

# **Mill Woods Soccer Association**



## **Policy and Procedure Manual**

## Introduction

This Policy and Procedure (P & P) manual has been developed by the MWSA Board to enhance the capability of Mill Woods Soccer Association (MWSA) to better serve its soccer-program clients. It is intended to:

- guide the processes undertaken by MWSA in its daily business;
- better structure or systematize key activities of MWSA;
- make the MWSA program more open and accountable; and
- orient new Board members or volunteers

Nevertheless, the manual is intended to be a “work in progress” and evolve over time. It should be reviewed, at least once annually, by the Board and revised appropriately.

The manual has three key sections: Governance, Zone Administration, and Zone/Team Operation. Each section includes its own related policies, followed by one or more procedures.

- “Governance,” or how MWSA governs its operations, relating specifically to the operation of the MWSA board and executive, has policies numbered sequentially from 100 to 199.
- “Zone Administration,” or how MWSA administers its general or daily operations, has policies # 200-299.
- “Zone/Team Operation,” or how MWSA governs its soccer-specific activities and the activities of teams operating within MWSA, is covered by policies # 300-399.

Each Policy defines a specific and key Board-approved decision. Where appropriate, policies have specific “procedures” that define more specifically how that policy is to be implemented. Procedures have the same # as the policy to which they relate, except that *procedure* numbers is preceded by the letter “P”.

A flexible numbering system of Policies was designed to allow future expansion. Each policy has its main number (#101 for Code of Ethics) and may be followed by up to two sets of numbers (e.g., #101.00.00). Should a new policy be created to fit under policy #101, it would be numbered #101.1, followed by #101.2 and so on.

**You are encouraged to read this manual and follow it as appropriate. Suggestions to improve it are welcome.**

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## MWSA POLICY



		<b>Number: 100</b>
<b>Policy Type:</b> <b>Governance</b>	<b>Adopted by Board on:</b> <b>November 1, 2005</b>	<b>Supersedes:</b>
<b>Prepared By:</b> <b>Ron Kuban</b>	<b>Prepared/revised on:</b> <b>September 2018</b>	<b>To be reviewed:</b> <b>September 2019</b>

**Title: Policy and Procedures**

<p><b>Policy Statement:</b> All members of MWSA, including players, parents, coaches, referees, event-specific volunteers, staff and Board members may have an interest in and would benefit from being informed about how the Association expects to conduct its business.</p>
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**Purpose:** The aim of this policy is to establish the presence and framework of MWSA policies and procedures. “Policies” define the broad or strategic direction of the association. “Procedures” define how these policies are to be implemented. Policies and procedures must be approved by the Board. A “Policy and Procedures (P&P) manual” is required to serve as a readily available source of the Associations way of doing business. It should be available to all members of the MWSA Board, at the MWSA office and through the office (upon request) to all Members.

The P&P Manual is expected to evolve over time. The following outline defines its framework.

## MWSA PROCEDURE

<b>Authority:</b> Board, ED	<b>Effective Date:</b> November 1, 2005	<b>Number:</b> P100
<b>Responsibility:</b> All		<b>Last reviewed/revise:</b> September 2018
<b>Title:</b> MWSA Policy and Procedures (P&P) Manual		

### 1 Definitions

“Policy” – A general statement of principle or intended course of action

“Procedure” – The manner in which an intended action or set of actions is to be performed.

### 2 Responsibilities

- MWSA Board Members – To develop policies or procedures, approve them, communicate them, and monitor compliance to them as appropriate
- MWSA staff – May be assigned to develop related (administrative) procedures
- MWSA Board, volunteers, coaches, referees, and players – Comply with the appropriate policies or procedures.

### 3 Process

New policies or procedures, and revisions to existing policies or procedures, may be *recommended* to any member of the Executive Committee, by anyone associated with MWSA.

Policies or procedures may be *drafted* by any Board Members. Once drafted, these are to be forwarded to the 1<sup>st</sup> VP for formatting and revision to make it compliant with existing policies/procedures. Where appropriate, especially in matters affecting the technical area of responsibility of other Board members, the 1<sup>st</sup> VP may consult with these Board members to refine the policy/procedure draft. At the earliest possible time, the draft is to be communicated to all Board members and discussed at a Board meeting.

All Policies must be approved by the Board. Procedures may be approved by the Board.

Board members must be provided a copy of the latest version of all approved policies or procedures.

## MWSA POLICY

		<b>Number: 101</b>
<b>Policy Type:</b> Governance	<b>Adopted by Board on:</b> December 6, 2005	<b>Supersedes:</b>  <b>Review Date:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/revised on:</b> September 2018	

**Title: Code of Conduct and Ethics**

**Policy Statement:** All persons who have an interest in and benefit from the continuing good works of MWSA have a right to an organization which is conducted with efficiency, impartiality, openness, and integrity. It is this special obligation which demands that there not be, nor appear to be, any conflict between the *private* interests of MWSA volunteers and staff, and their MWSA-related responsibilities.

**Purpose:** The MWSA Code of Conduct and Ethics is intended to guide MWSA volunteer and employee activities to enhance value and to minimize conflict of interest situations. Every MWSA volunteer and employee has a personal responsibility to comply with the letter and spirit of this Code.

**Ethical Standards:** Observe the highest ethical standards when performing duties on behalf of MWSA.

**Loyalty to the Interests of MWSA:** Be loyal to the interests of MWSA as a whole, ahead of personal interest as a beneficiary of MWSA services.

**Public Statements:** Shall not exercise *individual* authority over MWSA. No person or group has authority to speak for MWSA (i.e., to public, media, or others) **except** as provided by MWSA bylaws, policies or procedures.

**Dealings with Others:** While on MWSA business, demonstrate fair play, mutual respect, ethics, openness, straight-forward communication, and adherence to the applicable law.

**Use of MWSA Property:** Avoid and do not permit the use of MWSA equipment, supplies, material or property for personal purpose or profit.

**Office, Travel and Other Expenses:** Ensure that all expenses incurred on behalf of MWSA are consistent with MWSA needs and incurred only when budgeted for and approved in advance. In case of paid positions contracts must be approved by Executive. Expense claims for reimbursement must include relevant receipts (with a brief explanation of each), and submitted within a reasonable time.

**Personal Transactions with MWSA:** Avoid self-dealing, private business or personal transactions with MWSA, **except** when approved by the Board ensuring equal competitive opportunity and access to information.

**Confidential Information:** Avoid disclosure of *confidential* information concerning MWSA (i.e., player info) unless authorized by the MWSA Board or its Executive Director. Avoid use of such information for personal gain.

**Acceptance of Gifts:** Avoid accepting any gift, commission, reward, advantage, favour, service or benefit of any value from any person, firm or corporation which is interested directly or indirectly in any manner in business dealing with MWSA, other than the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

**Reporting of Potential Conflict of Interest:** Disclose immediately and in writing to the MWSA Executive any actual, potential or perceived activity (e.g., enterprise, role, association, or interests), which create or are deemed to create a conflict of interest. [Conflict of interest is anything that may bias an individual in the performance of his/her MWSA duties, or hamper his/her ability to act in the best interests of the organization.]

## MWSA PROCEDURE

<b>Authority:</b> <b>Board of Directors</b>	<b>Effective Date:</b> <b>December 6, 2005</b>	<b>Number: P101</b>
<b>Responsibility: All</b>		<b>Review: September 2019</b>
<b>Title: Code of Conduct and Ethics</b>		

### 1 Definitions

### 2 Responsibilities

Adherence to this Code of Conduct and Ethics is the responsibility of:

- MWSA Board members
- MWSA employees
- MWSA volunteers (e.g., committee members, coaches)

### 3 Code of Conduct and Ethics

The following Code of Conduct and Ethics will be reviewed and signed by:

- ✓ Each Board member at the commencement of each term of office
- ✓ Staff members at the commencement of their employment
- ✓ Committee members (like the Board) at the start of their term
- ✓ Coaches, upon appointment or reappointment at start of each season

Failure to comply with the Code of Conduct and Ethics will result in disciplinary action or dismissal.

For matters not specifically mentioned in this Code, MWSA will rely on applicable legislation, jurisprudence and on its parliamentary authority, and Roberts Rules of Order. The responsibility for administering this Code rests with the MWSA Executive Committee. Note: If in doubt about the interpretation or application of this Code, please seek clarification or advice from the Executive Committee. (Document the disclosure and its resolution)

### 4 Appendix

Codes of Conduct (Board Members, Coaches, Players)

# Mill Woods Soccer Association

## Code of Conduct and Ethics (Board Members)

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1. Board Members, staff and Committees must be loyal to the interests of the Membership over and above:
  - ✓ Their interests or involvement in a MWSA team, or other Boards;
  - ✓ Any personal interest as an individual consumer of MWSA services;
  - ✓ Any like or dislike they may have for other Board members, coaches or volunteers.
  
2. Board Members, staff and Committees are trustees of public confidence and securities. They must avoid any conflict of interest. To this end:
  - ✓ There must be no self-dealing or conduct of private business or personal services between any Board Member and MWSA to the benefit of the Board Member, his/her family, or business associates. Exceptions may occur only when there is openness, fair competitive opportunity, equal access to information, and approval of the Board;
  - ✓ Board Members must not use their position to obtain employment or undue advantage within MWSA, for themselves or their family members;
  - ✓ A Board Member being considered for employment must temporarily withdraw from deliberation, voting, and access to applicable MWSA information. If then approved by the Board for employment, the individual must resign from the Board.
  
3. Individual Board Members, staff and Committees do not have the authority to speak for MWSA (i.e., with staff, the public, the media, and other entities) *unless* granted this authority by the whole Board or through policies.
  
4. Board Members, staff and Committees must interact with stakeholders (i.e., parents, players, staff, other Board members, other agency representatives) in a manner that is ethical, respectful, open, straight forward, and defensible. Individuals should be guided by Fair Play principles.

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**Signature**

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**Date**

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**Printed Name**

# **Mill Woods Soccer Association**

## **Code of Conduct and Ethics (Team Officials)**

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1. Team officials in MWSA are fully responsible for all activities of their team. They shall demonstrate leadership, commitment, compassion, and fairness when interacting with their team's players and their parents/guardians.
2. All MWSA team officials (Coaches, Assistant Coaches, and Team Managers) are representatives and agent of MWSA. They shall demonstrate respect to its values and expectations, despite
  - ✓ Their interests or involvement in a specific MWSA team;
  - ✓ Any personal interest as an individual consumer of MWSA services;
  - ✓ Like or dislike they may have for Board members, coaches or volunteers
3. MWSA team officials are trustees of public confidence. They need to serve as role models for the youth under their care, to develop soccer skills, good sportsmanship, leadership, teamwork, and fair play.
4. MWSA team officials should avoid actual or the perception of conflict of interest. They shall not use their position or role to gain advantage for their child (or another player on the team), or gain financially from the team's resources.
5. Team officials have full authority to speak for their team, but not for MWSA.
6. Team officials must demonstrate respect for and adherence to the rules of soccer, assigned referees, and related MWSA Policies and Procedures.
7. Team officials must strive to extend each of their players to his/her full potential, and play hard towards the highest possible reach of their team. However, they should never forget that in the end soccer is only a game.

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**Signature**

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**Date**

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**Printed Name**

# Mill Woods Soccer Association

## Code of Conduct (Players)

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1. Do your best! Your behavior reflects on you, your team, your coach, MWSA, and the sport of Soccer. Your behavior impacts all of these.
2. Be a good sport
  - ✓ Play hard, but play fair
  - ✓ Play strong but have compassion for those who lose the game
  - ✓ Play to win but remember that “winning” is doing your best against all odds
3. Be respectful
  - ✓ Of people (i.e., of coaches, your teammates, other players, and referees)
  - ✓ Of rules (i.e., the rules of soccer and their application by referees)
  - ✓ Of existing policies and procedures (i.e., MWSA, EMSA, ASA)
4. Support your team
  - ✓ Participate in practices and drills. They are important for skill and team development
  - ✓ Work with the coaches to improve your and the team’s skills
  - ✓ Be a team player, not a lone hero
5. Play safe! Ensure that your equipment and how you play the game are safe for you and all other players in the game.
6. Enjoy Soccer fully, but remember that in the end Soccer is only a game.

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**Signature**

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**Date**

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**Printed Name**

## MWSA POLICY

		<b>Number: 102</b>
<b>Policy Type:</b> <b>Governance</b>	<b>Adopted by Board on:</b> <b>May 2, 2006</b>	<b>Supersedes:</b>
<b>Prepared By:</b> <b>Ron Kuban</b>	<b>Prepared/revised on:</b> <b>September 2018</b>	<b>Review Date:</b> <b>September 2019</b>

**Title: Board Loyalty**

**Policy Statement:** The MWSA Board is encouraged to vigorously debate issues and solutions placed before it. Once made, the decisions of the whole Board, or of those authorized to decide/speak on its behalf, should be communicated to the Board. Board members are expected to publicly support these decisions.

**Purpose:** The MWSA Code of Conduct and Ethics is intended to guide MWSA Board member, volunteer and employee activities to enhance value and to minimize conflict. Every MWSA Board member should perform, and be seen to perform, as part of a team that speaks with one voice and is focused on a unified purpose.

MWSA Board members must not allow their Board discussions or disagreements to spill into the public arena where they could be misinterpreted as Board inefficiency and incongruity.

## MWSA POLICY

		<b>Number: 103</b>
<b>Policy Type:</b> <b>Governance</b>	<b>Adopted by Board on:</b> <b>December 6, 2005</b>	<b>Supersedes:</b>
<b>Prepared By:</b> <b>Ron Kuban/Imy Bhatty/Executive</b>	<b>Prepared/revised on:</b> <b>September 2018</b>	<b>Review Date:</b> <b>September 2019</b>

### **Title: Roles and Responsibilities**

**Policy Statement:** All positions, including those on the Board, staff members, coaches (head, Assistant, Team Manager), and other key volunteers must have a clear description of their related roles and responsibilities. Incumbents are expected to adhere to the roles/responsibilities of their position.

**Purpose:** By having clearly defined and openly communicated roles and responsibilities for its various positions, the Association will be better able to attract, orient, support, supervise, recognize and if necessary discipline its volunteers. MWSA will also be better able to relate its actions to its membership and its program clients.

## MWSA PROCEDURE

<b>Authority:</b> <b>Board of Directors</b>	<b>Effective Date/Revised Date:</b> <b>September 2018</b>	<b>Number: P103.1</b>
<b>Responsibility: All</b>		<b>Review: September 2019</b>
<b>Title: Roles and Responsibilities (Board)</b>		

### 1 Definitions

### 2 Responsibilities

This procedure is the responsibility of all MWSA Board members.

### 3 Specific roles and responsibilities

#### President

Term: Elected at an AGM every two years, during even-numbered years

Focus: On the health, well-being, and effective governance of the Association

Report to: The Board

Key roles:

- a) Monitor, guide and ensure the overall well being, health and development of the MWSA.
- b) Ensure that the Board acts in an ethical, moral and appropriate manner.
- c) Monitor general compliance with MWSA Bylaws, Code of Conduct and Ethics, Policies and Procedures.
- d) Take corrective action to ensure the ethical and appropriate operation of the Association.
- e) Set the Agenda for Board and Executive Committee meetings, and preside over these meetings in accordance with Robert's Rules of Order, MWSA Bylaws, or all other applicable regulations.
- f) Serve as Chair of the MWSA Executive Committee, and as ex-officio member of all other MWSA committees.
- g) Represent the MWSA to other Soccer Associations, civic agencies or other organizations, as appropriate. (This task may be delegated as appropriate.)
- h) Be the *sole* Media representative for MWSA, unless task is delegated to another Board member.
- i) Have the casting tie-breaker vote on Board and Annual General meetings.

## **Past-president**

Term: Two year term immediately following end of term as MWSA President

Focus: Use experience as President to support current operations/direction

Report to: The Board

Key roles:

- a) Assist in Board decision making (e.g., provide context or historical basis).
- b) Guide Board activities, or participate in MWSA committees, as requested.
- c) Recommend improvements to MWSA and its soccer program.

