upon the age and calibre of play. The RSC recommends that practices do not exceed 2 hours, twice per week for youth players in the representative league.

House League coaches may also request fields for extra practice time. Extra House League practices must be considered optional for the players and be focused on player development, not team play or game strategies. As fields are at a premium, it is recommended that House League coaches interested in extra practices coordinate and run joint practices with other coaches/teams in their age groups.

Travel permits are required for exhibition games and tournaments held outside the EODSA jurisdiction. In the Representative League, game sheets and any required playing up or travel permits must be completed and given to the referee prior to the start of the game.

EMERGENCY ACTION PLAN

All teams are required to have in place an [Emergency Action Plan](#) (EAP). The EAP should be readily available at all practices and games.

GAME CANCELLATION

In the event of inclement weather or poor field conditions, the RSC may be required to cancel or post-pone games. For Representative games, the RSC will only cancel in the event of non-playable field conditions, otherwise the cancellation of a game is at the discretion of the referee.

For House League games, the RSC will make a determination no later than 30 minutes prior to a game's start time. The RSC will post a message on the RSC phone line (613-445-6666), and will notify Convenors who will notify coaches. Once notified, the Coach is to notify his team. If games have not been cancelled by 30 minutes prior to start time, the only individuals who are able to terminate a game on site is a Referee, a Convenor or another Club Official.

If a coach feels a situation is unsafe he may, pending a possible penalty, leave the field with his/her players. The Coach is responsible for the safety of their players. Under no circumstances are players to be sent onto a field or remain on a field if lighting is a threat!

RUSSELL SOCCER CLUB ~ COACHING DEVELOPMENT MODEL (CDM)
(first adopted, fall 2004)

The CDM displays the typical sequence of training for an entry-level Head Coach within the four levels of youth programming offered by the Club.

Mini-Soccer (House League)

Development Opportunity	Timeframe	Overview
Assistant Coach	Anytime (optional)	Practical Experience
RSC "FUNdamentals" Program	Year 1 (recommended)	Clinic & Guide (4 hrs)
RSC "FUNdamentals" Program	Year 2+ (available)	Clinic & Guide (4 hrs)
RSC Positional Play Clinic	Year 2+ (available)	Clinic (2 hrs)
CSA Level I Children's Clinic (RSC hosts this clinic bi-annually in odd years)	Year 3 (recommended)	Clinic & Manual (10 hrs)
CSA Level II Youth Clinic	Year 4 (optional)	Clinic & Manual (10 hrs)

11-Aside Soccer (House League)

Assistant Coach	Anytime (optional)	Practical Experience
RSC Positional Play Clinic	Year 1 (recommended)	Clinic (2 hrs)
CSA Level II Youth Clinic	Year 1 (optional)	Clinic & Manual (10 hrs)
CSA Level III Senior Clinic	Year 2 (optional)	Clinic & Manual (16 hrs)

Mini-Soccer (Rep)

Assistant Coach	Anytime (optional)	Practical Experience
CSA Level II Youth Clinic	Year 1 (mandatory)	Clinic & Manual (10 hrs)
NCCP Introduction to Competition	Anytime (recommended)	Clinic & Manuals (14 hrs)

11-Aside Soccer (Rep)

Assistant Coach	Anytime (optional)	Practical Experience
CSA Level III Senior Clinic	Year 1 (mandatory)	Clinic & Manual (16 hrs)
RSC "Rep" Program	Year 1 (available)	Various
NCCP Introduction to Competition	Anytime (recommended)	Clinic & Manuals (14 hrs)
OSA Coaching Conference	Annually (available)	Clinic et al (weekend)
OSA Advanced Clinic	Year 3 (available)	Weekend Clinic
OSA Pre-B Assessment	Year 4 (available)	Double Weekend Clinic
OSA Provincial B License	Year 4 (available)	5-day Residential Clinic
CSA National B License	Year 5 (optional)	Residential Clinic Plus
CSA National A License	Year 6 (optional)	Residential Clinic Plus

Depending on the level and scope of experience of a coach, they may enter the development system at an entry point and time other than prescribed above.

Each subsequent level presumes the coach has received the training as noted in the prior level(s).

Other development programs and opportunities will be entertained (and added) as they arise.

The RSC endeavors to fully fund all "mandatory" and "recommended" elements, partially fund all "available" elements, and assess the funding for all "optional" elements on a case-by-case basis (*approved Fall 2004*).

In all instances, coaches must first seek the approval / confirmation of the Club Head Coach, or their designate, prior to attending and receiving financial support for a coaching development opportunity that is funded by the Club.

COACH ROLES & RESPONSIBILITIES

All Russell Soccer Club coaches, assistant coaches and other team officials are expected to abide by the RSC Constitution, RSC Rules & Regulations and the principles of the Fair Play and True Sport programs. Coaches are required to sign the Fair Play Form, abiding by the RSC Code of Conduct and True Sport Movement ([Policy 5: Code of Conduct](#)). All Representative coaching staff must complete the OSA Respect in Sport on-line program.

Coaches who violate RSC, OCSL or EODSA policies or procedures and guidelines will be subject to disciplinary measures including the suspension or revocation of their coaching assignment. Inappropriate behaviour/actions of any coach will result in a progressive level of discipline. Any initial infraction will require an interview with the Head Coach. Subsequent infractions will be referred to the Russell Discipline Committee which will follow the OSA guidelines in these matters.

