



# Creston Valley Soccer Association Policy and Procedures

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## Introduction

Welcome to the Creston Valley Youth Soccer Association! This guide is designed to provide coaches with the necessary tools and knowledge to successfully navigate most questions that arise throughout the season.



Please note, we reserve the right to revise, at any time, the nature and content of our policies, practices, and benefits in line with our financial capabilities and new developments in sport.

**Mission:** We aim to inspire a love for soccer, and we are committed to creating an inclusive and supportive environment where every child is welcomed and encouraged to thrive.

**Vision:** We encourage children to not only develop their athletic abilities but also to grow as individuals, learning valuable life skills such as discipline, collaboration, and resilience. We strive to build a stronger, more connected community through the power of soccer.

## Governance

The Soccer Association is governed by a volunteer Board of Directors. These roles and responsibilities are described in more detail in the bylaws.

- **President:** George Longpre, gl4contracting@gmail.com
- **Treasurer:** Jason Meidl, jason@crestonvalleyfuneralservices.ca
- **Tournaments/League:** Kyla Hamm, kyla Hamm@gmail.com
- **Adult Soccer:** Eric Blow, et.blow@gmail.com
- **Head Ref:** Logan Campbell, logancampbellbusiness20@gmail.com
- **Equipment and supplies:** Fouzia Raouf, fouziaqadri05@gmail.com
- **Head Coach/Social media manager:** Ivan González, ivanfgon@pm.me
- **Risk Management/Secretary:** Londa Morris, Londa.m.morris@gmail.com
- **Registration:** Carla Ahern, aherncarla@gmail.com
- **Sponsorship:** Leanne Winsor, leannewinsor87@gmail.com

## Membership

Refer to the Association bylaws for more information about membership including voting, rights, discipline, and termination of membership. Membership is open to one parent or legal guardian of a minor aged player registered with this club.

## Refund policies

The soccer season is short, and parent fees are used to cover expenses like insurance, field rental, clothing for participants, and equipment. We are unable to pro-rate fees, even if players register late.

A full refund minus administration fee (\$35) is provided if a player is withdrawn before the second practice of the season. After the second practice refunds are only provided in exceptional cases:

- Medical withdrawals typically require physician's note: refunds prorated based on remaining percent of season. Injuries documented within timeframe may qualify.



- Relocation withdrawals are provided if the player relocates out of the community: refunds are prorated based on the remaining percent of the season.
- Suspension – if a player is suspended and not permitted to play for the remainder of the season: refunds are prorated based on the remaining percent of the season.

### Refund Request Process

1. Submit request in writing, via email to a Board member.
2. Requests before deadlines get automated refund minus admin fee.
3. In-season/exceptional requests go to the Board for consideration.
4. Decisions typically communicated within 2–4 weeks. Decisions are final unless new information is presented.
5. Refunds are issued by e-transfer or cheque within 2-4 weeks of approval.

## Code of Conduct

**Creston Valley Youth Soccer Association** has developed the following Code of Ethics and Conduct to guide our volunteers in their interactions within the club and with children. The safety, rights, and well-being of children we serve are at the core of our daily programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Further to this policy, **Creston Valley Youth Soccer Association** supports and complies to the [British Columbia Universal Code of Conduct \(BC UCC\)](#) and the [BC Soccer Conduct & Ethics Policy](#) for all soccer activities and related events organized, including but not limited to practices, training sessions, competitions, and fundraising events.

Our club is committed to ensuring all children are protected and safe. A Code of Ethics and Conduct is an important part of creating safe environments for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations. The intent of this Code is to guide our staff/volunteers in developing healthy relationships with the club members and specially with the children involved in our programs and to model appropriate boundaries for children.