## **1st Vice-president**

Term: Elected at an AGM every two years, during odd-numbered years

Focus: The organizational structure and functioning of MWSA

Report to: The Board through the President

Key roles:

- a) Assist the President in the performance of his/her duties and act in the President's role, in his/her absence.
- b) Oversee the development and upkeep of the MWSA Bylaws, as well as the Policy and Procedure Manual.
- c) Monitor compliance with MWSA Bylaws, Code of Conduct and Ethics, Policy and Procedure Manual, or other such documents, and either take or recommend corrective action.
- d) Serve as Member of the Executive Committee or other committees as appropriate or requested.
- e) Manage the complaint process whereby written complaints (made to the Board on any real or perceived breach of MWSA policies, procedures, or code of conduct and ethics) are received, investigated, responded to, and if necessary acted upon.
- f) Manage the MWSA disciplinary hearing process, including:
  - a. Chairing disciplinary hearing
  - b. Appointing another chair (2<sup>nd</sup> VP) in conflict situations
  - c. Document the process
  - d. Monitor the outcomes to ensure problem is remedied
- g) Ensure proper filing of MWSA Annual Returns and registration of the Bylaws (may be delegated as appropriate).
- h) Be responsible for the MWSA website and email system (may be delegated as appropriate).

## **2nd Vice-president**

Term: Elected at an AGM every two years, during even-numbered years

Focus: Supervise and guide the “primary operations” of MWSA

Report to: The Board through the President

Key roles:

- a) Assist the President in the performance of his/her duties.
- b) Serve as the lead position on matters relating to the “primary operations” of the MWSA soccer program.
- c) Act in the 1<sup>st</sup> Vice-president’s role, in his/her absence.
- d) Manage the MWSA Criminal Record / Security Clearance Checks for Coaches, and Volunteer Staff (may be delegated as appropriate).
- e) Supervise the staff.
- f) Prepare for and conduct the Coaches Appreciation events (may be delegated as appropriate).
- g) Guide the preparations for both Outdoor and Indoor Registration events (may be delegated as appropriate).
- h) Responsible for office security, pass codes, and liaison with Security Company (may be delegated as appropriate).
- i) Chair the Age Movement Committee.
- j) Organize Executive Committee meetings.

## **Registrar**

Term: If elected, at an AGM every two years, during odd-numbered years

Focus: Lead or direct all activities relating to the registration of Mill Woods Soccer Zone (MWSA) teams with EMSA.

Report to: The Board through the President

Key roles:

- a) Prepare registration-related documentation on all MWSA teams.
- b) Submit the appropriate documentations to EMSA on a timely basis.
- c) Maintain current all related documents.

## **Treasurer**

Term: Elected at an AGM every two years, during odd-numbered years

Focus: The financial accountability, integrity, and well-being of MWSA

Report to: The Board through the President

Key roles:

- a) Guide the Board on all matters relating to the finances of the Association and its financial well-being.
- b) Consolidate all MWSA monies and deposit these to the MWSA account(s).
- c) Review the MWSA accounts (i.e., its revenues, expenditures and funds) and report all irregularities or concerns to the Board.
- d) Develop or maintain financial records as are required or directed by the Board.
- e) Given at least one week notice, present to the Board a complete and detailed account of current receipts, disbursements, revenues and expenditures.
- f) Provide a monthly written financial statement at each regular Board meeting.
- g) Prepare the MWSA financial statement and report its content during the MWSA AGM.
- h) Participate in all registration events to ensure that cash handling or accounting procedures are appropriate, approved, and secure.
- i) Receive, review, and compile all separate annual-budget requests and include these in the final MWSA budget for the upcoming fiscal year.

### **Fundraising Chair**

Term: Appointed by the Board on an annual basis, per the bylaws

Focus: Fund raising opportunities (i.e., Bingo, Casino) for MWSA

Report to: The Board through the President

Key roles:

- a) Guide the Board on all matters relating to gaming.
- b) Manage the MWSA Casino (e.g. secure time slots/location, secure or assign workers, keep related documentation as required).
- c) Manage additional gaming opportunities as necessary (e.g. secure time slots/location, secure or assign workers, guide Treasurer with regards to related payments, keep related documentation as required).

### **Community Chair**

Term: Elected by the Community Representatives, per the bylaws

Focus: Highlight, promote, and support the concerns/desires/suggestions of the Community Representatives and their Community Leagues

Report to: The Board through the President

Key roles:

- a) Guide the Board on all matters relating to MWSA communities and the community program.

- b) Keep close liaison with all Community Representatives and remain informed about their MWSA-related issues, concerns and recommendations.
- c) Keep the Community Representatives aware of MWSA activities, policies, and procedures.
- d) Encourage Community Representative participation in MWSA Board or other activities.
- e) Serve as a member of the Executive Committee.
- f) Serve as a member of the age movement committee.
- g) Liaise between Community Representatives and the Board or other Community Representative, organize and delegate support for the Community Representatives as necessary.
- h) Oversee the completion of the Community Representatives' tasks.

### **Community Representatives**

Term: Appointed annually by their respective Community League, in the absence of an appointment by the Community League MWSA may appoint someone in the interim.

Focus: On the soccer program of their community within MWSA

Report to: The Board through the President

Key roles:

- a) Participate in or send a proxy to all MWSA Board meetings.
- b) Be current on their community's soccer-related issues/concerns, inter-community soccer-related concerns and their designated age-group concerns.
- c) Guide the Board and inform the Community Chair on these issues/concerns.
- d) Participate in community-level team formation as an age rep.
- e) Report back to their respective community leagues on MWSA activities or operations.
- f) Meet as necessary (minimum once annually to elect the Community Chair).
- g) Report on necessary issues to the Community Chair.

### **Equipment Director**

Term: Elected at an AGM every two years, during even-numbered years

Focus: Manage all MWSA soccer-related equipment and its storage facilities

Report to: The Board through the President

Key roles:

- a) Guide the Board on all matters relating to MWSA soccer-related equipment on its storage facilities.
- b) Account for, report on (as required), and manage all MWSA soccer equipment (e.g., balls, nets, jerseys, flags, etc.).

- c) Manage the storage space where MWSA stores its soccer equipment.
- d) Ensure fair, timely, and appropriate availability of soccer equipment to all current coaches.
- e) Arrange for and supervise equipment dispersal and collection activities.
- f) Prepare, present, and report on the Equipment-related budget.
- g) Provide fair & appropriate access to MWSA equipment and the MWSA storage facility as necessary.

### **Purchasing/Merchandising Chair**

Term: Appointed by the Board on an annual basis, per the bylaws.

Focus: Effective, efficient, and comprehensive management of all equipment or merchandise purchases by MWSA

Report to: The Board through the President

Key roles:

- a) Guide the Board on all matters relating to MWSA purchases or merchandising activities
- b) Manage MWSA major purchases (e.g., jerseys, balls, nets, bags, flags) within assigned budget and guidelines provided by the board.
- c) Maintain appropriate records and stock controls
- d) Recommend to the Board better materials/equipment, suppliers, or processes that would ensure more efficient use of resources
- e) Prepare, present, and report on Purchasing/Merchandise budget

### **Referee Assignor**

Term: Appointed by the Board on an annual basis, per the bylaws.

Focus: Ensure MWSA has well trained, supported and available referee pool

Report to: The Board through the President

Key roles:

- a) Guide the Board on all referee-related matters
- b) Manage the recruitment/selection, training, orientation, assignment, supervision, and discipline of MWSA referees
- c) Prepare, present, and report on the referee-related budget

## **Selects FC Director**

Term: Elected at an AGM every two years, during odd-numbered years  
Focus: The effective development and management of a competitive-level (Selects FC) program within MWSA  
Report to: The Board through the President  
Key roles:

- a) Guide the Board on all matters relating to the Selects FC program
- b) Develop a program through which:
  - a. Appropriate-level coaches are recruited, trained, oriented, monitored, and if necessary disciplined
  - b. Appropriate-level players are evaluated, selected, coached, and if necessary disciplined
  - c. Appropriate clinics are scheduled and conducted
- c) Manage Selects FC branding through MWSA
- d) Prepare, present, and report on the Selects FC related budget
- e) Collaborate with the Technical Director on related matters

## **Technical Director**

Term: Appointed by the Board on an annual basis, as per the bylaws.  
Focus: The development of the MWSA soccer program, through the promotion of the highest level of technical skill and organizational capability by coaches, players, and teams  
Report to: The Board through the President  
Positions: One Community and one Select FC Technical Director  
Key roles:

- a) Guide the Board on all technical matters relating to soccer
- b) Recommend processes that would strengthen the MWSA soccer program and enhance the technical capability of its participants (i.e., coaches and players)
- c) Recommend, organize, advertise, conduct or supervise clinics/workshops on the technical aspects of soccer
- d) Coordinate such clinics/workshops with other zones or EMSA to the benefit of MWSA coaches and players
- e) Promote greater technical expertise/awareness (i.e., to players, coaches, volunteers) through educational materials, videos, posters, etc.
- f) Recommend to the Board technical-skill resources worthy of purchase
- g) Prepare, present, and report on the technical-related budget
- h) Collaborate with the Selects FC Director, Community Chair, Age Reps, and various coaches to develop the MWSA program

## **Tournament Chair**

Term: Appointed by the Board on an annual basis, as per the bylaws.  
Focus: The appropriate planning, management, and evaluation of MWSA tournaments  
Report to: The Board through the President  
Key roles:

- a) Guide the Board on all matters relating to MWSA tournaments
- b) Chair (or co-Chair) the Tournament Committee
- c) Oversee the collection of tournament registration through the office staff and tournament website.
- d) Schedule the various aspects of the tournament
- e) Communicate with teams, advise each of its inclusion or exclusion
- f) Communicate, on a timely basis, the tournament schedule to the office and the Referee Director
- g) Monitor the tournament schedule during the event, and resolve scheduling conflict as they occur
- h) Following each tournament, report to the Board on activities taken and lessons learned
- i) Prepare, present, and report on the tournament scheduling-related budget

## **Volunteers Director**

Term: Appointed by the Board on an annual basis, as per the bylaws.  
Focus: The recruitment of appropriate volunteers to support the MWSA Soccer program (e.g., tournament volunteers, coaches, other events)  
Report to: The Board through the President  
Key roles:

- a) Stay current (through the Board) on MWSA needs for volunteers
- b) Develop and maintain a network of ready volunteers from across the zone
- c) Develop and maintain a data-base of volunteers (potential or those actually involved in events)
- d) Match volunteers to specific or identified needs
- e) Promote volunteer opportunities within MWSA
- f) Assist with volunteer recognition, as appropriate

## **Members at Large**

Term: Appointed by the Board on an annual basis, as per the bylaws. There shall be a maximum of six (6) Members at Large appointed to the Board.

Focus: Provide expertise and support to Board members, as required

Report to: The Board through the President

Key roles: As requested by Board members

## MWSA PROCEDURE

<b>Authority:</b> <b>Board of Directors</b>	<b>Effective</b> <b>Date/reviewed date:</b> <b>September 2018</b>	<b>Number: P103.2.0</b>
<b>Responsibility: All</b>		<b>Review: September 2019</b>
<b>Title: Roles and Responsibilities (Staff)</b>		

### 1 Definitions

“Staff” means anyone who is part-time or full-time paid employee of MWSA, *excluding* those who receive honorarium.

### 2 Responsibilities

This procedure is the responsibility of all MWSA employees and their supervisors on the Board.

### 3 Specific roles and responsibilities

#### Executive Director

Term: Paid position

Focus: The day-to-day administration of MWSA *programs*, administration or support to Board, *manage* MWSA office operations, supervise other staff

Report to: To the President

Key roles:

- a) Ensure that day-to-day operations of MWSA are conducted according to Policies and Procedures, and performed smoothly and efficiently
- b) Manage the MWSA office operations, including:
  - a. Determine and enforce office procedures (i.e., public, staff, volunteers, and Board members)
  - b. Receive, review, draft, forward (to the appropriate Board member), file, maintain or post all related letters/documents
  - c. Develop or maintain all data bases relating to MWSA teams, players, coaches, or Board members
  - d. Secure, assign or determine field/gym space allocations
  - e. Respond, on a timely basis, to MWSA-related queries (i.e., phone, Email, mail, walk-in)
  - f. Manage the office facility and its resources

- g) Maintain the security of the office
- h) Supervise all other paid staff, or the volunteers who operate within the office
- i) Collect or receive MWSA-related monies and prepare for deposit in a Bank, Trust Co., Credit Union, Treasury Branch or other financial institution
- j) Maintain the day to day bookkeeping or financial accounting of MWSA related to expenses.
- k) Have custody and use of the corporate seal of MWSA (authenticated by the signature of the ED and the President or his/her designate)
- l) Prepare and present the office and administration budget as required (e.g., planning meetings)
- m) Advise the appropriate Board member & Executive of issues/problems and recommend solutions (if any) to ensure timely and effective resolution to problems
- n) Advise the Board on all matters relating to scheduling MWSA tournaments and regular games (Community-level U4-U13)
- o) Schedule all Community-level U4-U11 games
- p) Acquire field permits and licenses from the City of Edmonton for outdoor season and tournament fields
- q) Attend and report on the City's field users' meetings
- r) Serve as field assignment liaison with EMSA for city-wide fields, including rain-outs and make-up games

### **Office Assistant**

Term: Paid position

Focus: Assist the Executive Director with day-to-day administration of MWSA programs, manage the MWSA office, provide support to the Board

Report to: To the President

Key roles:

- a) Ensure that day-to-day operations of MWSA are conducted according to Policies and Procedures, and performed in accordance with guidelines
- b) Manage the MWSA office operations, including:
  - a) Implement and enforce office procedures (i.e., with public, volunteers, and Board members)
  - b) Receive, review, draft, forward (to the appropriate Board member), file, maintain or post all related letters/documents
  - c) Respond, on a timely basis, to MWSA-related queries (i.e., phone, Email, mail, walk-in)
  - d) Oversee the office facility and its resources
- c) Assist in the preparation of the office and administration budget
- d) Advise the Executive Director or appropriate Board member of issues/problems and recommend solutions (if any) to ensure timely and effective resolution to problems

**Office Volunteers**

Term: As available

Focus: Assist the Executive Director or Office Administrator with administration of MWSA programs, or office operations AS DIRECTED

Report to: The MWSA Executive Director or Office Administrator, as necessary

## **MWSA PROCEDURE**

<b>Authority:</b> <b>Board of Directors</b>	<b>Effective</b> <b>Date/Reviewed date:</b> <b>September 2018</b>	<b>Number: P103.3.0</b>
<b>Responsibility: All</b>		<b>Review: September 2019</b>
<b>Title: Roles and Responsibilities (Team Officials)</b>		

### **1. Definitions**

“Coaching Team” includes Head Coach, Assistant Coach, Manager and Equipment Manager of each MWSA team.

### **2. Responsibilities**

This procedure is the responsibility of all coaching team members in MWSA.

### **3. Specific roles and responsibilities**

#### **Head Coach**

Term: Appointed by MWSA for each season

Focus: The development (e.g., technical skill, sportsmanship, and personal growth) and well-being of the players on the team

Report to: The MWSA Board through the appropriate Age Representative or the Selects FC Director

Key roles:

- a) Operate the team within established MWSA Bylaws, philosophy, policies, procedures, or guidelines
- b) Serve as the team’s key representative
- c) Serve as a role model for the players and parents
- d) Be fully responsible for all team-related activities, including:
  - a. Assist in the evaluation of potential players
  - b. Assist in the selection of players
  - c. Maintain on-going communication with players and their parents
  - d. Plan, organize, and conduct team practices
  - e. Organize the team for games and tournaments
- e) Administer the team’s activities directly, or through Team Manager

- f) Be fully responsible for the team's equipment (e.g., assigned jerseys, ball, bags)
- g) Maintain contact with the MWSA office and appropriate Age Director
- h) Be reasonable of player time (i.e., they have other things in their life) and financial demands of parents (i.e., extra/unscheduled team costs)
- i) Stay current with the game of soccer (i.e. certification, technical skills, organization, rules)

**Physical or verbal abuse, intimidation, or profanity, will not be tolerated.**

### **Assistant Coach**

Term: Selected or appointed for each season by MWSA or Head Coach  
 Focus: On the health, well-being, and effective governance of the players on the team.  
 Report to: The Head Coach  
 Key roles:

- a) Assist the Head Coach in his/her duties as required
- b) Assume the role of Head Coach in his/her absence

### **Team Manager**

Term: Selected for each season by MWSA or Head Coach  
 Focus: Effective administration of his/her team, as arranged with the Head Coach  
 Report to: The Head Coach  
 Key roles:

- a) Assist the Head Coach to *administer* and *organize* the team
- b) Develop and maintain the team roster and other lists
- c) If requested by Head Coach, may arrange or organize:
  - a. allocation and collection of team uniform
  - b. necessary purchases (e.g., socks)
  - c. Photo taking, purchase, or distribution
  - d. Parent/player call outs (perhaps through another parent)
  - e. Collection of necessary monies from player/parents, and payments as necessary
  - f. Account for and report to Head Coach on all money collected/paid on behalf of the team
  - g. Team party, get together or social
- d) May be asked by the Head Coach to assist with drills
- e) Help Head Coach monitor/organize off-field players during practices or games

## **Team Equipment Manager**

Term: Selected or appointed for each season by MWSA or Head Coach

Focus: Oversees all activities related to team equipment, supplies and jersey's

Report to: The Head Coach

Key roles:

- a) Assist the Head Coach to organize & maintain equipment as well as sets up and takes down the net before and after outdoor games.
- b) This person collects all in house jerseys at the last game of the season, launders them and returns them to the Coach prior to Equipment Return.
- c) If the coach is unable to attend the equipment return date then the equipment manager can alternatively return the equipment on behalf of the Coach.