Team Head Coach (for both House League and Representative Teams)

The Head Coach:

1. Is viewed by players, opponents, game officials, parents, and the RSC as a representative of the RSC and as the **team leader**.
2. Will conduct him/herself according to the RSC Constitution, Rules & Regulations, Fair Play policy and the Code of Conduct, as well as the OCSL or EODSA policies & procedures.
3. Will read and follow the RSL coaches' guide, and may turn to the RSC Head Coach for guidance, support and training.
4. Will attend the appropriate RSC coach orientation meeting.
5. Will ensure that all players and parents will also read and agree to the Fair Play policy, as the coach is responsible for control of their players and supporters at all games played by their team.
6. Will ensure that he/she has completed a coach application form and provided authorization for a police screening check.
7. Will be provided with an assistant coach, where possible, to help with such duties as helping to run practices, bench management during games, and replace the HC when necessary due to absence. Coaches are encouraged to recruit help from the parents for other required duties such as creating and maintaining the snack schedule, and calling players to advise of cancellations, and help with equipment management as needed.
8. Will establish team rules and expectations of the players and parents.
9. Should have an Emergency Action Plan in place for the season.
10. Will communicate with parents and should start the season with a parents meeting. Through this meeting, helpers can be identified, tasks assigned, and emergency Action Plan can be formulated with information on medical and contact information from each player.
11. The House League coaches will communicate with their respective Age Group Convenors. (AGC)
The AGC is the first point of contact for House League coaches.

The representative coaches will communicate with the Director of Representative Programs. The Director of Representative Programs is the first point of contact for Representative coaches.

12. Use their best judgment when applying the general rules of the game, and will work with opposing coaches to ensure a fair and fun game is had by both teams.
13. Will officiate games for ages 5-6 and the first half season of age 7.
14. Will be responsible for practices. This is the time to teach soccer skills through practice drills.

Most importantly, coaches are expected to follow and practice True Sport Values: *Inclusion, Fairness, Excellence, and Fun*. Also the True Sport Principles: *Go For It, Play Fair, Respect Others, Keep It Fun, Stay Healthy, Give Back*.

Assistant Coach (for both Housel League and Representative Teams)

The Assistant Head Coach:

1. Is viewed by players, opponents, game officials, parents, and the RSC a representative of the RSC and as part of the team leadership.
2. Will read and follow the RSL coaches' guide, and may turn to the RSC Head Coach for guidance, support and training.
3. Will conduct him/herself according to the RSC constitution, Rules & Regulations, Fair Play policy and the Code of Conduct, as well as the OCSL or EODSA policies & procedures.
4. Will attend the appropriate RSC coach orientation meeting.
5. Will help the head coach ensure that all players and parents will also read and agree to the Fair Play policy, as the coaching team is responsible for control of their players and supporters at all games played by their team.
6. Will complete a coach application form and provide authorization for a police screening check.
7. Will help the HC with such duties as helping to run practices, and to replace the HC when necessary due to absence.
8. Will be primarily responsible for Bench Management during the games. This entails supervising the players that are waiting to return to play on the field, ensuring the players remain close to the game (whether in a designated waiting area or nearby with their parents), and ensuring the players are ready for substitutions, (they know where to go, and who to replace). Coaches are encouraged to recruit help from the parents for other required duties such as creating and maintaining the snack schedule, and calling players to advise of cancellations, and help with equipment management as needed.
9. Will support the HC maintain team rules and expectations of the players and parents.
10. Should be aware of and/or help establish an Emergency Action Plan.
11. Will communicate with parents and should assist with the parents meeting at the beginning of the season. Through this meeting, helpers can be identified, tasks assigned, and emergency Action Plan can be formulated with information on medical and contact information from each player.

Most importantly, assistant coaches are expected to follow and practice True Sport Values: *Inclusion, Fairness, Excellence, and Fun*. Also the True Sport Principles: *Go For It, Play Fair, Respect Others, Keep It Fun, Stay Healthy, Give Back*.

POLICY 13: RISK AND SAFETY MANAGEMENT

Approved by the Board of Directors on November 6 2007

The RSC has a commitment to provide the safest environment possible for soccer participants and spectators. Providing a safe environment is the responsibility of everyone and the following safety precautions are essential:

1. Climbing on the goalposts, nets and other non-play equipment in and around the soccer fields is strictly prohibited and is a danger to the perpetrator and those in the immediate surrounding area. Please help us keep the fields safe. The club has a zero tolerance for this activity.
2. During games or practices, keep bicycles, chairs and other such items well away from the field of play to avoid a collision with a player.
3. The Club has been requested to respect all posted signs on school property. No dog signs and fire lane warnings have been posted for the safety and convenience of all members. Please do not abuse the privilege of using these facilities.
4. The Club requests that members discourage family, friends and neighbours from practicing golf on our soccer fields. The School Boards have a policy making it illegal to play golf in non-designated areas.
5. All team coaches should have an emergency action plan including player health information, health card numbers, emergency contact and other phone numbers.
6. All team coaches are provided with a first aid kit for treating minor injuries. In the event of a serious injury assistance should be summoned without delay. A telephone is located inside the Russell Sports & Youth Centre. Please refer to your Emergency Action Plan (EAP).
7. Under no circumstances will games or practices be permitted if there is lightning or electrical storms in the vicinity.
8. A screening process (Police Safety Check) for coaches and other RSC volunteers may be used if required as per EODSA policies and procedures.

EMERGENCY ACTION PLAN

All teams are required to have an EAP. This plan should include assembling Player Information Cards (PIC) of all players, police and ambulance emergency numbers, specific locations of practices or games, and access to a cellular phone. The EAP should be written down so everyone involved is clear on his or her responsibilities.

Designate Key Individuals to carry out the EAP

Charge Person

This is the person who is most qualified in first-aid & emergency procedures. This person will:

- Know what emergency equipment is available at the facility;
- Secure a controlled and calm environment;
- Access – and tend to – the injured player;
- Direct others involved until medical personnel arrive.

Call Person

- This person will:
- Keep a record of emergency phone numbers and know the location of telephones at the facility;
- Make the telephone call for emergency care;
- Guide the ambulance (if required) in and out of the facility.

This information should be readily available at all practices and games.

In Canada we have a defence in sport called the "Volenti Doctrine". The courts recognize and understand that in any sport there are risks that are "obvious", i.e., "foreseeable" and "necessary". In other words, the risk of minor injury or injury is both foreseeable and necessary if one is to learn the sport. The risk of receiving blows to the body is both foreseeable and necessary to soccer if one is to accomplish the end result of the sport.

Nevertheless, in the case of an accident or injury you must understand and conduct yourself in the standard of care required by the situation. Therefore if your participant is injured, then:

- Secure proper medical attention immediately;
- If injury is serious, implement your EAP;
- Make sure you have Player Information Cards;
- Notify parents and follow-up on condition.

Player Information Cards (PIC) should include the player's name, date of birth, emergency contacts, and medical card and condition information. It should be completed and carried with you at all times (quite often, the easiest place to keep it is in or with your first aid kit). In the event of an injury while participating in events, the information provided can be of assistance to attending medical staff.

POLICY 14: PLAYER DEVELOPMENT

(DRAFT VERSION)

POLICY 15: TRAVEL AND EXHIBITION GAMES

DRAFT FEBRUARY 2011-03-20

Team Travel

1. For teams entering tournaments, or playing in exhibition games that are NOT within the Eastern Ontario Region, a travel permit is required. These permits are now being processed on-line.
2. Prior to applying for a travel permit outside of Ontario, the Head Coach of the team planning such participation must get a written permission from the RSC Head Coach.

Exhibition Games

1. Permission is required in advance if a visiting team from outside Eastern Ontario will be playing an Exhibition Game in Russell.

Forms Available

1. Application to Travel Form for Tournaments outside Ontario & Exhibition Games (ATF)
2. Application to Travel Form for Tournaments within Ontario (ATF – Ontario)
3. Application to Host Exhibition Games (AHEG)

To access the OSA website, go to: <http://www.ontariosoccer.ca/Forms.htm>

Process

1. Choose correct application link
2. If application to travel for Tournaments within Ontario click on link for Tournament.
3. Fill in all boxes. Information required for every travel permit
Russell Soccer Club OSA # CD 07 67
District: EODSA
4. OSA Application Fee & Payment: Select appropriate event and fee (may be N/A)
Select Payment Method – **Cheque**
5. After application is complete, click **Submit**
6. Completed form will appear on screen – do the following:
 - a. Print a copy for your records
 - b. Choose Edit – Select All
 - c. Choose Copy
 - d. Open an e-mail to the Club administrator: **rsclub@russellsoccer.com**
 - e. Position cursor on body of e-mail and click paste (form should appear on screen)
 - f. In Subject Line of e-mail, type in: Application to Travel, Name of Tournament and Team Name
 - g. If the Tournament or Exhibition Game is not listed on the OSA website as sanctioned you **MUST** attach the authorization form or letter confirming the event is sanctioned by the appropriate Club, District, Provincial/State and/or National authority(ies).
 - h. Send e-mail to Club administrator.

Fees: There is a \$5.00 fee for all travel permits and exhibition games within Ontario and North America. Travel permits for outside of Canada are \$125. **Teams will not be given travel permits before payment is received at the Club.**

Approval

All travel outside of the Province must be pre-approved by the Head Coach. Teams which attend a tournament or exhibition game out of our District without a travel permit may be subject to fines and suspension. It is also very likely that the Club and teams will not be covered by insurance. Any resulting liability will be the sole responsibility of the Rep team Head Coach. Remember ALL fines are passed on to the team.

Insurance

Teams must purchase additional insurance for out-of-Province or out-of-country travel. Proof of insurance must be given to the Club prior to the team being issued the approved travel permit.

Timelines

In order to meet OSA required timelines, forms must be submitted to OSC as follows:

- Tournaments in Ontario – 16 days
- Out-of-Province Travel – 20 days
- Travel outside of North America – 50 days
- Exhibition games in Ontario (Ontario teams) – 12 days
- Exhibition games to United States – 20 days
- Exhibition games in Ontario (N.A. teams) – 20 days
- Exhibition games in Ontario (Int'l teams) – 40 days

POLICY 16: DISABILITY AND INCLUSION

DRAFT FEBRUARY 2011

The Russell Soccer Club was established to provide all residents of the Township of Russell and surrounding areas the opportunity to participate in the sport of soccer, either as a participant or a spectator. It is the duty of the RSC to reach out to all residents, regardless of sex, cultural background or ability, to ensure that participation at all levels is encouraged and that such participation is made possible given the available resources.

15.1 Participant: Player

The RSC offers three main levels of play and are open to all members of the soccer club.

- a. **Competitive Program:** This is the top level of play and requires individuals to try out for spots on the age-appropriate team.
- b. **House League Program:** This program is open to all players of all ages and requires no try-outs. The only caveat is that players must be age appropriate (playing down is not permitted in any EODSA sanctioned league).
 - i. The House League teams are comprised of either all boys, all girls or mixed depending on the age group. The sports community understands that the physical and psychological development differs between boys and girls and that at certain ages having same-sex age levels is more conducive to learning the sport, to feeling more comfortable and hence to creating a more enjoyable and inclusive atmosphere for the players.
- c. **Challenger Program:** This unique program is designed specifically for players with physical and/or mental challenges which would otherwise exclude them from playing soccer. The Challenger program uses equipment and techniques designed specifically for disabled players which allow them to develop their skills and confidence.

Before registration and at other times as determined by the RSC Board, advertising campaigns for any or all the above programs will be implemented and aimed at all residents of the Township of Russell and surrounding areas. In all such advertising the club will ensure a wide reach and inform residents that we club can accommodate players of all abilities.