## MWSA PROCEDURE

<b>Authority:</b> Board of Directors	<b>Effective Date/Reviewed Date:</b> September 2018	<b>Number: P103.4.0</b>
<b>Responsibility: All</b>		<b>Review: September 2019</b>
<b>Title: Schedule of Activities</b>		

The purpose of this document is to *guide* all MWSA Community Rep's through key activities that typically take place during both the indoor and outdoor soccer seasons. This achieves the following key goals:

- Provide a routine through each season
- Develop a more 'systematic' or predictable approach to our service
- Assist *staff* by delegating key activities to the Community Rep's
- Facilitate the flow of information within MWSA and between MWSA and parents

Unless specifically marked, activities apply to both seasons. If they apply to only one season, they are identified with a "\*" for indoor and "#" for outdoor.

S=staff, CH=Community Chair, CR=Community Rep, AR=Age Rep., TD=Technical Dir, SD=Selects FC Dir., VD= Volunteer Dir.

Activity	Sub-activity	Lead person(s)
Advertise	Develop a players package	S with CR feedback
	Post on website/social media	S-CH-SD
	Post on Community boards	S-CR
Registration	Book facilities	S
	Book equipment (tables)	S

	Secure volunteers	CR with help from VD if needed
	Secure CL memberships for sale	CR & S
	Set-up registration site	S
	Brief participants	S briefs CR, CR briefs volunteers
	Conduct registration (including table for coaches, selects, evaluation)	Volunteers, CR hover
	Collect and summarize registration data	S
Selects evaluations	Book facilities	S
	Book equipment (balls, etc.)	SD
	Review and revise evaluation process (as necessary)	SD
	Review and revise evaluation forms (as necessary)	SD
	Secure sufficient forms	S
	Secure volunteers	VD
	Advertise or notify public	S email board, CR liaise with community leagues
	Identify players (# / age group)	SD

	Set-up evaluation site	SD
	Brief participants (players, evaluators)	SD
	Conduct evaluations	SD
	Collect and compile stats/results	SD
	Advise players of outcome	COACHES
Preseason Camps	Book facilities	TD
	Book equipment (balls, etc.)	TD
	Secure volunteers	TD, CH, with help from VD
	Advertise or notify public	S
	Identify players (# / age group)	TD, CH
	Set-up sites	TD, CH
Identify potential coaches	Identify number of coaches needed	SD, CR/AR
	Identify # of possible coaches/assistants	SD, CR/AR
	Notify as appropriate	SD, CR/AR
	Approval of community coaches	CH, TD, VP1
	Approval of Selects coaches	SD, VP1

Conduct late registrations	Secure facility	S
	Secure sufficient CL Memberships	S
	Identify/secure volunteers	CR
	Brief individuals (as appropriate)	S
	Conduct registration (as they occur)	S
	Collect and summarize registration data	S
	Forward information to AGE REP.	S
	(See "wait-list" below)	S
Team selection	Identify or confirm rules for team selection/formation	CH & SD
	Communicate rules to all Community Reps	CH
	Group or define teams	CR/AR
	Identify potential coaches/assistants	CR/AR
	Notify office of teams and coaches (as available) ASA forms	CR/AR
	Notify players	Coaches, CR, S
Coaches' meeting	Collect necessary documents	S – CR – TD – SD

	Secure location and resources	S
	Notify Community Reps	S
	Notify Coaches	CR/AR, SD
	Conduct meeting	CR/AR, SD, VP2
	Call/notify players	Coaches
	Administer police check forms	S
Equipment handout	Assist Equipment Director as necessary	Equipment Dir, VD, AR
Team declaration	Notify office of # of teams	CR /AR, SD
Scheduling	Notify Coaches of pick-up date and other info.	S
Tournament	Assist in the conduct of the tournament	Tournament Director & committee, S, Board Members to do medals
Coaches/Player support	Gather or compile key information from the office	S, CR(AR=team formations, CR=season support)
	Relate key information to coaches	CR, S
	Seek necessary response to coaches' queries from office or MWSA Board	CR, S
End of season administration	Remind Coaches to return equipment (on time!)	CR, S,

	Assist with equipment return as necessary	Equipment Director, VD, CR
	Notify and assist with Coaches Appreciation event	VP1 (Chair), S (Coordinators), Board
Office and volunteer coordination	Notify Community Rep of changes to registration (see "wait list" below)	S
	Notify office of changes (e.g., team roster, coaches)	CR/SD
	Notify appropriate Board position of 'issues'	S
Waitlist registration (on-going)	Parent registers online and leaves check with office(Office holds the check on record)	S
	Registrant's name entered onto a 'wait-list' data base	S
	When critical mass or available space, wait-list players placed on team	S
	Email the appropriate Coach(es) re. placement	S
	Player called to confirm placement	Coach
	Advise Office (via Email) of placements	AR
Technical Program	Liaise with teams regarding technical needs	TD

	Secure facilities for sessions	TD, S
	Schedule sessions	TD, work with S in indoor
	Book equipment	TD with Equipment Director
	Schedule mentors for sessions	TD
	Get feedback from coaches	TD
Selects FC Technical Program	Liaise with teams regarding technical needs	SD
	Secure facilities for sessions	SD, S
	Schedule sessions	SD
	Book equipment	SD with Equipment Director
	Schedule mentors for sessions	SD
	Get feedback from coaches	SD

## MWSA POLICY

		<b>Number: 104</b>
<b>Policy Type:</b> Governance	<b>Adopted by Board on:</b> January 9, 2007	<b>Supersedes:</b>
<b>Prepared By:</b> Ron Kuban	<b>Prepared/ revised on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: Election of MWSA Board Members**

**Policy Statement:** The MWSA Board accepts that MWSA Bylaws (Sect. 15) defines the election of Board Members at an AGM. The Board wishes to ensure that these elections are and seen to be: Open, honest, transparent, and above-board.

The Board directs that:

- Board members who wish to be *re-appointed for their position* must write, at least 4 weeks before the AGM, to the Executive Director confirming their wish. Failure to do so is seen as lack of interest in that role.
- Four weeks before the AGM, a notice must be placed on the MWSA web site to identify the positions that are open for nominations, including those that have incumbents wishing to be re-appointed.
- New applicants to the Board may be nominated in writing to the MWSA office up to one week before the AGM. Their name is to be advertised on the MWSA website *before* the AGM.
- Nominations at an AGM for Board positions are to be accepted *from the floor*, but ONLY for positions that are vacated by their incumbent.

**Purpose:** The aim of this policy is to protect the process of Board member elections at the AGM from abuse, or the perception of dishonesty.

## MWSA POLICY

		<b>Number: 105</b>
<b>Policy Type: Administration</b>	<b>Adopted by Board on: December 6, 2005</b>	<b>Supersedes:</b>
<b>Prepared By: Ron Kuban</b>	<b>Prepared/revised on: September 2018</b>	<b>To be reviewed: April September 2019</b>

### **Title: MWSA Board and Committee Meetings**

**Policy Statement:** Wherever practical, meetings held by the MWSA Board or its committees should be conducted in a manner consistent with Robert's Rule of Order, documented appropriately, and shared with or reported to the Board.

**Purpose:** The aim of this policy is to enshrine a process whereby *all* Board and Committee meetings are conducted in a professional manner, and lead to a set of minutes that are shared with or made available to the Board. No meeting of the Board, or its committees, should be held in a manner that could bring disrepute to MWSA.

The following procedure is to guide MWSA Board and committee meetings. Inconsistencies between this procedure and the law of the land or Robert's Rules of Order are to go in favour of the latter.

## MWSA PROCEDURE

<b>Authority:</b> Board, ED	<b>Effective Date:</b> December 6, 2005	<b>Number:</b> P105
<b>Responsibility:</b> All		<b>Last reviewed/revised:</b> September 2018
<b>Title:</b> MWSA Board and Committee Meetings		

### 1 Definitions

“Meeting” – A duly-called gathering of MWSA Board or committee members intended on resolving a MWSA-related problem/issue, or planning a course of action

“Minutes” – A set of notes that clearly describe purpose of, participants to, discussion in, and decisions reached at a meeting.

### 2 Responsibilities

- This procedure is intended for:
  - All MWSA Board Members
  - All MWSA Committee Chairs
  - ED

### 4 Process

**Notice.** All duly called Board and Committee meetings are to be called with sufficient notice, as per MWSA Bylaws.

**Chair.** Meetings are to have one designated Chair responsible for keeping the meeting focused on its agreed-upon agenda.

- Board - MWSA President or designate
- Committee - committee chair or designate

**Minutes taker.** Meetings discussion and decisions should be documented

- Board - by ED or other person designated by the President
- Committee - by committee chair or designate

**Agenda.** Meetings should have a clear agenda. Board members wishing to add an agenda item for discussion should contact the President at least *one week*

before the meeting. The President or Committee Chair drafts the agenda, which then must be approved by the meeting participants. The President/Chair is responsible to keep the meeting focused on its agreed upon agenda.

The following is the desired agenda of all Board and General meeting of MWSA

- Call to order (formally declare start of meeting)
- Accept agenda (have agreement on meeting purpose/flow)
- Approval of minutes (from last meeting, as applicable)
- Reports (brief and as applicable)
  - President or Committee Chair
  - Treasurer
- Old business (unresolved items from last meeting)
- New business (new issues, concerns, topics)
- Adjournment

**Reports.** Meaningful reports are useful and welcome. As much as possible, these should be provided *in writing* and preferably electronically to the Chair *before* the meeting. Regardless, reports (written or verbal) should be focused and typically brief.

**Document distribution.** Board members wishing to distribute a document at a Board meeting should first seek the approval of the President or Chair

**Minute processing.** Minutes must be distributed within *one week* of meeting

- Minute taker completes minutes and sends to meeting Chair within four working days of meeting
- Chair reviews minutes, amends them as appropriate, and returns them to ED within two working days
- ED distributes the minutes
  - electronically to all Board (or where appropriate committee) members
  - hard copy via mail slots to those without Email connection
- ED file a copy on the appropriate file

**Minute approval.** All minutes need a signature block at their end for the chair and minute taker. When approved at the following meeting, revisions (if any) are to be annotated on the original minutes, and one copy is to be signed and filed at the office.

## MWSA POLICY

		<b>Number: 106</b>
<b>Policy Type: Zone Ops</b>	<b>Adopted by Board on:</b>	<b>Supersedes: n/a</b>
<b>Prepared by: Imy Bhatty</b>	<b>Prepared/revised on: September 2018</b>	<b>To be reviewed: September 2019</b>

**Title: Approval of Actions Outside MWSA Policy**

**Policy Statement:** MWSA recognizes that running a zone with a number of different community and competitive teams is a complex process. From time to time, situations may arise where the logical actions that should be undertaken by the MWSA or its representatives, to permit continued operations or to protect the organizations' own interests, may fall contrary to one or more MWSA policies. This policy attempts to set a procedure through which MWSA's other policies may be temporarily set aside in order for one or more actions or processes to be completed that are in the best interests of the MWSA and its operations.

**Guiding principles:**

- ✓ This policy is meant to be invoked only rarely, and as necessary.
- ✓ It is recognized that the MWSA's existing Policy & Procedure manual is there for the betterment and guidance of the MWSA and its representatives.
- ✓ It is acknowledged that the procedure given form by this policy should not be a preferred tool of anyone to circumvent other MWSA policies or procedures.
- ✓ If such needs arise regularly, then it is incumbent upon the MWSA Executive and the MWSA Board to review and change the policies being circumvented, rather than to continue to authorize their circumvention.
- ✓ The Executive Committee operates with the full authority of the MWSA, including when considering whether to grant permission to circumvent one or more MWSA policies.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date:</b>	<b>Number: P106</b>
<b>Responsibility: Executive Committee</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Approval of Actions Outside MWSA Policy</b>		

### 1 Definitions

“Executive Committee” – Per the definition contained in the MWSA Bylaws. As of the writing of this procedure, the definition of the Executive Committee is contained in Bylaw 11, and consists of the following persons:

- |                                  |                       |
|----------------------------------|-----------------------|
| - President                      | - Selects FC Director |
| - 1 <sup>st</sup> Vice President | - Community Chair     |
| - 2 <sup>nd</sup> Vice President | - Executive Director  |
| - Treasurer                      |                       |

### 2 Responsibilities

- This procedure is intended for:
  - The MWSA Board and MWSA employees

### 3 Guiding principles

- ✓ This policy is meant to be invoked only rarely, and as necessary.
- ✓ It is recognized that the MWSA’s existing Policy & Procedure manual is there for the betterment and guidance of the MWSA and its representatives.
- ✓ It is acknowledged that the procedure given form by this policy should not be a preferred tool of anyone to circumvent other MWSA policies or procedures.
- ✓ If such needs arise regularly, that it is incumbent upon the MWSA Executive and the MWSA Board to review and change the policies being circumvented, rather than to continue to authorize their circumvention.
- ✓ The Executive Committee operates with the full authority of the MWSA, including when considering whether to grant permission to circumvent one or more MWSA policies.

### 4 Process

**Referral of issues or requests to invoke Policy 106.** An issue that raises the question of whether to invoke this policy, or a request to invoke same, may be referred to the Executive Committee by any MWSA Board Member.

**Process of referral.** Referrals or requests must be made in writing, via letter or email by any Board Member.

Referrals should be made to the 1<sup>st</sup> Vice-President, as he or she is responsible for the Policy & Procedure Manual and should therefore be able to determine which policies are at the heart of the issue.

In the absence of the 1<sup>st</sup> Vice President, issues should be referred to the 2<sup>nd</sup> Vice President, and in the combined absence of both, to any member of the Executive Committee.

**Committee Deliberation & Decision.** The Executive Committee shall meet to discuss the referral or request in detail. Such discussion may take place in person, or via teleconference. Discussion of and voting on the issue over email may be permitted **only** when the Chair of the Committee has obtained permission from all Committee members, including confirmation that a) they are receiving their emails, and b) they are able to read and respond to topical emails in a timely fashion.

Once the Committee has discussed the issue to its satisfaction, the Committee members may vote to invoke this policy, and allow a **temporary** departure from normal MWSA policy & procedure. The Committee will also report back to the Board on the issue discussed & the decision. Such a report will be made through the Chair of the Committee but may be delegated to the 1<sup>st</sup> Vice President and shall take place at the first available Board meeting.

It should be stressed that in the event that this policy is invoked to circumvent a single MWSA policy or procedure **repeatedly**, then the policy or procedure being thwarted must be examined by the Board.

## MWSA POLICY

		<b>Number: 107</b>
<b>Policy Type: Zone Ops</b>	<b>Adopted by Board on:</b>	<b>Supersedes: n/a</b>
<b>Prepared by: Imy Bhatty</b>	<b>Prepared/revised on: September 2018</b>	<b>To be reviewed: September 2019</b>

### Title: Authority for Actions Between Board Meetings

**Policy Statement:** While MWSA must have organizational flexibility sufficient to respond to and deal with issues on a timely basis, it must also adhere to its own rules of order set out in its governing documents.

**Guiding principles:**

- ✓ MWSA must have the flexibility to carry out its program on a timely basis.
- ✓ Periodically, circumstances may arise that require a decision to be made, and there is not sufficient time to refer the matter to a Board meeting.
- ✓ The use of email has become a common method of communicating between Board members, and the use of email votes adds to the flexibility and responsiveness of the organization.
- ✓ At the same time, it must be recognized that the MWSA is governed by its own bylaws and by Roberts' Rules of Order.
- ✓ Therefore, the use of email to discuss and vote on issues must follow specific guidelines, and any motions and/or votes on issues by email must be recorded at a subsequent Board meeting.

**Purpose:** The aim of this policy is to specify the authority for actions between meetings of the MWSA Board. It deals with two major areas: the authority and approval required for actions between Board meetings, and the use of email to discuss and vote on issues.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date:</b>	<b>Number: P107</b>
<b>Responsibility: MWSA Board and Staff</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Authority for Actions Between Board Meetings</b>		

### 1 Definitions

“Email discussion” – A thread of emails between all Board members, which discusses an issue or issues within the MWSA Program.