If a player with a disability wishes to play in the House league Program and has a specific need, this need is to be communicated to the Director of House League to ensure that

- a. The House League program is appropriate for the player
- b. That the player is assigned to a coach with the appropriate knowledge/skill set
- c. The Club is in the position to offer guidance and support

The club may request a certificate from a medical doctor indicating that the player can participate without the risk of injury.

If a player wishes to participate in the Challenger Program, a medical release may be required depending on the disability. In order to play soccer there are certain physical requirements which must be met to allow for enjoyment of the game for the player, the coach and the other participants.

The Challenger coaches will have some training/experience in coaching disabled players and a specific program will be used to ensure proper skill development and practice games in a safe and positive environment.

15.2 Participant: Coach

The RSC actively encourages residents to volunteer for coaching positions at all levels of participation. Although a prior knowledge of soccer is an asset, the Club offers a number of programs and clinics to help develop coaching skills.

The clinics and courses offered to coaches of all qualifications help develop some basic soccer skills, bench management and self-confidence in the ability to teach young people a little bit about the sport.

Accommodations, to the extent that the RSC resources allow, are encouraged in order to ensure that individuals with disabilities are not excluded from coaching.

15.3 Spectator

As with all sports, spectators are a significant part of the experience, especially for the younger player. The RSC appreciates the importance of spectators and encourages participation. To ensure that spectators with disabilities are able to enjoy the game, the RCs will actively undertake to ensure the following:

- a. Disabled parking
- b. Access to the soccer fields
- c. Accessible washroom facilities

Although the soccer club does not have direct control over the facilities it uses, the local schools, township and the Russell Community Building do have accessibility policies which help make the soccer fields more accessible. Any spectator with a disability requiring special parking and/or access, is encouraged to contact any member of the RSC Board to ensure that, within the available resources, all will be done to accommodate him or her.

POLICY 17: COMMUNICATIONS

DRAFT FERUARY 2011-03-20

Proper communication within the Russell Soccer Club is vital to our success. This policy has been created to ensure that a minimum level of communication is maintained within the club. Efforts will be made to ensure that where possible, the standards and frequency of communication meet the requirements of the club members.

ANNUAL GENERAL MEETING

Annual General Meetings (AGM)/Special General Meetings (SGM) from the Russell Soccer Club Bylaws: Article 8. AGM is held annually and is open to all RSC members.

BOARD OF DIRECTORS

Board meeting minutes will be made accessible to the club members within two weeks of their approval at the next scheduled board meeting. Minutes will be available by request from any RSC member to the Club Secretary. Where possible the agenda for the upcoming board meeting should be made available to the membership prior to the meeting.

SUB COMMITTEES/ADDITIONAL COMMITTEES

Sub committees may be established at any general meeting, or at any board meeting to carry out specific business or programs of the Russell Soccer Club. These meetings will be open to specific committee members, and minutes will be provided to the membership in the manner outlined under the board of directors.

RUSSELL SOCCER CLUB BYLAWS, POLICIES AND RULES

The club bylaws, policies and rules are available to club members on the website, and in hard copy by request to the club administrator.

MEMBERSHIP COMMUNICATION

Informally, throughout the year, there will be cause to communicate club activities and events to the general membership. To facilitate this, the club maintains a master email distribution list (note: the RSC is committed to the privacy laws in effect in the Province of Ontario). Members will be kept abreast of Club events (tournaments, field changes, social activities, meetings, etc.); volunteer requirements and communications from the Canadian Soccer Association (CSA) and the Ontario Soccer Association (OSA); and notices of equipment allocations, clarifications on club rules, when necessary, etc. All communications will be published to the club's website whenever possible. The local newspaper will also be used to notify the membership of important upcoming events.

PORTFOLIO CONTACTS

Contact information for the board of directors, sub committees, working groups and club staff are provided to the members, and is posted on the club website.

WEBSITE GUIDELINES

The website must update and maintain these elements as a minimum requirement. The posting to the site must be amended (within a reasonable timeframe) when changes are made.

POLICY 18: PROMOTING HEALTHY LIFESTYLE

DRAFT FEBRUARY 2011

The Russell Soccer Club recognizes as the importance of encouraging healthy behaviours among its participants, including increasing physical activity, healthy eating, and tobacco cessation. In fact, these three modifiable or preventable factors in adults—changes in diet, physical activity and tobacco use—play a significant impact in reducing chronic disease.¹ Modifiable and preventable factors are those that a person has control over or can modify in order to reduce the chance of developing a chronic disease. To this end, the Russell Soccer Club promotes and encourages to its membership the adoption of these healthy behaviours.

Tobacco Free Policy

As such, the Russell Soccer Club will promote a tobacco free policy for its events by:

- Including the policy in the schedules/ notices about the sport or recreation group so all new and returning participants, their parents/guardians, coaches/leaders and officials/managers.
- Making the policy visible throughout the year/season, such as including the promotion of it through its website and paper material, including schedules or newsletters and coaching materials.
- Post signs in the club house, and surrounding the building.
- Provide links on the website to program material on the OSA.

Healthy Eating

To this end, the Russell Soccer Club will promote a healthy eating policy by:

- Providing suggestions of nutritious half-time snacks, pre- and post-game meals as well as treats on the website or schedules. This will be promoted towards players of all playing levels, locations, and purposes.
- Making the policy visible throughout the year/season, such as including the promotion of it through its website and paper material, including schedules or newsletters and coaching materials.
- Ensuring the provision of healthy alternatives at club events.
- Post promotional material in the club house.

Physical Activity

By the nature of the mandate of the organization, the Club promotes physical activity and sport and provides a wide variety of levels of play based on the participants' capabilities.

¹ World Health Organization. The Global Strategy on diet, physical activity and health. [On-line]. Available at: http://www.who.int/dietphysicalactivity/media/en/gsf_general.pdf.

POLICY 19: GIFTS, DONATIONS, REDUCED FEES

DRAFT POLICY FEBRUARY 2011-03-20

As an integral part of the community, it is becoming more common that individuals, groups and organizations approach the RSC with requests for funding, gifts or reduced membership fees. While the ultimate decision rests with the Board and will be reviewed on a case by case basis, a guideline is essential to ensure that all cases are handled in a fair, equitable and consistent manner.

Requests can be divided into three groups:

1. Request for reduced fees
2. Request for gifts/donations from an RSC affiliated individual or group (e.g. soccer team)
3. Request for gifts/donations from a non-affiliated individual or group

1. Requests for reduced fees or Returned Cheques

From time to time the RSC receives requests for reduced registration fees due to financial hardship or other extraordinary reasons. The inability to honour cheques made payable to the RSC, in either the current or previous years, should be considered in this section. The club should review all such requests with compassion and privacy. If at all possible, the identity of the person making the request should be limited to as few board members as possible. When considering these requests the board should

1. take into account the financial/family situation from anecdotal evidence as much as possible. The Board should not require the requestor to show financial records or make other invasive requests. In most instances, this type of request would only come before the Board under dire circumstances.
2. not take into account the area of residence
3. the assistance provided could take the form of: a) a staggered payment plan over the course of the season; b) a reduced fee (amount to be determined by the board); or c) waiver of the entire fee.

2. Requests for gift/donation from an affiliated individual or groups

Affiliated individuals or groups would be defined as those individuals or groups which request support for an activity or event related directly to the RSC and the sport of soccer. An example would be a RSC registered competitive team raising funds for an extraordinary tournament (i.e. not a regular season tournament).

In order to promote a love of the game and to encourage development, the club has a duty to support its teams and individuals in keeping with the club's mandate.

The extent of support would be set by the RSC Board on a per-case basis. The extent/success of the individual's or group's other fund raising activities should be taken into account when determining the level of support.

3. Requests for gift/donation from non-affiliated individual or groups

The mandate of the RSC is to promote the development of soccer to the Township of Russell. Supporting fund raising initiatives of individuals or groups not directly affiliated with the club or soccer falls outside the club's mandate. Consequently the club cannot support those activities as the funds collected from the RSC members are to be used specifically for the development of soccer.

POLICY 20: VOLUNTEER RECOGNITION DRAFT

1.0 Preamble

The Russell Soccer club is a volunteer organization which depends solely on hundreds of volunteers to run all of its programs. Positions filled by volunteers includes, but are not limited to, coaches, assistant coaches, team managers, age groups conveners, the board of directors, photo night and BBQ volunteers, tournament organizers and field maintenance volunteers. To both reward and to encourage multi-year involvement, the club needs to recognize the efforts, abilities and achievements of all the volunteers.

2.0 Coaches and Assistant Coaches, Rep and House League

All coaches and one assistant coach per team for House League and two assistant coaches per team for the Rep program, receive a coach's shirt at the beginning of each season. At the end of the season the coaching staff receives a small token of the club's appreciation, e.g. license plate holder, lanyard, RSC mug, key chain etc.

3.0 Volunteer of the Year

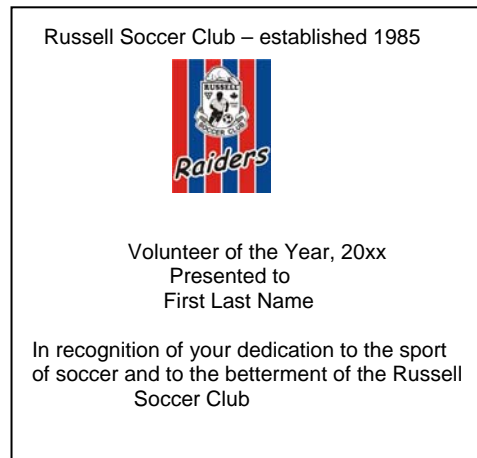
Each year, the club will solicit nominations from the players, parents and volunteers to determine the Volunteer of the Year.

By July 20 of each season the club will send out an email soliciting nominations for the Volunteer of the Year award. The email will include the basic criteria for the award:

1. Encouragement of sportsmanship
2. Encouragement of player and club development
3. Positive attitude both on and off the field
4. Has made a positive contribution to the club over numerous years
5. Is a role model for the RSC

A committee consisting of at least the club Vice President, Director of House League and Raiders Director will review the nominations and select the winner. Additional committee members can be chosen as required.

The winners will be announced at the Rep Banquet held in September. The winners will receive a plaque measuring approx 7" x 9" which will show the club logo and the text shown below. A perpetual plaque, to be displayed in the trophy case, will list all the annual winners.



3.0 Service Pins

Special recognition will be made for volunteers for 5, 10 and 15 years of service. The club will keep records of all volunteers and each year, at the Raiders' Banquet, those volunteers who have reached the appropriate mile stone will be honored.

The recognition award will consist of a medal pin bearing the RSL logo and a '5', '10' or '15' embossed on the front. As all volunteers need to be entered into the club database on an annual basis for administrative purposes, years of service can be readily tracked.

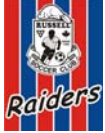
4. Club Builder Award

The Club Builder Award is given in recognition of dedicated service to the Russell Soccer Club. The award is given annually to those who have made a significant contribution to the development of the sport of soccer in the community. There are no specific qualifications except that the individuals selected to receive this award have, over years of volunteering, had a positive impact on the RSC.

A selection committee will be established by July of each year and nominations from all members of the club will be solicited. All nominations must include the nominee's name, a short biography and reasons why the individual deserves to be nominated for the award. The committee shall decide upon the winner(s) with the presentation being done at the Raider's Annual Banquet.