“Email motion & vote” – A motion made by a Board member by email, which is duly seconded, and then voted upon following the procedures set out below.

“Thread moderator” – A member of the Executive Committee designated to ensure that all members have had the opportunity to discuss issues via email before voting, and who is responsible for totalling the votes of Board members by email.

### 2 Responsibilities

- This procedure is intended for:
  - The MWSA Board

### 3 Guiding principles

While MWSA must have organizational flexibility sufficient to respond to and deal with issues on a timely basis, it must also adhere to its own rules of order set out in its governing documents.

- MWSA must have the flexibility to carry out its program on a timely basis.
- Periodically, circumstances may arise that require a decision to be made, and there is not sufficient time to refer the matter to a Board meeting.
- The use of email has become a common method of communicating between Board members, and the use of email votes adds to the flexibility and responsiveness of the organization.
- At the same time, it must be recognized that the MWSA is governed by its own bylaws and by Roberts’ Rules of Order.
- Therefore, the use of email to discuss and vote on issues must follow specific guidelines, and any motions and/or votes on issues by email must be recorded at a subsequent Board meeting.

## 4 Process

### **Approval of actions between Board meetings.**

Referral of an issue: When an issue is raised by or referred to a Board member whose timing requires a decision before the next Board meeting, the issue must be forwarded to the President and the Executive Director. This includes referrals from Committees tasked by the entire Board, who require approval for actions before the Committee can report to the Board.

In the known absence of one or both, referrals may be made to the First and/or Second Vice-Presidents as necessary.

Discussion of the Executive Committee: The Executive Director and/or President will forward the issue to the entire Executive Committee, who will then discuss it. The forwarding and discussion may take place over email, and discussions may include any other persons germane to the topic with necessary input.

If the President or Chair of the Executive Committee feels it necessary, they may call a formal meeting of the committee.

Voting of the Executive Committee: Once the issue has been discussed, then the approval for an action or decision must be put in the form of a motion, which is duly moved and seconded. The issue is then voted upon by the Committee as a whole.

If the issue is discussed at a formal meeting, then the usual rules of order will apply, however if the entire issue must be disposed of by email in order to meet deadlines, then a motion may be made and voted upon as set out below.

### **Discussion of issues by email.**

The use of electronic mail (email) to discuss MWSA-related issues has become common between Board members. While the speed of the communication makes it desirable to help deal with ongoing concerns, there is great potential for miscommunication leading to poor decision-making. Therefore, the following guidelines should apply to issues discussed by the Board.

- a) Discussion of an issue should include all Board members, using any & all of the current addresses listed on the Board contact list distributed by the Executive Director.
  - i. It is incumbent upon Board members to check their emails often enough to be able to respond to issues in a timely fashion.
  - ii. If a Board member's email address changes, it is incumbent upon that member to inform at least the Executive Director, and include a new address.
- b) All discussion should take place on a single email thread.
- c) Replies by Board members should be, whenever possible, inline above the previous reply.

## **Motions and votes by email.**

Role of the thread moderator: In order to ensure that the spirit of the rules of order is followed as closely as possible, one Board member may be assigned to ensure that motions and votes over email follow guidelines.

The moderator will be a member of the Executive Committee, typically the President, First or Second Vice-Presidents. The President may designate the ongoing responsibility for the task to the First or Second Vice-Presidents.

The thread moderator will have two primary responsibilities:

- i. Once a motion has been made & seconded, the moderator will ask the Board in a reply if there is any further discussion on the topic. A reasonable amount of time will be allowed for further discussion. Once the moderator is satisfied, in his or her judgement, that there is no further discussion, he or she may call for the vote.
- ii. After the Board has voted on a motion, it is the responsibility of the moderator to tally the votes and inform the Board of the result.

Making & seconding a motion: If a Board member wishes to propose a motion that the Board take action or make a decision on an issue before the next Board meeting, then that Board member must do so in a new email, or in the reply to an ongoing thread. The motion must clearly state that a motion is being made, i.e. "I move to..." or "I make a motion to..."

The motion must also clearly state what actions or decisions are to be taken. The motion can then be seconded by another Board member in a reply to all.

Calling for a vote: As stated above, once a motion is made and seconded, the thread moderator will ask the group in a reply if there is any further discussion on the motion, and once the moderator is satisfied that there is not, they will call for a vote.

Voting on the issue: Once an issue has been duly moved and seconded, then all Board members may vote on it. Votes should be expressed in the form of replies to the thread, and must clearly express in writing the Board member's support or lack thereof on the motion.

Tallying of the votes: After Board members have voted by email within a reasonable amount of time, the moderator will count the votes for and against the motion, and inform the Board of the results by email.

Recording results in Board minutes: MWSA must ensure that it has an accurate record of all motions made and decisions taken available to its membership, which speaks to the transparency of the organization. Therefore, any motions made by email and the results of the votes on those motions shall be recorded in the minutes of the next subsequent Board meeting. A portion of time at an appropriate time during the meeting may be taken, during which the motions and results can be noted, and recorded in the minutes of the meeting.

## MWSA POLICY

		<b>Number: 200</b>
<b>Policy Type:</b> Governance	<b>Adopted by Board on:</b> July 12, 2006	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban/Executive	<b>Revised Date:</b> September 2018	

**Title: Discipline and Appeals**

<p><b>Policy context:</b> MWSA activities involve volunteers (e.g., Board members, coaching staff, and others), players and their parents. The MWSA Board is committed to providing the best possible service and soccer program for its members. The Board also wishes to enhance the reputation of MWSA and guard it from abuse. To that end, MWSA has implemented a disciplinary process to address action by its volunteers, coaches, players, or parents that brought ill repute to its soccer program.</p> <p><b>Policy Statement:</b> MWSA believes in a disciplinary process that is systematic, predictable, consistent, graduated, and appropriate to circumstances. MWSA is committed to using its disciplinary process, as appropriate, to ensure compliance with its policies or procedures, and protect its reputation.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ The discipline process (hearing, decision and subsequent) exists under the <i>jurisdiction</i> of the Board, and the <i>leadership</i> of the 1<sup>st</sup> VP</li> <li>✓ It needs to unfold as soon as possible after the event that triggered it</li> <li>✓ Disciplinary action is required only as a last resort to ensure order and credibility through consistent compliance with MWSA rules or practices</li> <li>✓ Each case should be considered as unique, but measure against established guidelines, practices, or expectations</li> <li>✓ Each disciplinary action should be documented but kept confidential, with its content shared on a need to know basis</li> <li>✓ Documents relating to disciplinary actions should be kept for a <i>minimum</i> of two years from the end of the process</li> </ul>
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**Purpose:** The aim of this policy is to ensure that MWSA has a clearly-defined, defensible, and effective process to address disciplinary issues involving its soccer players, coaches, volunteers and parents.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: July 12, 2006</b>	<b>Number: P200</b>
<b>Responsibility: All Board Members</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Discipline and Appeals</b>		

### 1 Definitions

“Coach” – The person delegated by MWSA to guide a team within the MWSA program for a specific soccer season.

“Assistant Coach” – The person who, *regardless of title*, guides a team’s soccer-related activities, and assists the Coach.

“Discipline” – Punishment inflicted by way of correction or training.

“Discipline process” – The process employed to investigate and where appropriate punish MWSA members (i.e., volunteers, players or their parents) for their failure to comply with MWSA policies, procedures and expected practices.

#### ➤ Responsibilities

- This procedure is intended for:
  - All MWSA Board Members (especially the Executive, Selects FC Director, Community Chair, and Community Reps)
  - All MWSA Coaches, Assistant Coaches, and Team Managers
  - All MWSA players and their parents

#### ➤ Guiding principles

MWSA values its ability to conduct its soccer program in an orderly and fair manner. It also values its reputation and desires to enhance it. MWSA, therefore, seeks to build and conduct its disciplinary process along the following guidelines:

- The discipline process (hearing, decision and subsequent action) needs to unfold as soon as possible after the event that triggered it
- Disciplinary action is required only as a last resort to ensure order and credibility through consistent compliance with MWSA rules or practices

- Each case should be considered as unique, but measure against established guidelines, practices, or expectations
- Each disciplinary action should be documented but kept confidential, with its details shared on a need to know basis
- Documents relating to disciplinary actions should be kept for a *minimum* of two years from the end of the process (i.e., documented decision or appeal)

➤ **Process**

The MWSA categorizes disciplinary issues into three categories:

1. **Level 1** – a ‘simple’ or limited-consequence infraction requiring a documented **notice**. When combined with another warning (i.e., a repeat offence) this would lead to an escalated response
2. **Level 2** – an allegation or an offence serious enough to warrant a hearing (involving one or more people) and resulting in a **formal warning**
3. **Level 3** – an offence deemed to be a severe breach of MWSA policies or expectations, resulting in a formal hearing at the MWSA Disciplinary level and producing extreme consequences (e.g., formal charges, temporary suspension, permanent removal, fine, etc.)

**The MWSA disciplinary process exists under the *jurisdiction* of the Board, and the *leadership* of the 1<sup>st</sup> VP.**

**Notification** or “alert to issues” - The 1<sup>st</sup> VP must be advised, as soon as possible, of all issues that may escalate to require a disciplinary response. Such notification must be in writing and identify as many pertinent details as are currently known.

Similarly, those who are about to undergo disciplinary action must be notified of this matter as soon as possible or reasonable, given circumstances.

**Level 1 response** requires the 1<sup>st</sup> VP or designate to investigate the matter, decide whether an offence has occurred and if so, by whom. In case of an offence under this category, the 1<sup>st</sup> VP must communicate in writing to the individual(s) in question to warn them of the offence, and advise the risk of repeat offences. A confidential copy of the letter is to be sent to the MWSA President, to the office (for file), and to any of the following as appropriate: Community Rep., Community Chair, or Selects FC Director.

**Level 2 response** requires the 1<sup>st</sup> VP or designate to investigate the matter, decide whether an offence has occurred and if so, by whom. The investigation must involve at least one other Board Member and may be performed as an informal 'Disciplinary committee'.

In case of an offence under this category, the 1<sup>st</sup> VP must communicate in writing to the individual(s) in question to warn them of the offence, identify the consequence (e.g., 1-2 game suspension), and advise the risk of repeat offences. A confidential copy of the letter is to be sent to the MWSA President, to the office (for file), and to any of the following as appropriate: Community Rep., Community Chair, or Selects FC Director.

**Level 3 response** requires the 1<sup>st</sup> VP or designate to establish a formal "Discipline Committee" involving 2-3 other Board Members and hold a hearing on the matter. The hearing is to be held in private and involve the individual(s) accused of the offence plus the full committee (chaired by the 1<sup>st</sup> VP or designate). Other individuals may be involved but only at the discretion of the committee and ONLY if their testimony is of value to the committee's decision.

In case of an offence under this category, the 1<sup>st</sup> VP must (on behalf of the Committee) communicate in writing to the individual(s) in question to notify them the Committee's decision. A confidential copy of the letter is to be sent to the MWSA President, to the office (for file), and to any of the following as appropriate: Community Rep., Community Chair, or Selects FC Director.

**Rare exceptions.** The above-mentioned process may be circumvented in a few rare exceptions that include the following:

- ✓ Offences that are or have the potential to be of criminal nature will be pursued along other venues (i.e., Police, Social Services, etc.)
- ✓ An individual disciplined by EMSA may NOT be disciplined by MWSA for the *same offence*
- ✓ A Board member, whose offence is deemed to be at Level 3, may be brought before the Board for a decision

**Appeals.** Individuals accused of offences at Level 2 and Level 3 have the right to appeal the disciplinary decision against them. No other individual may appeal on their behalf, except for minors (16 and under) who may rely on their parent or guardian.

Appellants have two full weeks (14 days) from the notification of their punishment to appeal it. The appeal must be in writing (i.e., letter, Fax., or Email) to the MWSA President or Office.

Appeals are heard by the President, or a designate, other than someone who was involved in the disciplinary process leading to the appeal. Once heard, the appeal's outcome is to be documented by the President and a confidential copy sent to the appropriate distribution list (see above). The MWSA President's decision may be appealed to EMSA.

## MWSA POLICY

		<b>Number: 201</b>
<b>Policy Type:</b> Administration	<b>Adopted by Board on:</b> January 3, 2006	<b>Supersedes:</b>
<b>Prepared By:</b> Ron Kuban	<b>Prepared/revised on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: MWSA Branding**

<p><b>Policy Statement:</b> MWSA has unique and propriety brand names (e.g., Mill Woods Soccer, MWSA, Selects FC, emsaMill Woods) or logos that must be cultivated, appropriately communicated, and protected to ensure they retain their intended value or meaning. This may be balanced, but not negated, by the desire of MWSA coaches to develop and maintain a unique identity for their team.</p> <p><b>Guiding principles:</b> All teams playing in the Mill Woods Soccer zone must be easily identified as MWSA teams. Similarly, all communication from, or on behalf of the MWSA Board (e.g., registration information, web site), must be identified with the MWSA brand. The following principles must guide the design or production of any MWSA team accessories</p>
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**Purpose:** As part of its program operations, MWSA purchases a variety of merchandise including sports apparel (e.g., jerseys, shorts, socks, hats, or toques), equipment (e.g., balls, or bags), and souvenirs (e.g., water bottles, hand towels, shoe laces, or lanyards). Many if not most of these have the MWSA brand on it in the form of name or logo.

The aim of this policy is to ensure the appropriate and *authorized* use of any and all of the MWSA branding tools (e.g., names, logos, colours, etc). The policy recognizes the value of the MWSA ‘brand name” in any form, and aims to protect it from accidental misuse, misrepresentation, or intended abuse.

## MWSA PROCEDURE

<b>Authority:</b> Board, ED	<b>Effective Date:</b> January 3, 2006	<b>Number:</b> P201
<b>Responsibility:</b> All		<b>Last reviewed/revised:</b> September 2018
<b>Title:</b> MWSA Branding		

### 1 Definitions

“Branding” – Any visual, auditory, or textual aspect that makes a product or an organization unique in the eyes of its potential clients

“The MWSA Brand” – Is the set of names (e.g., Mill Woods Soccer, MWSA, or Selects FC, emsa Mill Woods), related logos and colours that identify the Mill Woods Soccer Association as a separate entity within EMSA.

#### ➤ Responsibilities

- This procedure is intended for:
  - All MWSA Board Members
  - All MWSA Committee Chairs
  - ED
  - All Coaches

#### ➤ Guiding principles

The creation and use of the MWSA brand must be guided by the following principles:

- Pre-approved authorization by the Board or its representative (e.g., Merchandise Director)
- Consistency of branding
- Accountability in the appropriate use of the MWSA brand

#### ➤ Process

**MWSA.** Wherever possible, all purchases of MWSA merchandise (e.g., sports apparel, equipment, and souvenirs) should be made through or by the MWSA Merchandising Director/Selects FC Director.

The Merchandising Director will ensure that:

- Merchandise has appropriate and consistent branding
- Purchases are made to ensure economy of scale through the most beneficial provider
- MWSA expenditures are cost effective

Ideas or suggestions for new MWSA merchandise are to be introduced at Board meetings. Alternatively, in rare cases when timelines are short, such ideas are to be decided by the Executive Committee with input from the Merchandising Director. Once the new merchandise idea is approved, it becomes the responsibility of the Merchandising Director to make or arrange the necessary purchases. Goods received are turned over to the Equipment Director or the MWSA office staff, to manage as necessary.

**Coaches.** The soccer uniform of ALL players within the MWSA zone MUST reflect the MWSA brand (i.e., logo). Nevertheless, MWSA coaches *may* occasionally undertake to purchase or distribute soccer-related items as a reward for their team or as a fund-raiser. If such items have a bearing on the game (versus practice) uniform of the players, or have any reference to Mill Woods Soccer, these items MUST be consistent with the MWSA branding. To achieve that consistency, coaches must adhere to the following process:

- Approach the Merchandising Director or any members of the Executive committee with their intent to purchase or secure a piece of soccer kit
- Identify their need to use the MWSA brand on that item
- If approval is granted, follow the specific instructions provided by the Merchandising Director or the Board with regards to the logo, colour and so on

**Notice:** Anyone wishing to explore a new product, which requires a decision on its branding, must provide sufficient notice (minimum of 2 weeks) to allow the Merchandising Director or the Board to make that decision and provide appropriate direction.

**Discipline:** Any one found in breach of this policy is to be requested to immediately take corrective action. Failure to do so may result in disciplinary action by MWSA.