The winners will receive a plaque measuring approx 7" x 9" which will show the club logo and the text shown below. A perpetual plaque, to be displayed in the trophy case, will list all the annual winners.

Russell Soccer Club – established 1985



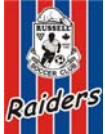
CLUB BUILDER AWARD, year
Presented to

First Last Name

In recognition of your dedication to your
Dedicated services to the Russell Soccer
Club and your contribution to the development
Of the sport of soccer in our community

6. Thank You Plaques for Retiring Board Members

Given that board members contribute a significant amount of time to the club, a small token of the club’s appreciation upon retirement from the board would be appropriate. Upon retirement, the board member will be presented with a 9” x 12” plaque with the club logo and following text:



First Last Name

List of positions and dates positions
were held

in sincere appreciation for your dedication
and service on the Board of Directors

RUSSELL SOCCER CLUB year

7. Special Occasion Plaques as determined by the Board of Directors

From time to time the board of directors may decide that certain individuals or entities require recognition with a formal plaque. The format will be a 7" x 9" plaque showing the club logo, current year and text pertaining to the reason the plaque is presented.

8. Club Sponsor Plaque

All sponsors, both for House League and the Raiders program, will receive a thank you plaque at the end of each season. The plaque will measure 7" x 9" and contain a picture of the team being sponsored or, if not practical, a representative photo. The plaque will also show the club logo, year it was presented and appropriate text.

POLICY 21: CLUB COLOURS, TEAM & FAN WEAR, USE OF LOGO

The club name, Russell Soccer Club, initials, RSC, and the club logo are owned by the Russell Soccer Club and are to be used only by the club with express permission of the RSC Board of Directors. This includes all correspondence, advertising and other marketing initiatives as well as all team and club uniforms, apparel and equipment. It is the intent of the club to ensure that the club name, initials and logo are used to positively promote the club and its activities and that they are not used for negative and/or unauthorized.

1. Official Club Colours & Representative teams

The official club colours are navy blue and red aligned in vertical stripes separated by white. All representative uniforms will be based on the official colour and pattern. The representative teams will also have a secondary, alternate, white jersey.

2. The official club logo consists of a soccer player kicking a ball with the Ontario Trillium and the Canadian Maple Leaf on either side. The words "RUSSELL" appears above the player and the words "SOCCER CLUB" below the player. The top of the logo has a beaver. This logo may not be altered for any reason without express permission from the RSC Board of Directors. The logo may not be used for any purpose without express permission of the RSC Board of Directors. Improper or unauthorized use will result in disciplinary action.



3. Team Apparel

Teams may wish to acquire team apparel other than the uniform provided through the club. In order to ensure consistency and to maintain the club's high standards, team apparel bearing the club logo and/or name must be acquired through the club designated supplier. Each year the RSC Board of Directors will appoint the official supplier. The Board will also designate several specific items of apparel and/or promotional items available to the teams. If a team chooses to use a different supplier and/or line of apparel and/or promotional item, the club name, initials and logo may not be used without express permission of the RSC Board of Directors.

4. Fan Wear

As with section 3, Team Apparel, club members may wish to acquire club apparel and/or club promotional items bearing the club name, initials and/or logo. These items may only be acquired through the official club supplier. Any apparel or promotional items not obtained through the official supplier may not bear the club name, initials or logo without the express permission of the RSC Board of Directors.

APPENDIX A: RUSSELL SOCCER CLUB PROXY FORM

(January 2007)

MEETING OF Russell Soccer Club Members

Date of scheduled Meeting:

Notice of Meeting Subject:

The undersigned member of the Russell Soccer Club Inc. hereby appoint(s) _____ as my proxy to attend, speak and vote in my name at the scheduled member's meeting of the Russell Soccer Club, and any adjournments thereof and with full power of substitution and with all the powers which I could exercise if I were personally present and with authority to vote at his/her discretion unless otherwise specified.

With respect to any amendments or variations to the matters identified in the Notice of the Meeting and any other matters which may properly come before the Meeting, the undersigned confers discretionary authority on the person voting on behalf of the undersigned to vote in accordance with the best judgment of that person.

DATED this ____ day of _____, 20__.

Signature RSC Member(s)

A RSC Member, or parent or guardian of a regular member under the age of 16, entitled to vote at a meeting of Members may by means of a proxy appoint a person, who need not be a Member, as the Member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

An individual may only hold one proxy.

The format for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in the RSC Constitution Article 8: Meetings and in conjunction with Policy 4: Meetings.

RSC members entitled to vote at the Meeting has the right to appoint a person (who need not be a RSC member) other than the persons whose names are printed hereon to attend, act and vote for the member and on the member's behalf at the Meeting, which right may be exercised by striking out such printed names and by inserting the name of the chosen proxy in the blank space provided for that purpose.

Please date the form of proxy in the space provided.

APPENDIX B: FAIR PLAY FORM

The RSC strongly adheres to the FAIR PLAY concept and expects all members, players, coaches, volunteers and other participants to understand and practice this concept during RSC activities and events.

The Principles of Fair Play:

1. Respect for the rules of Soccer
2. Respect for the Referees and their decisions
3. Respect for opponents
4. Respect for your team players, coaches, convenors and volunteers
5. Give everyone an equal chance to participate
6. Maintain your self control at all times.

Fair Play Code For Coaches

- I will be reasonable when scheduling games and practices remembering that soccer players do have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, the referees and opponents
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule, or yell or be negative towards my players or towards game officials. I will remember that the players are here to enjoy themselves and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe.
- I will remember that my players deserve a coach they can respect. I will be generous with praise and set a good example in my dealings with my players, other coaches and referees.
- If I disagree with an official, I will accept their decision and discuss the matter calmly and privately after the game.
- I will obtain proper training and continue to upgrade my coaching skills.