## MWSA POLICY

		<b>Number: 202</b>
<b>Policy Type:</b> <b>Administration</b>	<b>Adopted by Board on:</b> <b>August, 2006</b>	<b>Supersedes:</b>
<b>Prepared By:</b> <b>Ron Kuban</b>	<b>Prepared/revised on:</b> <b>September 2018</b>	<b>To be reviewed:</b> <b>September 2019</b>

**Title: Letter of Reference**

**Policy Statement:** MWSA recognizes the value of its volunteers and wishes to support them when they require a letter of reference confirming their voluntary effort. MWSA must ensure that these letters do not add unnecessary liability for the Association.

**Guiding principles:**

- ✓ MWSA will provide letters of reference for its *volunteers* but only at the request of the volunteer in question
- ✓ The letters may be written or signed by the Executive Director, President, or VPs
- ✓ The letter will identify:
  - The individual (i.e., name, address as appropriate)
  - And describe the role he/she has done within MWSA
  - How long the individual has been with MWSA
- ✓ Reference letters must avoid comments on the individual's character or his/her ability to do the task/job for which the letter is requested
- ✓ Reference letters for *staff members* are to follow standard employer-employee practices (i.e., identify the job performed, employer expectations, general indicators of employee strengths, and recommendation as appropriate)

**Purpose:** The aim of this policy is to guide the writing of reference letters requested of MWSA.

## MWSA PROCEDURE

<b>Authority:</b> Board	<b>Effective Date:</b> August, 2006	<b>Number:</b> P202
<b>Responsibility:</b> All Coaches and Team Managers, Community Reps., Selects Director		<b>Last reviewed/ revised:</b> September 2018
<b>Title:</b> Letter of Reference		

### 1 Definitions

“Letter of Reference” – A letter requested by an individual related to MWSA to identify or confirm the individual’s involvement with MWSA.

### 2 Responsibilities

- This procedure is intended for:
  - MWSA Executive Director
  - MWSA President and two VPs

### 3 Guiding principles

Volunteers within MWSA have a variety of interests (e.g., social, employment, voluntary) outside their involvement in MWSA. These volunteers may see value in boasting or promoting their involvement with MWSA and may request a letter of reference from the Association.

- ✓ MWSA will provide letters of reference for its *volunteers* but only at the request of the volunteer in question
- ✓ The letters may be written or signed by the Executive Director, President, or VPs
- ✓ The letter will identify :
  - The individual (i.e., name, address as appropriate)
  - And describe the role he/she has done within MWSA
  - How long the individual has been with MWSA
- ✓ Reference letters must avoid comments on the individual’s character or his/her ability to do the task/job for which the letter is requested
- ✓ Reference letters for *staff members* are to follow standard employer-employee practices (i.e., identify the job performed, employer expectations, general indicators of employee strengths, and recommendation as appropriate)

## 4 Process

**Receipt of request.** Requests for letters of reference must be in writing (i.e., mail, fax., or Email) and sent to the office.

**Investigation.** The office staff needs to identify the role(s) performed by the individual and their overall duration. These are to be incorporated into the letter as appropriate.

**Letter writing.** Letters of reference should be dated and on a MWSA letterhead. They may be written by any staff member or the Board. However, they may be signed only by the Executive Director, President, or the VPs. A recommended sample of the letter is below.

"To whom it may concern;

The Mill Woods Soccer Association (MWSA) has the mandate to operate the soccer program in the area encompassing Mill Woods, the Meadows, Fulton Meadows, Ellerslie, Summerside and Beaumont in southeast Edmonton. It manages and conducts year-long soccer activities through both the outdoor and indoor seasons, to thousands of children and youth ages 3 to 19. To achieve its tasks, the Association relies heavily on its community volunteers who contribute in many ways including the role of coaches, assistant coaches, team managers, Board members and much more.

(name of the person) was one of these volunteers. For the last (number) years, (name) served as a (coach, assistant coach, team manager) within the MWSA soccer program. (His, Her) effort is appreciated and helped MWSA to continue its soccer program.

Yours truly,"

**Letter distribution.** The Letter of Reference may be mailed to the address identified by the person requesting the letter or picked up at the MWSA office. A copy of the request for reference, and the letter sent, should be kept on file for one year from the date of the letter of reference.

## MWSA POLICY

		<b>Number: 203</b>
<b>Policy Type:</b> Administration	<b>Adopted by Board on:</b> November, 2006	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/revised on:</b> September 2018	

**Title: Formal Contact with EMSA (and other Soccer Zones)**

<p><b>Policy Statement:</b> In the course of exercising their duties MWSA Board members, or coaches, may occasionally need to contact EMSA or other soccer zones/jurisdictions. If they do so as MWSA representatives the rule of thumb is that all such communications, whether in writing or verbally, should be conducted either through the MWSA office or its Executive Officers.</p> <p>Exempt from this Policy are communications or contacts that:</p> <ul style="list-style-type: none"> <li>✓ Were delegated by the Board or its representatives;</li> <li>✓ Occurred 'accidentally' and are deemed to be informal; or</li> <li>✓ Have nothing to do with the MWSA program.</li> </ul> <p><b>Guiding principles</b></p> <ul style="list-style-type: none"> <li>✓ The MWSA office staff is key to maintaining continuity and stability in our day-to-day operations. This Policy aims to ensure that the Association and its processes (i.e., governance and administrative) are not bypassed.</li> <li>✓ If informal contact is made and there are likely process-outcomes, or formal implications for the Association, the office or the President/VPs must be alerted within 24 hours</li> <li>✓ No commitment can be made to other organizations until the 'informal' dialogue is ratified or sanctioned by the appropriate MWSA staff or Board member</li> </ul>
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**Purpose:** The aim of this policy is to guide MWSA board members and coaches regarding communications (as MWSA representatives) with other soccer jurisdictions, including EMSA, CMSA, and CSA.

## MWSA POLICY

		<b>Number: 204</b>
<b>Policy Type:</b> <b>Administration</b>	<b>Adopted by Board on:</b> <b>August 1, 2007</b>	<b>Supersedes:</b>
<b>Prepared By:</b> <b>Ron Kuban</b>	<b>Prepared/revised on:</b> <b>September 2018</b>	<b>To be reviewed:</b> <b>September 2019</b>

### **Title: Volunteer Deposit Policy**

**Policy Statement:** The MWSA Board accepts the need to promote ‘volunteerism’ and a more active participation of “MWSA Members” in its soccer program. It also sees value in promoting and supporting ‘volunteerism’ on behalf of the Community Leagues within Mill Woods, the Meadows, Fulton Meadows, Summerside, Ellerslie, and Beaumont.

**Execution:** MWSA will require a “Volunteer Deposit” for each player in the program (maximum of one per family), which will be shredded or returned un-cashed once a volunteer-based commitment has been fulfilled.

MWSA will identify, advertise, and coordinate a number of soccer-related volunteer opportunities. In collaboration with the local Community Leagues, MWSA will also promote a list of community-focused volunteer opportunities. Adult family members of MWSA-registered players may volunteer for either soccer or community-related to redeem their deposit cheque. However, priority will generally be given to the requirements of the soccer program.

Volunteer opportunities may include a wide range of MWSA, EMSA, or Community sanction activities, including Bingo or Casino work. However, those who use the activity to redeem their Volunteer Deposit cheque must not also receive other compensation (e.g., Community voucher).

MWSA will shred the volunteer deposit cheques of ALL volunteers who performed an acceptable voluntary role (i.e., within MWSA program, or the community league where they reside). Alternatively, the check may be picked up at the MWSA office. ALL cashed Volunteer Deposit checks will be recorded as a separate line item in the budget, which will be used to advance the MWSA program.

**Purpose:** The aim of this policy is to develop volunteer involvement in support of the MWSA soccer program and the programs of the local Community Leagues.

## MWSA POLICY

		<b>Number: 205</b>
<b>Policy Type:</b> Administration	<b>Adopted by Board on:</b> December 1, 2009	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared on/revised on:</b> September 2018	

**Title: Refund Policy**

<p><b>Policy Statement:</b> MWSA Board accepts the occasional need to refund a portion or the complete registration fee, but will do so under strict conditions:</p> <ul style="list-style-type: none"> <li>• Requests for refund of registration fees must be in writing (including Email) and received at the MWSA office prior to October 1<sup>st</sup> (for the Indoor Season) and April 1<sup>st</sup> (for the Outdoor Season). Under such circumstances, a refund will be granted for the amount of registration LESS the administration fee declared during the registration period.</li> <li>• After the deadline, refund requests made for extenuating circumstances may be granted on a case-by-case basis by the Executive Committee.</li> </ul> <p><b>Execution:</b> This Policy will be administered by the MWSA staff, with appeals send to the Executive Committee.</p>
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**Purpose:** The aim of this policy is to guide whether MWSA will refund registration fees, and if so, to what degree and under what circumstances.

## MWSA POLICY

		<b>Number: 206</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> March 7, 2006	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared on/ revised on:</b> September 2018	

**Title: Players Evaluation**

<p><b>Policy Statement:</b> MWSA is committed to properly placing its players on tier 1, 2, and 3 teams. It supports the need to accurately evaluate players who wish to play on these teams, following seasonal registration and prior to team construction.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ Evaluations may be attended (at the appropriate age category) by any player in MWSA. However, these evaluations are focused on those wishing to play at the more competitive level (tiers 1-3), versus the community level</li> <li>✓ All players wishing to play Tier 1, 2 and 3 in the Mill Woods Soccer zone must be accurately tiered</li> <li>✓ All players in the U9-U19 categories should undergo evaluations</li> <li>✓ Evaluations must be systematic, open, consistent and meaningful</li> <li>✓ Player placement should be based on a balanced set of factors including performance during evaluations and current coach's perspective</li> </ul>
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**Purpose:** The aim of this policy is to standardize the evaluation process and enhance its predictability among players, parents and coaches. *Evaluations* are part of MWSA team formation effort (at tier 1, 2 and 3 level), and is conducted prior to the start of each season. The process is often relegated to coaches or volunteers. Its outcome, aside from player placements, is often emotional and needs to be better regulated and closely monitored.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: March 7, 2006</b>	<b>Number: P206</b>
<b>Responsibility: All</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Players evaluation</b>		

### 1 Definitions

“Evaluation” – The pre-season process used to assess a player’s skill capability and “fit” to play at a competitive level (i.e., tier 1, 2, or 3).

“Evaluators” – Any individuals (e.g., coaches, managers, Board members, or volunteers) assigned to perform the field-based evaluations.

“Evaluation committee” – The group of 3-5 MWSA representatives, which may include the Selects FC Director, Community Chair, and Community Rep., that would guide the evaluation process.

#### ➤ Responsibilities

- This procedure is intended for:
  - All MWSA Board Members (especially the Selects FC Director, Community Chair, U9-U19 Age Reps, and Community Reps)
  - All Coaching staff at Tier 1, 2 and 3

#### ➤ Guiding principles

Evaluations are a critical part of team formation at the competitive level (tiers 1-3) and must be conducted in a manner that is open to all potential players, consistent in application, and defensible in outcome. It must be guided by the following principles:

- Evaluations are ultimately the responsibility of the Evaluation Committee but should not be done unilaterally
- Players should attend only one set of evaluations and be then placed in tier 1, 2, 3, or community
- Players who do not succeed at one tier should be viewed for the next lower tier, and so on until they are properly placed.

- Players placed in tier 2, 3, or community should be considered as potential candidates (trialist or otherwise) for the tier or age-group above where they are playing
- Coaches and managers (past, current, or hopeful) are encouraged to take part in the evaluations
- Wherever possible, evaluations should include neutral observers allowing coaches to be disengaged from the process and make their own observations from a distance
- The outcome of evaluations, which is effective team selection where players play at their appropriate level, needs to be defensible and reviewed by the Evaluation Committee.
- The pre-season field evaluations provide a short-time view of players' capability, and must be augmented by other evaluations and considerations. These include:
  - Verbal feedback/observations from previous coaches
  - Coaches' expectations and plans for their team
    - Continuing or underage players
    - Successful "trialists"
    - Tier movement of team
  - The overall plan by the Selects FC Director, Community Chair, and Age Reps regarding the number of teams at each age group, gender and tier
- **Process**

**Planning.** Evaluations should be conducted separately by gender (i.e., boys and girls) and age category.

1. The Selects FC Director and ED identify the evaluation's field requirement
2. The ED secures the appropriate field space
3. The Selects FC Director develops a master list, identifying field location, date, time, age category, gender, and a key contact or person responsible to run each evaluation
4. The Selects FC Director, ED, and/or Volunteer Director secure volunteers to register players, hand out or collect jerseys, and collect payment, where necessary
5. The person responsible for each evaluation secures sufficient qualified evaluators, and provide them with the necessary evaluation forms. He/she is also responsible to orient and guide these evaluators through the process.

**Notification.** Registration for the respective evaluations should be available during each registration period. Players or their parents should be advised of the details of their respective evaluation and its purpose (i.e., to properly place their child). Email reminders are sent to all players who selected tryout and dates/times will be posted on the website.

**Conduct.** Each evaluation must be conducted under the direct supervision of one individual (“Evaluation Coordinator”) who is NOT a potential coach for that gender/age group. He/she has full control of the evaluation and must follow the expectations outlined by this Policy as well as those of the Selects FC Director.

Just prior to the start of the evaluation, the “Coordinator” should brief all evaluators assigned to his/her field. The briefing should including:

- ✓ An overview of the evaluation form and how it is to be filled
- ✓ Specific skills or activities to be watched
- ✓ Assignments (i.e., who covers which group of players)
- ✓ Duration of evaluation

When the players are assembled on the field, the Coordinator should:

- ✓ Welcome the players and explain the process
- ✓ Emphasize that they are being looked at for primarily for Tier 1, 2, or 3, but are not guaranteed a spot
- ✓ Explain that their evaluation results will be tabulated, turned over to the appropriate coaches for team construction, and that IF SELECTED they would be called by their assigned coach within 2 weeks of last evaluation
- ✓ Conduct a brief warm-up (i.e., run around the field, stretching exercise)
- ✓ Assign the players to a specific side or ‘bench’
- ✓ Position the evaluators and start the evaluation

During the evaluation, the Coordinator may perform part of the evaluation. He/she also needs to do spot checks on the other evaluators to ensure that they are on target and their notes are legible.

At the end of evaluations, the Coordinators are responsible for:

- ✓ Gather all the players at that evaluation
- ✓ Thank the players for their participation
- ✓ Dismiss the group
- ✓ Collect and give all evaluations to a designated volunteer for safekeeping
- ✓ Prepare for the next group of players, as appropriate

**Outcome.** At the end of each evaluation, the related forms should be collected by the coordinator. (see Policy #303.0.0 – Building of Teams).

## MWSA POLICY

		<b>Number: 207</b>
<b>Policy Type:</b> <b>Zone Ops</b>	<b>Adopted by Board on:</b> <b>March 7, 2006</b>	<b>Supersedes:</b>
<b>Prepared by:</b> <b>Ron Kuban</b>	<b>Revised on:</b> <b>September 2018</b>	<b>To be reviewed:</b> <b>September 2019</b>

### Title: Team Official Selection

**Policy Statement:** MWSA believes that players and their parents/guardians have the right to proper coaching and management of their team. MWSA expects its team officials to exemplify the values espoused by MWSA, adhere to the MWSA Coaches Code of Conduct, and be a proper fit to the level, needs and expectations of the team they coach or manage.

#### **Guiding principles:**

- ✓ Once appointed, team officials are responsible for the skill development and management of their team.
- ✓ Selection of team officials is the responsibility and sole authority of MWSA.
- ✓ Coaches or managers are not guaranteed a team and are considered for their role on a season-by-season basis, especially as they develop a track record.
- ✓ Team officials are selected by their skill, commitment, availability and track record.
- ✓ An individual's position on the MWSA Board must have absolutely no bearing on his/her selection as a team official.
- ✓ Team officials are to be monitored during the season, supported or guided as necessary, then recognized, disciplined or dismissed as appropriate

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: February 9, 2010</b>	<b>Number: P207</b>
<b>Responsibility: Community Reps., Selects Director</b>	<b>Last reviewed/revised: September 2018</b>	
<b>Title: Team Official Selection</b>		

### 1 Definitions

“Team Official” – May be a coach, assistant coach, team manager or team equipment manager within the MWSA program for a specific soccer season.

“Coach” – The person delegated by MWSA to guide a team within the MWSA program for a specific soccer season.

“Assistant Coach” – The person who, *regardless of title*, guides a team’s soccer-related activities and assists the Coach.

“Team Manager” – The person delegated by MWSA to manage the administrative functions of a team within the MWSA program for a specific soccer season.

“Team Equipment Manager” – The person delegated by MWSA to handle the equipment of a team with the MWSA program for a specific soccer season.