Fair Play Code for Players

- I will play soccer because I want to, not because my parents or coaches want me to.
- I will play by the rules.
- I will control my temper at all times - fighting; arguing and "trash talking" spoil the enjoyment of soccer for everyone.
- I will respect my opponents.
- I will be a true team player.
- I will remember that winning isn't everything. Having fun, improving skills, making friends, and doing my best are also important.
- I will acknowledge all good play by my teammates and opponents.
- I will remember that coaches and referees are here to help me. I will accept their decisions with respect.
- I will not dispute the referee's call.

Fair Play Code For Parents

- I will not force my child to play soccer.
- I will remember that my child plays soccer for their enjoyment, not mine.
- I will encourage my child to play by the rules and resolve conflicts without resorting to verbal abuse, hostility or violence.
- I will teach my child that trying their best is as important as winning, so they will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise not criticism.
- I will never ridicule or yell at any player, coach or referee for making a mistake or losing.
- I will applaud good plays/ performances by my child's team and their opponents.
- I will never question a coach's or referee's judgment, methods or honesty in public.
- I will support all efforts to remove verbal and physical abuse from soccer activities.
- I will respect and show appreciation for volunteer coaches.

Name: (print) _____ (sign) _____

I, the undersigned RSC Member, agree to the Code of Conduct Policy 5, will abide by the True Sport and Fair Play Principles and acknowledge that failure to comply may result in disciplinary action.

Player Name: (print) _____

Team & Age Group of Player: _____ Date: _____

example: Russell Raisers U10 Boys or Sage, 7 year olds

APPENDIX C: RSC CONFLICT OF INTEREST STATEMENT

DEFINITIONS

Conflict of Interest: Situation in which a RSC Board of Director has, in relation to any matter coming before the RSC, a personal interest, sufficient to influence or to appear to influence the objective, and open-minded, loyal exercise of his or her function as a Director.

Financial Interest: RSC Board of Director may derive a personal profit from any activity of the governing organization of which he or she is a **Director**.

Obligation of Loyalty: RSC Board of Director through his or her position, or on account of some other significant involvement, with another corporation or organization has a conflict or apparent conflict with his or her required loyalty to the RSC of which he or she is a Director. In this latter context, the circumstance of possible conflicts between more than one soccer governing organization is specifically addressed in OSA's Policy 3.7.

Organization's Name: **Russell Soccer Club**

Director's Name: _____

I have read and understand the OSA Conflict of Interest Policy and agree to always act in accordance with it.

Any personal, professional, business activity or position that may at any time be construed as a potential conflict of interest is as disclosed below:

Any other soccer activity or position that may at any time be construed as a potential conflict of interest is as disclosed below:

I agree that the information provided on this form shall be provided to the RSC Board of Directors. I agree to re-file this statement in the event of any changes to the above declaration.

Signature: _____ **Date:** _____

Address: _____

APPENDIX D: OATH OF CONFIDENTIALITY

As outlined in Policy 1: Duties of the Board of Directors, members of the Board have a duty to ensure that information concerning the governance of the club, its members, volunteers and employees is kept strictly private and confidential. All members of the board as well as those members who may have access to confidential information are expected to sign the form.

This agreement made this 01 day of November 20
(day) (month) (year)

between the Russell Soccer Club and _____
(name)

I, the above names, understand that all information directly or indirectly received through my involvement with the Russell Soccer Club is to be kept strictly private and confidential. This would include all business related to the RSC (i.e. financial information, personnel issues relating to staff and volunteers, and participant/family information).

A break in this confidentiality may result my being asked to leave my position with the RSC.

I have read and understand all of the above.

date

Signature

APPENDIX E: CODE OF CONDUCT: MATCH OFFICIALS

Game officials having certain privileges through and by the RSC, with respect to the game, shall realize and respect their responsibilities and duties to the RSC and the game. The RSC 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, endeavor to inspire the true principles of fair play and earn the respect of those whom they serve;
- Not cause the RSC 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 law and changes;
- 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;
- Honour any appointments made for and accepted by them unless unable to do so by virtue of illness or personal emergency;
- 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;
- Be subject to disciplinary action for not complying with this Code of Conduct.

I consider it a privilege to be a part of the Russell Soccer Club and my actions will reflect credit upon that organization and its affiliates.