“Team Official Selection Committee” – A 3-5 member committee of MWSA, including Community Chair and Selects FC Director, Technical Directors and both Vice-Presidents, that reviews and approves the appointment of coaches, assistants and managers.

### 22 Responsibilities

- This procedure is intended for:  
All MWSA Board Members (especially the Selects FC Director and Community Reps)

### 23 Guiding principles

MWSA believes that players and their parents/guardians have the right to proper coaching and management of their team. MWSA expects its team officials to exemplify the values espoused by MWSA, adhere to the MWSA Coaches Code

of Conduct, and be a proper fit to the level, needs and expectations of the team they coach or manage.

- Once appointed, team officials are responsible for the skill development and management of their team
- Selection of team officials is the responsibility and sole authority of MWSA
- Team officials are not guaranteed a team and are considered for their role on a season-by-season basis, especially as they develop a track record
- Team officials are selected by their skill, commitment, availability and track record.
- An individual's position on the MWSA Board must have absolutely no bearing on his/her selection as a team official.
- Team officials are to be monitored during the season, supported or guided as necessary, then recognized, disciplined or dismissed as appropriate

## 24 Process

**Desirable characteristics and skills.** Above all, team officials should be selected based on their ability to:

- ✓ Appropriately care for and understand children/youth in their team's age group and level of competition
- ✓ Be committed to advancing the soccer skill level AND playing enjoyment of the players on their team
- ✓ Serve as role models for the players and their parents
- ✓ Serve as responsible and respected representatives of MWSA
- ✓ Meet the requirements set by the MWSA Team Officials' Code of Conduct, including the expectation that Coaches be committed to the MWSA program.

**Selection and appointment guidelines.** All appointments are made by MWSA, through the Community Representatives or Selects FC Director, as appropriate. Individuals wishing to coach or manage in the MWSA soccer program should notify the appropriate person (i.e., Community Representatives, Selects FC Director) and offer their services. Such contact should be made as early as possible BEFORE the start of each season. Interested coaches and managers should identify the age level, gender, and playing tier of the team they would like to coach.

Potential coaches and managers may be solicited or invited by MWSA Board. In that case too, these candidates should know or be advised of the age, gender, or tier for which they are being considered. Whether they are self-nominated or recruited, ALL team officials must meet certain criteria, including:

- ✓ Screening, by the appropriate MWSA representative (i.e., Community Rep., Selects FC Director) to ensure that the candidate meets the “Desirable characteristics and skills” mentioned above
- ✓ Security clearance
- ✓ Acceptance (i.e., signature) of the MWSA Coaches Code of Conduct
- ✓ Team availability with sufficient players (i.e., avoid raiding other teams)

No team official is guaranteed a team, although preferences are given to current MWSA coaches and managers who have demonstrated their commitment to the program and their ability to meet its expectations.

No individual should be offered a Coach’s post until the Team Official Selection Committee has reviewed and approved the appointment.

**Selection Process.** Coaches, assistant coaches, managers and equipment managers may be initially selected by the community representatives, who may be acting as “age reps” as well.

Once a list of potential coaches, assistants and managers is compiled by a community representative, the list must be forwarded to the Team Official Selection Committee for review and approval.

Once the Selection Committee has approved the appointments, the community representatives may notify the coaches, assistant coaches and managers of their appointment.

Prior to the start of the season, all team officials must sign a copy of the Team Officials’ Code of Conduct.

**Timing.** Wherever possible, the selection of team officials must be completed around the time of team formation (ideally before teams are formed). Selection must be done quickly so as not to delay the process of team formation and season start. Individuals must be advised as quickly as possible of their status as coach, assistant coach or manager.

**Available support for head coaches.** MWSA coaches have the following levels of support:

- ✓ The Team’s Assistant Coach, Manager, and parents
- ✓ MWSA office staff (e.g., Executive Director, Office Assistant)
- ✓ The appropriate Community Rep.
- ✓ The 1st VP (on all matters of discipline or policy/procedure)
- ✓ The MWSA President

**Conflict resolution.** Coaches should attempt to resolve team-related conflicts by engaging their parents, Assistant Coach, Team Manager, Team Equipment Manager or players as appropriate. If unable to resolve the conflict, Coaches must communicate the situation and their concern to the MWSA Age Rep/Community Chair/Selects FC Director as appropriate, the 1st Vice-president, or President.

**Experience and education of coaches.** The following table (Table #1) identifies MWSA expectation of head coaches and assistant coaches at each category. Coaches will be assisted, through courses, clinics, and mentoring to reach the required level.

**Table 1: Expected experience and education of coaches**

Player category	Required Coaching Course	Referee's course
U4	Active Start or EMSA level 1	
U5	Active Start or EMSA level 1	
U7	FUNDamentals or EMSA level 1	
U9	Learn to Train or EMSA level 1	
U11	Learn to Train or EMSA level 2	Desirable
U13	Soccer for Life or EMSA Level 2	Desirable
U13 – Selects FC	Soccer for Life	Yes
U15	Soccer for Life or EMSA Level 2	Desirable
U15 – Selects FC	Soccer for Life	Yes
U17	Soccer for Life or EMSA Level 2	Desirable
U17 – Selects FC	Soccer for Life	Yes
U19	Soccer for Life or EMSA Level 2	Desirable
U19 – Selects FC	Soccer for Life	Yes

**Ongoing education of coaches.** Periodically, the MWSA Technical Director may develop one or more courses for coaches and assistant coaches that are made mandatory for MWSA coaches by the Board. Some courses may also be made mandatory based on the player categories listed above. Coaches will be notified of these courses and given a reasonable number of opportunities to complete the courses.

## MWSA POLICY

		<b>Number: 208</b>
<b>Policy Type:</b> Zone Ops	<b>Adopted by Board on:</b> July 12, 2006	<b>Supersedes:</b>
<b>Prepared by:</b> Ron Kuban	<b>Prepared/revised on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: Coaching Staff Restrictions**

**Policy context:** MWSA intends to better protect its *youth* soccer program from poaching by coaches from other soccer zones, and from the negative risk or outcome (real or perceived) created when individuals coach or manage a *youth* team in both MWSA and another soccer zone or program.

**Policy statement:** Effective the start of the 2006/07 Indoor season, no coach, assistant coach or manager of a *youth* team from outside MWSA, will be allowed to be a coach, assistant coach or manager for MWSA. This policy does not apply to those who coach or manage adult teams.

**Guiding principles:**

- ✓ This policy is focused on youth versus adult teams.
- ✓ Coaches or managers from soccer jurisdictions other than MWSA, who wish to coach in the MWSA program may be accepted, once they limit their coaching activities to MWSA.
- ✓ Once appointed by MWSA, team officials are responsible to advise the MWSA office of their decision to coach or manage in other programs.
- ✓ Team officials that decide to coach or manage youth outside the MWSA program, *or are found to do so*, will be immediately removed from their post in MWSA and replaced.

**Purpose:** The aim of this policy is to ensure that MWSA team officials are focused on and remain loyal to the MWSA program. It is also intended to minimize the opportunity of some club-team officials to poach MWSA players.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: February 9, 2010</b>	<b>Number: P208</b>
<b>Responsibility: Community Reps., Selects Director</b>	<b>Last reviewed/revised: September 2018</b>	
<b>Title: Coaching Staff Restrictions</b>		

### 1 Definitions

“Coach” – The person delegated by MWSA to guide a team within the MWSA program for a specific soccer season.

“Assistant Coach” – The person who, *regardless of title*, guides a team’s soccer-related activities and assists the Coach.

“Team Manager” – The person delegated by MWSA to manage the administrative functions of a team within the MWSA program for a specific soccer season.

“Team Equipment Manager” – The person delegated by MWSA to manage the equipment for a team within the MWSA program for a specific soccer season.

“Team Official” – May be a coach, assistant coach, team manager, or team equipment manager of a team within the MWSA program for a specific soccer season.

### 25 Responsibilities

- This procedure is intended for:
  - o All MWSA Board Members (especially the Selects FC Director, Community Chair and Community Representatives)
  - o All MWSA Coaches, Assistant Coaches, Team Managers and Team Equipment Manager

### 26 Guiding principles

MWSA continued effort to develop its youth program is often frustrated by the poaching of many good players by soccer teams/clubs in other soccer jurisdictions or programs. This process is often facilitated by MWSA coaches or managers who also coach or manage *youth* teams outside MWSA.

While we can NOT restrict whether coaches, assistant coaches or team managers participate in other soccer programs (i.e., outside MWSA), we can restrict who MWSA accepts on its coaching staffs. **MWSA will not accept on its coaching staff anyone who also serves as the coach, assistant coach or manager on a non-MWSA youth team.**

## 27 Process

**Notification.** MWSA will ensure that all its related documentations (e.g., orientation packages, website, or registration materials) include information alerting current or potential coaches, assistant coaches and team managers of this restriction.

**Selection and appointment.** All individuals appointed to the role of a team official will be asked to sign a declaration stating that they:

- ✓ Are NOT currently coaching or managing on a non-MWSA youth team
- ✓ Will notify MWSA immediately of a change in this situation

**Investigation and reporting.** The MWSA Board representatives, including the Community Reps., and Selects Director will monitor team officials for possible conflicting affiliation. Any suspected breaches of this policy are to be reported soonest to MWSA President or 1st VP for investigation.

**Removal.** Team officials that are deemed to be in breach of this Policy will be advised of this matter in writing by the respective Community Rep., Community Chair, Selects Director, or 1st VP. The affected individuals will be asked to turn over their duties and equipment to another individual, as appointed by the appropriate Community Rep. Removal must be delayed to allow the Appeal process to unfold properly.

**Right of Appeal.** Team officials identified for removal may appeal to the MWSA President. Once notified, they have 48 hours to make their appeal. All appeals must be in writing and identify the reasons against removal. A hearing must be held within four (4) days to ensure that the team in question is not adversely affected.

**Reinstatement.** Affected team officials may be reinstated by MWSA at the following season, as long as they assure MWSA that they are not involved in coaching or managing youth in other non-MWSA teams. When it occurs, reinstatement is NOT another opportunity to poach. **Team officials deemed to be repeat offenders will be disciplined.**

## MWSA POLICY

		<b>Number: 208.1</b>
<b>Policy Type:</b> Zone Ops.	<b>Adopted by Board on:</b> April 1 , 2008	<b>Supersedes:</b>
<b>Prepared By:</b> Ron Kuban	<b>Prepared/reviewed on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: Coaching Staff Appointments on Two Teams**

<p><b>Policy Statement:</b> MWSA has the right to appoint, exclude, or remove any coaching team member (i.e., Coach, Assistant Coach, Team Manager) within its program, but should do so in a principled and open manner. The decision should balance the value of having a talented individual coach on two teams, against the overall good of the Program.</p> <p><b>Guiding criteria:</b></p> <ul style="list-style-type: none"> <li>✓ Coaches and Assistant Coaches: <ul style="list-style-type: none"> <li>○ Are expected to be dedicated and available to their team.</li> <li>○ <i>May</i> coach on more than one team but <i>may be discouraged</i> from doing so if the two teams are <i>of the same gender</i> and one team is deemed to be a “feeder group” for the other (and older) team.</li> <li>○ Are NOT allowed to coach two teams that are of the <i>same age group and gender</i>.</li> </ul> </li> </ul>
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**Purpose:** The aim of this policy is to guide the appointment of MWSA Coaches and Assistant Coaches on two separate teams.

## MWSA POLICY

		<b>Number: 208.2</b>
<b>Policy Type:</b> Zone Ops.	<b>Adopted by Board on:</b> March 3 <sup>rd</sup> , 2009	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Reviewed on:</b> September 2018	

**Title: Minimum Age for Coaches**

<p><b>Policy context:</b> Over the last few seasons, a number of MWSA Coaches have tried (for various reasons) to coach their team without active adult assistance behind the bench. This often led to difficulties, such as poor player or game management, perception of “over control”, lack of engagement by the other parents, the perception of ‘inappropriate behaviour’, perceived lack of operational openness, Coach overload/burnout, and so on.</p> <p>MWSA recognizes the tremendous level of responsibility and workload it expects from its Coaching Staff members, especially the Head Coach. It will continue to consider young individuals to serve on a team’s coaching staff.</p> <p><b>Policy statement:</b> MWSA directs that all its “Head Coaches” be persons of parental age, in relation to the players on their assigned team.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ The spirit of this policy is to encourage and develop enthusiastic ‘young individuals’ to participate as part of the MWSA coaching team</li> <li>✓ These ‘young individuals’ are encouraged to serve as Assistant Coaches, perhaps specializing in the technical aspect of the game</li> </ul>
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**Purpose:** This policy aims to ensure that MWSA Coaches perform all their duties appropriately, and are able to maintain the necessary level of discipline.

## MWSA POLICY

		<b>Number: 208.3</b>
<b>Policy Type:</b> Zone Ops.	<b>Adopted by Board on:</b> March 3 <sup>rd</sup> , 2009	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Reviewed on:</b> September 2018	

**Title: Required number of Coaches**

<p><b>Policy context:</b> Over the last few seasons, a number of MWSA Coaches have tried (for various reasons) to coach their team without active <i>adult</i> assistance behind the bench. This has often led to difficulties, such as poor player or game management, perception of “over control”, lack of engagement by the team parents, the perception of ‘inappropriate behaviour’, perceived lack of operational openness, Coach overload/burnout, and so on.</p> <p>MWSA recognizes the tremendous level of responsibility and workload it expects from its Coaches, especially the Head Coach. It also recognizes the need to maintain accountability, respect, and openness within its program.</p> <p><b>Policy statement:</b> MWSA directs all Coaches to have at least two other individuals who may serve as Assistant Coach or Team Manager. At least one of these individuals must be an adult that is NOT related to the Coach.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ The spirit of this policy is to lighten the load on Coaches, encourage greater engagement of team parents, and ensure open team operations</li> <li>✓ ‘Young individuals’ are encouraged to serve as Assistant Coaches, perhaps specializing in the technical aspect of the game</li> <li>✓ Each team must be ‘coached’ or supervised by TWO adults that are not related to each other</li> </ul>
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**Purpose:** This policy aims to ensure support for MWSA Coaches, and provide for open or accountable operation of the team.

## MWSA POLICY

		<b>Number: 209</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> March 7, 2006	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/reviewed on:</b> September 2018	

**Title: Team Construction**

<p><b>Policy Statement:</b> MWSA believes that the success of its soccer program is reflected in the appropriate and careful construction of teams. MWSA retains the responsibility and authority to construct teams. Nevertheless, it intends to balance the wishes of players, parents, and coaches with the values and needs of the MWSA program.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ MWSA is the ONLY authority to construct teams within the Mill Woods soccer program</li> <li>✓ That authority is implemented through key Board positions: Selects FC Director and Community Representatives</li> <li>✓ Community teams are constructed under the leadership of the Community Chair and Community Reps acting as Age Reps.</li> <li>✓ Selects FC teams are constructed by the Selects Director</li> <li>✓ As much as possible, teams are to be constructed to ensure that their players are at the appropriate playing level</li> </ul>
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**Purpose:** The aim of this policy is to standardize the construction of the MWSA teams.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: March 7, 2006</b>	<b>Number: P209.1</b>
<b>Responsibility: Community Reps., Selects Director</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Team Construction</b>		

### 1 Definitions

“Team Construction” – The process resulting in the selection of players for a soccer team in the MWSA zone.

### 2 Responsibilities

- This procedure is intended for:
  - All MWSA Board Members (especially the Selects FC Director and Community Reps)
  - Designated Coaches
  - Office staff

### 3 Guiding principles

- ✓ One of the criteria of success for the MWSA soccer is in the appropriate and careful construction of teams
- ✓ MWSA is the ONLY authority to construct teams within its soccer program. However, where possible MWSA would consider the wishes of players, parents, and coaches
- ✓ That authority is implemented through key Board positions: Selects FC Director and Community Representatives
- ✓ Community team construction is lead by the Community Representatives
- ✓ Selects FC teams are constructed by the Selects FC Director
- ✓ As much as possible, teams are to be constructed to ensure that their players are at the appropriate playing level
- ✓ Teams designated to play at the Selects level should be constructed to ensure that the strongest team possible is established BEFORE consideration is given to the creation of another team at the same level

## 4 Process

**Preparation for team construction.** Soon after the completion of the main Registration process, and before “late registration”, the office staff should organize all registrations in an excel form by:

1. community leagues, or those wishing to try for the Selects FC
2. age group
3. gender

This collection of registrations, in its various categories, should be revisited and updated as appropriate immediately after the late registration.

**Community-Team construction.** All community under the leadership of the Community Representatives, with the input or assistance of the MWSA Board or staff, as required.

As soon as possible after late registration is complete, the Community Reps., are to collect all registrations for their respective Community League and construct their respective teams by undertaking the following steps:

1. Check all registrations to ensure that they are in their community, and in the correct age and gender category
2. Review all “special requests” (i.e., play with coach, player, or league), and keep these under consideration for the next step
3. Organize the player registrations to ensure that:
  - a. teams comprise players of roughly the same skill level
  - b. teams numbers meet MWSA/EMSA regulations, leaving flexibility for new registration or player rotation across teams
  - c. special requests should be considered only where possible
  - d. parents/guardians (especially in the U4-U9 teams) indicating interest to help as coach, assistant coach or be a team manager are dispersed across all teams (i.e., avoid having more than 2 people who want to coach on one team and none on others)
4. Identify or recruit ALL head coaches for their teams in the Mini program
5. Call the selected coaches and confirm their availability
6. Advise the office staff, and the Community Chair of the final or current status of teams in the community league
7. Complete teams in the registration program
8. The office staff (with assistance from available Board members) will:
  - a. complete the ASA form, giving a copy to the appropriate Community Rep., and the Coach

**Selects FC -Team construction.** The Selects FC teams are constructed under the leadership of the Selects FC Director within one week of the last player evaluation. Team construction should ensure that:

1. Players meet the correct skill level of their designated team
2. Teams are tiered correctly

The process should include the following key steps:

1. Identify or recruit ALL head coaches for the Selects FC teams
2. Consider, where possible, all special requests (i.e., for coach, or player)
3. Organize and lead a Selects FC coaches meeting to construct the teams. Teams should have between 15-18 players
4. NOTE: If a gender/tier category has more players than required by one team:
  - a. the strongest players should be placed on the lead team (to be identified by the Selects FC Director, or designate)
  - b. the remaining players should be placed on the next team (determined by the Selects FC Director, or designate)
5. Advise the office staff of the final status of teams in the Selects FC category
6. Advise the Community Reps. of the players who went to evaluations but were not picked for a Selects FC team
7. The office staff (with assistance from the Selects FC Director) will:
  - i. complete the ASA form, giving a copy to the Selects FC Director, and the Coach

**Timing.** Wherever possible, the construction of the Selects FC teams should occur as quickly as possible. This would allow the appropriate placement on community teams of those not picked for a Selects FC team.

## MWSA POLICY

		<b>Number: 210</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> September 25, 2008	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/revised on:</b> September 2018	

**Title: When Players Become “Available”**

<p><b>Policy Statement:</b> EMSA is committed to the principles of fair play, mobility of players (between teams), and the protection of players or teams from poaching. Therefore, EMSA forbids any form of “poaching” of players while they are still placing its players on tier 1, 2, and 3 teams. It supports the need to accurately evaluate players who wish to play on these teams, following seasonal registration and prior to team construction.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ Evaluations may be attended (at the appropriate age category) by any player in MWSA. However, these evaluations are focused on those wishing to play at the more competitive level (tiers 1-3), versus the community level</li> <li>✓ All players wishing to play Tier 1, 2 and 3 in the Mill Woods Soccer zone must be accurately tiered</li> <li>✓ All new players in the U9-U19 categories should undergo evaluations</li> <li>✓ Evaluations must be systematic, open, consistent and meaningful</li> <li>✓ Player placement should be based on a balanced set of factors including written evaluations by previous coaches, performance during evaluations, and current coach’s perspective</li> </ul>
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**Purpose:** The aim of this policy is to standardize the evaluation process and enhance its predictability among players, parents and coaches. *Evaluations* are part of MWSA team formation effort (at tier 1, 2 and 3 level), and is conducted prior to the start of each season. The process is often relegated to coaches or volunteers. Its outcome, aside from player placements, is often emotional and needs to be better regulated and closely monitored.

## MWSA POLICY

		<b>Number: 211</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> August 12, 2008	<b>Supersedes:</b> August 2008 version <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/revised on:</b> September 2018	

**Title: Age movement**

<p><b>Policy Statement:</b> MWSA recognizes the unique and occasional need to place one or more of its players on a team that is either below or above the player’s age (i.e., “age movement”).</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ Requests for “age movement” are considered on a case-by-case, season-by-season basis.</li> <li>✓ The onus to request and justify an “age movement” is the responsibility of the parent or guardian of the affected player.</li> <li>✓ The written request must clearly identify the reason(s) for the “age movement”, and whether that movement is up (to a team where the player would be younger than his/her team mates) or down (where the player would be older than the age group of his/her team).</li> <li>✓ Applications must be received at the MWSA office no later than two days after early bird registration ends.</li> <li>✓ MWSA considers “age movements” as a rare remedy to ensure that players are properly placed on a team.</li> <li>✓ Desire to play with a sibling, or transportation arrangements are NOT reasons for “age movement”.</li> <li>✓ ALL “age movements” are to be decided by a MWSA committee for that purpose.</li> <li>✓ Age movement decisions by MWSA are final for the season in question.</li> </ul>
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**Purpose:** The aim of this policy is to standardize age movements within MWSA teams.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: September 1, 2008</b>	<b>Number: P211</b>
<b>Responsibility: Age Movement Committee</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Age movement</b>		

### 1 Definitions

“Age movement” – The placement of a MWSA player on a team, which is either above or below the player’s actual age group.

### 5 Responsibilities

- This procedure is intended for:
  - Age Movement Committee
  - Office staff

### 6 Guiding principles

- ✓ Requests for “age movement” are considered on a case-by-case, season-by-season basis.
- ✓ The onus to request and justify an “age movement” is the responsibility of the parent or guardian of the affected player.
- ✓ The written request must clearly identify the reason(s) for the “age movement”, and whether that movement is up (to a team where the player would be younger than his/her team mates) or down (where the player would be older than the age group of his/her team).
- ✓ Applications must be received at the MWSA office no later than two days after early bird registration closes.
- ✓ MWSA considers “age movements” as a rare remedy to ensure that players are properly placed on a team.
- ✓ Desire to play with a sibling, or transportation arrangements are NO reason for “age movement”.
- ✓ ALL “age movements” are to be decided by a MWSA committee for that purpose.
- ✓ Age movement decisions by MWSA are final for the season in question.

## 7 Process

**Receipt of requests.** Age movement requests must be in writing (i.e., online registration, letter or E-Mail) to the MWSA Executive Director, as appropriate. Request letters may be delivered to the MWSA office.

**Age movement decision and action.** The MWSA Age Movement Committee will decide the matter and notify the Parents **within two days** of the age movement meeting. Decisions to *allow* for age movement *down*, may be influenced by the player's inability (i.e., physical, mental, or behavioural) to play at his/her otherwise appropriate age category. Such circumstances need to be accompanied by a supporting letter from a professional (e.g., social worker, physician) that is dealing with the player. Desire to play with a sibling, or transportation arrangements are NO reason for "age movement".

Age movement up are typically accepted when the player in question has demonstrated an exceptional soccer competency well above his/her age, and consistent with the next higher age group. Age movements are restricted only to only one age group movement.

The MWSA Committee Chair must respond **in writing** to the person making the "age movement" request. The letter or Email should include the committee's decision and the rationale for it.

IF the age movement request has been granted, the information should be passed to the office staff and to the affected Community Rep., or Coaches (as appropriate).

**Administration.** A copy of the request letter and the MWSA response (see attached samples) are to be retained on file at the office for one full year and then discarded or shredded as appropriate.

**NOTE:**

**The bracketed portions in the letters below need to be filled in as appropriate.**

**8 Sample request-approval response**

Thank you for your (letter/Email) requesting an age movement (up/down) for your (son/daughter) (player's name). Our selection committee reviewed your request in the context of our Policy and Procedures and found that it had merit. As a result, (player's name) has been moved to the (identify the new age group). This decision applies to the current season only and will have to be again requested and reviewed next season, as appropriate. I will advise the (new age group) (Community Rep./Coach) and you will be contacted shortly.

Please relay my best wishes to (player's name) for a successful season. Feel free to contact me through the MWSA office (780-468-5233) if you need more information.

(Your name and signature)  
(MWSA Age Movement Committee Chair)

**9 Sample request-rejection response**

Thank you for your (letter/Email) requesting an age movement (up/down) for your (son/daughter) - (player's name). Your request was viewed by our selection committee in the context of our policies, procedures and practices. These allow "age movement" but treat this action as a rare remedy to ensure that players are properly placed on a team. Age movement requests are weighed against the player's ability (i.e., physical, mental, or behavioural) to play at his/her otherwise appropriate age category.

While your request had some merit, it nevertheless failed to meet our requirement for an age-category change. As a result, (player's name) will be placed on a team in (his/her) current age group - (identify the new age group). This decision applies to the current season only and could again be requested and reviewed next season, as appropriate. I will advise the (current age group) (Community Rep./Coach) and your (son/daughter) will be contacted shortly.

Please relay my best wishes to (player's name) for a successful season. Feel free to contact me through the MWSA office (780-468-5233) if you need more information.

(Your name and signature)  
(MWSA Age Movement Committee Chair)

## MWSA POLICY

		<b>Number: 213</b>
<b>Policy Type: Zone Ops</b>	<b>Adopted by Board on:</b>	<b>Supersedes: n/a</b>
<b>Prepared by: Imy Bhatty</b>	<b>Prepared/revised on: September 2018</b>	<b>To be reviewed: September 2019</b>

### Title: Volunteer Appreciation

**Policy Statement:** MWSA recognizes the need for fiscal responsibility in its volunteer appreciation program. The purpose of this policy is to attempt to balance the need to recognize volunteers in the organization as part of an overall volunteer recruitment and retention program, with the need for fiscal responsibility, in order to enable continued organizational viability. The policy also suggests guidelines for appreciation.

#### **Guiding principles:**

- ✓ MWSA is primarily a volunteer organization. Volunteers donate their time, resources and energy to the cause of soccer for no remuneration.
- ✓ Volunteer recognition is a key part of the overall strategy of volunteer management.
- ✓ MWSA is also a non-profit organization that operates largely on the registration fees of youth players. There is a need for fiscal responsibility in the organization, in order to ensure MWSA's future viability, and because of the need for accountability and transparency to the MWSA membership and MWSA's client base.
- ✓ Therefore, MWSA must strive to find a balance in its appreciation for volunteers.
- ✓ A key component of that balance is the organization's ability to set and manage budgets. It should be noted that while suggested dollar amounts are included in the procedure below, these are suggestions only and are subject to the budgets set by the organization.

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date:</b>	<b>Number: P213</b>
<b>Responsibility: MWSA Board Members, Staff &amp; Volunteers</b>	<b>Last reviewed/revised: September 2018</b>	
<b>Title: Volunteer Appreciation</b>		

### 1 Definitions

“Event Volunteer” – An individual who volunteers at an MWSA event or as part of its program on a one-time basis.

“Team Official” – A team’s coach, assistant coach, manager or equipment manager.

“Board Member” – A person who has been appointed or elected as an Executive Officer, Director or Community League Representative of the MWSA Board.

### 2 Responsibilities

- This procedure is intended for:
  - The MWSA Board
  - MWSA Staff Members
  - MWSA Volunteers

### 3 Guiding principles

- MWSA is primarily a volunteer organization. Volunteers donate their time, resources and energy to the cause of soccer for no remuneration.
- Volunteer recognition is a key part of the overall strategy of volunteer management.
- MWSA is also a non-profit organization that operates largely on the registration fees of youth players. There is a need for fiscal responsibility in the organization, in order to ensure MWSA’s future viability, and because of the need for accountability and transparency to the MWSA membership and MWSA’s client base.
- Therefore, MWSA must strive to find a balance in its appreciation for volunteers.
- A key component of that balance is the organization’s ability to set and manage budgets. It should be noted that while suggested dollar amounts are included in the procedure below, these are suggestions only and are subject to the budgets set by the organization.

## 4 Process

### Setting budgets.

- a) **The MWSA Volunteer Appreciation Budget.** The MWSA Board shall set, at its annual planning meeting, or a Board Meeting as appropriate, an annual budget amount for volunteer appreciation. This amount should be intended to appreciate general volunteers not specific to events (see below) and should reflect the desire for balance laid out in the guiding principles above.
- b) **Budgets for particular events during the year.** The MWSA Board will also, in conjunction with the appropriate stakeholders, (e.g. Tournament Coordinator) set the budgets for various events that take place as part of our program. Examples of such events may include tournaments, registration nights, etc. The budgets for these events should include volunteer appreciation for those particular events.

**Broad categories of volunteers.** An effort should be made to classify the types of volunteers that contribute to MWSA, in order to help make informed decisions on appreciation and recognition.

- a) **Event volunteers.** These people make MWSA's events possible. They are often parents and friends or family of players, and their volunteerism may extend to one or more event during the year. This category may also include Board Members and MWSA Coaches, Assistants and Managers.
- b) **MWSA Team Officials.** A key part of MWSA, this is the level where the rubber meets the road and our program happens. MWSA Coaches and their staff dedicate significant portions of their lives to soccer and are asked to commit for longer timeframes than event volunteers do.
- c) **MWSA Board Members.** The guiding body of MWSA. The commitment of Board Members is measured in years, not months or days; they are often the first people called upon for events. MWSA Board positions carry clear duties and expectations, with a significant workload, and require a high level of ongoing commitment.

### Suggested appreciation guidelines.

- a) Event volunteers: Appreciation as per the decision of the event co-ordinator or Board Member responsible for the event; must fall within the budget for that event.
- b) Team Officials: Appreciated primarily through Coaches' Appreciation (CAP) Night. The budget for CAP Night shall be set by the Board, and a decision on the primary gift handed out to team officials at CAP Night must be made by the Board. (Note that an effort should be made to be as inclusive as possible with the

primary gifts given to team officials, and to vary the type of gift given from time to time as appropriate.)

- c) Board Members: Appreciation of Board Members may fall into the following categories:
- i. Board clothing – after one year of service, a Board member shall be eligible to receive a personalized MWSA jacket, reflecting that they are part of the Board.
  - ii. MWSA Christmas Party – the budget for the Christmas party shall be included in the overall volunteer appreciation budget, and may include food, hospitality and reasonable gifts.
  - iii. After completing one year of service, each Board Member shall be eligible to receive one free youth registration per a season or where a Board Member does not have a youth registered, a gift card in the amount of \$240.00 per a season for a youth, given that the Board Member has fulfilled their role and responsibility as per bylaws, policies and procedures each previous season.
  - iv. This does not encompass tryout fees and Selects fees.

## MWSA POLICY

		<b>Number: 300</b>
<b>Policy Type:</b> Administration	<b>Adopted by Board on:</b> September 9, 2008	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/ revised on:</b> September 2018	

**Title: MWSA game-related dress code**

**Policy Statement:** MWSA recognizes the interest or capability of its players to wear diverse attire **while playing its zone games**. MWSA has the jurisdiction, and responsibility, to regulate its players' attire to ensure consistency with FIFA rules or the tradition of soccer, and to provide consistent recognition of MWSA.

**Guiding principles:**

- ✓ The attire of all players must respect "Policy 205.0.0 – MWSA Branding"
- ✓ each player requires shin pads, jerseys with sleeves, shorts, knee-length socks, and appropriate safe foot attire.
- ✓ Players of a team (except its Goalie) must have similar uniforms
- ✓ Players in U4-U7 teams must wear black socks and black shorts.
- ✓ Players in U9-U19 teams may have different coloured socks, or different coloured shorts BUT, these must be worn by all players in a consistent manner.

**Purpose:** This policy sets the uniform to be worn by MWSA players during **games**.

## MWSA POLICY

		<b>Number: 301</b>
<b>Policy Type:</b> Administration	<b>Adopted by Board on:</b> March 7, 2006	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/ revised on:</b> September 2018	

**Title: Team administration**

<p><b>Policy Statement:</b> MWSA believes that players and their parents/guardians have the right to proper administration of their team and accountability of the funds raised on its behalf. MWSA expects its teams to have a Team Manager.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ The ultimate administration of a team is the responsibility of the Coach</li> <li>✓ Each team in the MWSA zone should have a “Team Manager”. The manager’s name needs to be communicated to the MWSA office so it can be added to the ASA team form.</li> <li>✓ The Team Manager is appointed, briefed and supervised by the Coach</li> <li>✓ Team Managers are responsible for the administration of the team, including accounting for the team funds and reporting on these funds to the parents</li> <li>✓ When the Coach and Team Manager are related, cohabitate, or are business partners the Assistant Coach must be a person who has no such relation with either the Coach or Team Manager</li> </ul>
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**Purpose:** The aim of this policy is to standardize the role and responsibilities of the Team Manager and to ensure that the players and their parents/guardians receive the necessary details about their team and its resources.