Name: _____

Date: _____

APPENDIX F: SAMPLE EAP AND PIC

PARENTS FILL THIS OUT! VERY IMPORTANT	EMERGENCY ACTION PLAN																								
<p>Medical Conditions & Emergency Treatment</p> <p>Does your child have any dangerous medical conditions that we should know about (such as asthma?)</p> <p>If yes, please list below. Also, please sign to authorize emergency treatment.</p> <p>1. Child's Name: _____</p> <p>2. How can you be reached in an emergency? Tel No: _____ Cellular: _____ Pager: _____</p> <p>3. Health Card No.: _____</p> <p>4. Dangerous medical conditions (e.g., asthma) _____</p> <p>5. Is there anything a doctor should know (e.g., drug allergies) _____</p> <p>6. In a medical emergency, I authorize the coach and related personnel (such as assistants or parents of other team members) to take my child to the closest hospital for treatment.</p> <p>Sign here: _____ (Parent or Guardian)</p> <p>Date: _____</p>	<p>Team: Green Dragons – Team # 15</p> <p>Age Group 7 year old</p> <p>AG Convenor: Wilma</p> <p>Coaches: Fred Flintstone and Barney Rubble</p> <p>Manager: The Great Gazzo</p> <p>Players:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Health Card or DOB</th> <th style="width: 25%;">Emergency Contact</th> <th style="width: 25%;">Health Concerns</th> </tr> </thead> <tbody> <tr> <td>Pebbles</td> <td>333333333</td> <td>Wilma Flintstone</td> <td>Asthma</td> </tr> <tr> <td>Bam Bam</td> <td>222222222</td> <td>Betty Rubble</td> <td>Diabetes</td> </tr> <tr> <td>Dino</td> <td>111111111</td> <td>Wilma Flintstone</td> <td>Peanut Allergy</td> </tr> <tr> <td>Joe Rockehead Jr.</td> <td>444444444</td> <td>Joe Rockehead Sr.</td> <td>Bee Sting Allery</td> </tr> <tr> <td>Brian Grey (call-up)</td> <td>123456789</td> <td>Susan Fraser</td> <td></td> </tr> </tbody> </table> <p>Call Emergency 911 from a cell phone or other phone</p> <p>Address of Soccer Fields</p> <p>Mother Teresa: 1035 Concession St. Joseph: 1008 North Russell Road Russell High School: 982 North Russell Road Youth Centre: 988 North Russell / Concession Road</p> <p><i>Have a volunteer meet the ambulance at the main entry to the better direct emergency crew to field and victim's location.</i></p>	Name	Health Card or DOB	Emergency Contact	Health Concerns	Pebbles	333333333	Wilma Flintstone	Asthma	Bam Bam	222222222	Betty Rubble	Diabetes	Dino	111111111	Wilma Flintstone	Peanut Allergy	Joe Rockehead Jr.	444444444	Joe Rockehead Sr.	Bee Sting Allery	Brian Grey (call-up)	123456789	Susan Fraser	
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APPENDIX G: SAMPLE EAP – REPRESENTATIVE TEAMS

<p><i>Form all parents to fill out and return</i></p> <p style="text-align: center;">PARENTS FILL THIS OUT! VERY IMPORTANT</p> <p>Medical Conditions & Emergency Treatment</p> <p>Does your child have any dangerous medical conditions that we should know about (such as asthma?)</p> <p>If yes, please list below. Also, please sign to authorize emergency treatment.</p> <p>1. Child's Name: _____</p> <p>2. How can you be reached in an emergency? Tel No: _____ Cellular: _____ Pager: _____</p> <p>3. Health Card No.: _____</p> <p>4. Dangerous medical conditions (e.g., asthma) _____</p> <p>5. Is there anything a doctor should know (e.g., drug allergies) _____</p> <p>6. In a medical emergency, I authorize the coach and related personnel (such as assistants or parents of other team members) to take my child to the closest hospital for treatment.</p> <p>Sign here: _____</p> <p>(Parent or Guardian) Date: _____</p>	<p style="text-align: center;">EMERGENCY ACTION PLAN</p> <p>Team: Russell Raiders U10 Boys</p> <p>Coaches: Grant Russell and Russell Grant</p> <p>Manager: Kelly Watson</p> <p>Trainer: Ingrid Linger (Qualified)</p> <p>Players:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Health Card or DOB</th> <th style="width: 15%;">Emergency Phone</th> <th style="width: 15%;">Emergency Contact</th> <th style="width: 15%;">Health Concerns</th> </tr> </thead> <tbody> <tr> <td>Brian Gemin</td> <td>333333333</td> <td>444-9835</td> <td>Chris Tuck</td> <td>Asthma</td> </tr> <tr> <td>Harry Potter</td> <td>222222222</td> <td></td> <td>Prof. Sire</td> <td>Diabetes</td> </tr> <tr> <td>George Foremen</td> <td></td> <td></td> <td>Rachel Fixer</td> <td>Peanut Allergy</td> </tr> <tr> <td>Andrew Sproket</td> <td></td> <td></td> <td></td> <td>Bee Sting Allery</td> </tr> <tr> <td>Brian Grey (call-up)</td> <td>123456789</td> <td>123-4567</td> <td>Susan Fraser</td> <td></td> </tr> </tbody> </table> <p>AWAY GAMES:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 15%;">Field</th> <th style="width: 30%;">Ambulance Address</th> <th style="width: 15%;">Closet Hospital</th> </tr> </thead> <tbody> <tr> <td>May 12</td> <td>Colonel By Field 2</td> <td>61 Grant Drive, Kanata</td> <td>General – see map 2</td> </tr> <tr> <td>May 19</td> <td>Gloucester Filed 4</td> <td>132 BearBrook. Glouc.</td> <td>Civic Hospital</td> </tr> <tr> <td>May 26</td> <td>OSU Bronson B</td> <td>Behin Bronson Field Hosue 12 Bronson Ave</td> <td>General</td> </tr> </tbody> </table> <p>HOME ADDRESS (games & practices)</p> <p>Mother Teresa: 1035 Concession St. Joseph: 1008 North Russell Road Russell High School: 982 North Russell Road Youth Centre: 988 North Russell / Concession Road St. Thomas Aquinas: South Russell Road</p> <p>Coaching Team Cell# Chris 333-444 Bob 444-3333</p>	Name	Health Card or DOB	Emergency Phone	Emergency Contact	Health Concerns	Brian Gemin	333333333	444-9835	Chris Tuck	Asthma	Harry Potter	222222222		Prof. Sire	Diabetes	George Foremen			Rachel Fixer	Peanut Allergy	Andrew Sproket				Bee Sting Allery	Brian Grey (call-up)	123456789	123-4567	Susan Fraser		Date	Field	Ambulance Address	Closet Hospital	May 12	Colonel By Field 2	61 Grant Drive, Kanata	General – see map 2	May 19	Gloucester Filed 4	132 BearBrook. Glouc.	Civic Hospital	May 26	OSU Bronson B	Behin Bronson Field Hosue 12 Bronson Ave	General
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