## MWSA PROCEDURE

<b>Authority:</b> <b>Board</b>	<b>Effective Date:</b> <b>March 7, 2006</b>	<b>Number: P301</b>
<b>Responsibility: All Coaches and Team Managers, Community Reps., Selects Director</b>		<b>Last reviewed/revised:</b> <b>September 2018</b>
<b>Title: Team administration</b>		

### 1 Definitions

“Administration” – The process used to coordinate the resources, finances and information of a team to ensure its operational success.

“Team Manager” – A person, often selected by a team’s Coach, who volunteers to manage a team’s administration for a specific season

#### ➤ Responsibilities

- This procedure is intended for:
  - All MWSA Board Members (especially the Selects FC Director and Community Reps)
  - All MWSA Coaching staff (Coaches, Assistant Coaches, Team Managers)

#### ➤ Guiding principles

MWSA players and their parents/guardians have the right to have their team properly administered. This includes having accurate and timely information regarding team activities or expectations, as well as accountability by the coaching staff regarding team resources or funds.

- The ultimate administration of a team is the responsibility of the Coach
- Each team in the MWSA zone should have a “Team Manager”
- The Team Manager is appointed, briefed and supervised by the Coach
- Team Managers are responsible for the administration of the team, including the accounting for team funds and reporting on these funds to the parents
- When the Coach and Team Manager are related, cohabitate, or are business partners the Assistant Coach must be a person who has no such relation with either the Coach or Team Manager

## ➤ Process

**Selection or appointment.** Generally speaking, Team Managers are selected by the Coach from among the parents of the players on the team. Occasionally, Team Managers may be appointed by the appropriate MWSA Community Rep. Once appointed, the Team Manager remains in that role until he/she declares their intent to abandon the role, or when asked by the Coach to do so. Until such time, Team Managers must have the support of the Coach, players and their parents.

**Key roles/responsibilities.** The Team Manager may be assigned a variety of responsibilities based on the Coach's style or expectations, age category of the team, and expectations of the parents. Nevertheless, he/she *may* be involved in the following tasks:

6. Draft, update and distribute the necessary documentation for the team (e.g., team list with contact number, schedule of practices or games, notices of team photo taking, tournament schedules, etc.)
7. Collect, guard, administer and return as appropriate the jersey deposit fee
8. Collect from the players or their parents the funds necessary to run the team (i.e., practice space rental, equipment purchase/rental, photos)
9. Arrange tournament registration, payment and
10. Coordinate the photo taking session with the photographer and advise players/parents of time and place
11. Support the coach and the team behind the bench (i.e., operate the gate in indoor season), or on the field (i.e., manage the players that are off the field in the outdoor season)
12. Help or arrange the end-of-season party
13. Be available to listen to parents' concerns and relay these, as appropriate, to the Coach or the appropriate Age Rep.
14. Be a cheerleader for the players!

**Available support.** The Team Manager should expect to be supported by the Coach, Assistant Coach, the team's parents, and Mill Woods Soccer (i.e., the Community Rep., MWSA office staff, or the MWSA Executive).

**Conflict resolution.** The Team Manager should communicate, as quickly as possible, any of his/her concerns with the parents to the Coach. If that is not possible or is not addressed properly by the Coach, the Team Manager should discuss these concerns with the appropriate Age Director or Community Representative. Any concern that is still left unattended should be communicated to the MWSA Executive Director, 1<sup>st</sup> Vice-president, or President.

## MWSA POLICY

		<b>Number: 302</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> September 9, 2008	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/ revised on:</b> September 2018	

**Title: Report Team Funds**

<p><b>Policy Statement:</b> MWSA Coaches <i>may</i> collect/receive funds from players, their parents, or sponsors to pay for team-related expenses (i.e., practice-space rental, photos, tournament fees, travel, or sports items). However, whenever coaches receive such funds they <b>MUST</b> account for them to the players/parents on their team.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ Coaches may secure extra funds for their team’s additional expenses (i.e., practice-space rental, photos, tournament fees, travel, or sports items)</li> <li>✓ Coaches must keep records of their ‘income’ and ‘expenses’</li> <li>✓ When requested by their players (or their parents) coaches should be able to produce an “income and expense report”</li> <li>✓ Coaches must keep the income/expense records for one year from the end of the season</li> <li>✓ <b>Money raised for or by a team does NOT belong to its Coach(es)</b></li> </ul>
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**Purpose:** This policy strives to ensure accountability for all team-related funds by all MWSA teams.

## MWSA POLICY

		<b>Number: 303</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> November 4, 2008	<b>Supersedes:</b>
<b>Prepared By:</b> Ron Kuban	<b>Prepared/reviewed on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: Refund Team Funds**

<p><b>Policy Statement:</b> In the course of managing their team, MWSA Coaches <i>may</i> collect funds from their team’s parents to pay for team-related expenses such as space rental, tournament fees, or travel. However, occasionally Coaches may be asked by these parents for a refund, because their son or daughter is or was unable to partake in the activity for which the money was raised. Parents may then ask for a refund that is equal to their portion of the total cost</p> <p><b>MWSA recommends its Coaches to NOT reimburse players based on their lack of participation in an event for which all other players pay.</b></p> <p><b>Rationale</b></p> <p>Coaches that permit the above-mentioned reimbursements may face a multi-layered administrative nightmare. They may be suddenly forced to refund money to one or more parents then request <i>additional</i> money from the others to ensure enough funds are available for team activities. They would also be unable to budget properly for their team, or to encourage ALL their players to participate in team activities that demand funding beyond registration costs (e.g., field rentals, or tournaments).</p> <p>If allowed to happen, the ‘refund approach’ would also raise key questions such as: “What is a ‘reasonable basis’ for refund? How does the Coach determine if the player’s absence is unavoidable or an excuse to save money? How does the Coach encourage full participation in ALL of the Team’s activities?” and so on.</p> <p>Coaches are encouraged to tell their Team’s parents the exact and ‘bottom-line’ cost of participation, and the contents of this policy.</p>
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**Purpose:** This policy strives to ensure a reasonable and consistent approach to the collection, and where necessary refund of team-related funds among MWSA teams.

## MWSA POLICY

		<b>Number: 304</b>
<b>Policy Type:</b> Zone Operations	<b>Adopted by Board on:</b> November 4, 2008	<b>Supersedes:</b>
<b>Prepared By:</b> Ron Kuban	<b>Prepared/Reviewed on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: Carrying-over Team funds**

**Policy Statement:** MWSA realizes that its Coaches (and their Team) may choose to fundraise to achieve various purposes. Some purposes may be achieved within the same season as the fundraising for them, while others (e.g., trip) may require long-term fundraising beyond one season.

MWSA wishes to support long-term fundraising effort by its team to allow them opportunities that they would otherwise not be able to fund on a season-by-season planning. Nevertheless, MWSA wishes to ensure openness of the process, accountability of funds raised, and fairness to the affected players.

**MWSA *may* permit its teams to carry-over fundraising monies from one season to another, as long as:**

- Coaches request *in writing* permission from MWSA to fundraise over more than a season. The intended objectives of the fundraising must be identified.
- **If request is approved**, all affected parents, *in each season*, are made aware in writing by the Coaches of the process, its intended goal(s), and current financial status.
- Coaches keep and account for related funds separately from other (i.e., operational) team funds.
- Policy 208.1.0 “Reporting Team Funds” is adhered to. Moreover, a separate report is sent to MWSA at the end of each season reporting on the current financial status of these funds.
- Unless authorized by the Board, funds are spent *only* on the intended outcome as stated at the start of the fundraising.
- Until the funds are expended as intended to by the Team, they are the responsibility of the Coach who is accountable to MWSA.

**Purpose:** This policy strives to guide Teams’ fundraising effort that carries over a season.

## MWSA POLICY

		<b>Number: 306</b>
<b>Policy Type:</b> Zone Ops.	<b>Adopted by Board on:</b> January 10, 2008	<b>Supersedes:</b>  <b>To be reviewed:</b> September 2019
<b>Prepared By:</b> Ron Kuban	<b>Prepared/reviewed on:</b> September 2018	

**Title: Dressing Room Sensitivity**

<p><b>Policy context:</b> MWSA recognizes that teams (boys or girls) have coaching staff or parent volunteers that are of the opposite gender to the players. MWSA also recognizes the potential for inappropriate behaviour – innocent, accidental, or intended – that may threaten its players or the adults that work with them. Therefore, MWSA intends to better protect its <i>players, coaches or parents</i> from the threat of inappropriate behaviour, especially as it applies within dressing rooms or other confined spaces (e.g., hotels, motels, etc.).</p> <p><b>Policy statement:</b> Effective immediately, dressing rooms of all MWSA teams are NOT to be entered by <i>any</i> coaching-staff member or parent-helper without the presence of an adult (e.g., team coach or a related parent) of the same gender as the players. The same applies for hotels/motels during road trips.</p> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Common sense</i> and the spirit of this policy should be a guide</li> <li>✓ <i>Provide warning.</i> Coaching-staff members and parent volunteers, <i>who are not of the same gender as the players</i>, must ask permission or provide notice/warning BEFORE entering the team dressing room (e.g., ensure that players are properly dressed, etc.).</li> <li>✓ <i>Bench mom/dad.</i> This policy is linked to the need to have at least one adult on the bench who is of the same gender as the players. If all coaches are of a different gender than the players, then a “bench Mom or Dad” needs to be recruited and go behind the bench.</li> </ul>
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**Purpose:** This policy aims to protect MWSA players, coaching staff members and parents from the perception or threat of inappropriate behaviour in dressing rooms or other confined spaces (e.g., hotels, motels, etc.).

## MWSA POLICY

		<b>Number: 307</b>
<b>Policy Type:</b> Zone Ops.	<b>Adopted by Board on:</b> March 3 <sup>rd</sup> , 2009	<b>Supersedes:</b>
<b>Prepared By:</b> Ron Kuban	<b>Prepared/Reviewed on:</b> September 2018	<b>To be reviewed:</b> September 2019

**Title: Coach-Player Risk Awareness and Protection**

<p><b>Policy context:</b> MWSA recognizes that teams (boys or girls) have coaching staff or parent volunteers that are of the opposite gender to the players. It also recognizes the potential for inappropriate behaviour – innocent, accidental, or intended – that may threaten its players or the adults that work with them. Therefore, it intends to better protect its <i>players, coaches or parents</i> from the risk of inappropriate behaviour.</p> <p><b>Policy statement:</b> MWSA directs all its coaching-staff members or parent-helpers to be sensitive to their interaction with minors, especially those of opposite gender. Therefore,</p> <ol style="list-style-type: none"> <li>1. Coaching staff member shall not address the injuries (physical or emotional) of a player, without the presence of an adult of the same gender as the player.</li> <li>2. When driving a player to/from a team’s event, Coaching staff members or parent-helpers are encouraged to have their child (who is the Player’s teammate) or another adult to accompany them.</li> </ol> <p><b>Guiding principles:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Common sense</i> and the spirit of this policy should be a guide</li> <li>✓ <i>Bench mom/dad.</i> This policy is linked to the need to have at least one adult on the bench who is of the same gender as the players. If all coaches are of a different gender than the players, then a “bench Mom or Dad” needs to be recruited to be on the bench.</li> </ul>
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**Purpose:** This policy aims to protect MWSA players, coaching staff members and parent-helpers from the perception or threat of inappropriate behaviour when interacting with each other.

## MWSA POLICY

		<b>Number: 308</b>
<b>Policy Type:</b> <b>Zone Ops</b>	<b>Adopted by Board on:</b>	<b>Supersedes: n/a</b>
<b>Prepared by:</b> <b>Imy Bhatti</b>	<b>Prepared/revised on:</b> <b>September 2018</b>	<b>To be reviewed:</b> <b>September 2019</b>

**Title: Team Nicknames**

**Policy Statement:** While all MWSA teams must be identifiable as such through their official team names, the MWSA recognizes the desire of coaches to develop and maintain a unique identity for their teams. The purpose of this policy is to balance that desire with the need to respect cultural and societal boundaries, and EMSA/MWSA guidelines on commercial sponsorship.

**Guiding principles:**

- ✓ Coaches and their players are allowed to name their individual teams via a fair and balanced process overseen by the team officials
- ✓ Coaches and teams may decide to use a team name repeatedly for two or more consecutive seasons, in an effort to develop an ongoing identity, particularly where the players of a team remain together for longer periods
- ✓ In the mini program especially (U4-U7), the emphasis should be on letting the players choose the team nickname, in the interests of engaging them in soccer
- ✓ More than one team in the MWSA Community may use the same name, ie. the Dragons
- ✓ Team names *may not* reflect or contain the following:
  - Offensive or profane language, connotations or implications
  - Derogatory or offensive references towards any group listed under the prohibited grounds of discrimination in the *Canadian Human Rights Act*
  - References towards an identifiable person or group of persons that could be reasonably considered to be offensive or derogatory
  - Inappropriate commercial sponsorship, ie. the Marlboros
  - Commercial sponsorship that has not first been approved by the MWSA and EMSA
- ✓ Common sense should be used by team officials when selecting a nickname
- ✓ No community team (Tier 4 or lower) may call itself the Selects FC

## MWSA PROCEDURE

<b>Authority: Board</b>	<b>Effective Date: April 24, 2010</b>	<b>Number: P308</b>
<b>Responsibility: Community Representatives, 2<sup>nd</sup> Vice-President</b>		<b>Last reviewed/revised: September 2018</b>
<b>Title: Team Nicknames</b>		

### 1 Definitions

“Team Official” – A team’s coach, assistant coach, team manager or team equipment manager.

“Team nickname” – A name or designation that can uniquely identify a team.

### 2 Responsibilities

This procedure is intended for:

- o All MWSA Coaches
- o The MWSA Board

### 3 Guiding principles

While all MWSA teams must be identifiable as such through their official team names, the MWSA recognizes the desire of coaches to develop and maintain a unique identity for their teams. The purpose of this policy is to balance that desire with the need to respect cultural and societal boundaries, and EMSA/MWSA guidelines on commercial sponsorship.

- Coaches and their players are allowed to name their individual teams via a fair and balanced process overseen by the team officials
- Coaches and teams may decide to use a team name repeatedly for two or more consecutive seasons, in an effort to develop an ongoing identity, particularly where the players of a team remain together for longer periods
- In the mini program especially (U4-U7), the emphasis should be on letting the players choose the team nickname, in the interests of engaging them in soccer
- More than one team in the MWSA Community may use the same name, ie. the Dragons
- Team names may not reflect or contain the following:
  - Offensive or profane language, connotations or implications
  - Derogatory or offensive references towards any group listed under the prohibited grounds of discrimination in the *Canadian Human Rights Act*

- References towards an identifiable person or group of persons that could be reasonably considered to be offensive or derogatory
  - Inappropriate commercial sponsorship, ie. the Marlboros
  - Commercial sponsorship that has not first been approved by the MWSA and EMSA
- Common sense should be used by team officials when selecting a nickname
  - No community team (Tier 4 or lower) may call itself the Selects FC

#### 4 Process

**Team nickname selection.** Each team may determine its own nickname through a process overseen by the team officials. The process should be visibly fair and balanced, and must take into account the guiding principles listed above.

**Team nickname approval.** Once a team's nickname has been determined, the team's officials are responsible for forwarding the name to the 2<sup>nd</sup> Vice-President for final approval.

**Pre-approved and pre-rejected nicknames.** In the interests of saving time and shortening the process, the 2<sup>nd</sup> Vice-President may develop a list of pre-approved nicknames and pre-rejected nicknames, i.e. names that are considered offensive and which would be automatically rejected in the future. The 2<sup>nd</sup> Vice-President may present the list to the Board for approval at a Board meeting, and once that approval is granted, may forward the list to all the relevant parties. The list may also be posted to the MWSA website.

Once such a list is made available, teams who select a pre-approved nickname need not forward their nickname for approval by the 2<sup>nd</sup> Vice-President. Teams will also have a clear guideline as to unacceptable nicknames, and only those teams who select a nickname that is not on the pre-approved list will have to obtain the 2<sup>nd</sup> Vice-President's approval.

**Disciplinary consequences for unacceptable nicknames.** Any team that does one of the following in selecting a nickname, opens its team officials and players up to possible disciplinary action for breach of the policy and/or procedure:

- Fails to obtain approval for their team nickname, either by selecting a pre-approved nickname or forwarding their team's nickname to the 2nd Vice-President for approval
- Chooses a pre-rejected nickname, or selects a name that is otherwise considered offensive and does not forward their team nickname for approval
- Persists in using a team nickname that has been specifically rejected by the Board or the 2nd Vice-President