### Standards

#### Integrity in Sport

1. All participants in soccer have an obligation to ensure that there is integrity in the sport and as such must refrain from:
  - a. Non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, **Creston Valley Youth Soccer Association** adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this program shall be considered



an infraction of this Code and may be subject to disciplinary action and possible sanction. The Member will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the club or any other sport organization;

- b. Associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has violated an anti-doping rule and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code;
  - c. Consuming alcohol and/or illicit drugs, while participating in soccer programs, activities, and competitions;
  - d. Consuming alcohol in excess and using illicit drugs, cannabis, or tobacco in situations where Youth are present;
  - e. Accepting, encouraging, or participating in forms of bribery and corruption;
  - f. Accepting or giving gifts or other benefits that influence an act that is related to their official activities. If in doubt, gifts shall not be offered or accepted;
  - g. Offering or accepting cash, other than reasonable per diems, expense reimbursement or salaries, bribes;
  - h. Forging or falsifying a document, nor use such;
  - i. Betting in connection with soccer and tolerating any form of manipulation of match results whether for financial, sporting, or political gain, and ensure information in any form that is not publicly available is not used for the above purposes for oneself or another party.
2. Participants will:
- a. Ensure information obtained while carrying out one's duties is treated as confidential if that information is received or can be understood as confidential;
  - b. Respect the confidentiality of the information after the relationship with BC Soccer ceases;
  - c. Ensure transparency in all actions and decisions;
  - d. Remain politically neutral with respect to sporting matters;
  - e. Remain responsible for following **Creston Valley Youth Soccer Association's** Code(s) of Conduct.

## **Standards of Behavior**

### **General**

Those participating in sanctioned soccer have a duty and responsibility to conduct themselves appropriately respecting the F.I.F.A. Laws of the Game, Canada Soccer Rules & Regulations, British Columbia Universal Code of Conduct (BC UCC), BC Soccer Rules & Regulations, and **Creston Valley Youth Soccer Association's** Rules & Regulations. These laws and rules are published and readily available.

1. All participants in soccer have a responsibility to:



- a. Comply, at all times, with Canada Soccer's, BC Soccer's and **Creston Valley Youth Soccer Association's** By-laws, Policies, procedures, directives, and Rules and Regulations, as adopted and amended from time to time.
- b. Resolve conflicts in a professional and civil manner on issues that may be in dispute.
- c. Maintain and enhance the dignity and self-esteem of all individuals involved in soccer by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation;
  - ii. Directing comments or criticism appropriately and avoiding public criticism of participants in soccer and sport;
  - iii. Demonstrating the spirit of fair play, sport leadership, and ethical conduct;
  - iv. Treating individuals fairly and reasonably;
  - v. Ensuring adherence to the Laws of the Game.
- d. Demonstrate respect for the principle of fair play, which includes:
- e. Respect for both the letter and spirit of the rules;
- f. Respect for referees and their decisions;
- g. Respect for opponents, including modesty in victory and composure in defeat;
- h. Facilitation of access to sport;
- i. Maintenance of self-control at all times;

Any adult aged 19 years or older must report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance to the Risk Management Board of Director.

## Club Officials, Staff and Volunteers

While ignorance of the Laws of the Game or of the rules is not a defense, depending on the nature of the charge, it is viewed that a participant in a position of authority or trust is held to a higher standard when going beyond the norms of proper behaviour; i.e. behaving in an unsporting manner or not in the best interest of the game. Notably directors, committee members, and volunteers should be aware of various rules, regulations, guidelines, programs, and expectation within the soccer playing and administrative environment; and indeed, are charged with upholding and defending the same. Failure to act properly can be tantamount to unsporting or unethical behaviour and brings the game directly into disrepute and lead to charges.

All club officials and volunteers must:

1. Comply and be familiar with the various laws and governance documents that apply to their responsibilities;



2. Act with honesty and integrity and conduct themselves in a manner which maintains the confidence of **Creston Valley Youth Soccer Association**, its members and other stakeholders;
3. Ensure that their organization's financial affairs are conducted with due regard for all fiduciary and operational responsibilities;
4. Conduct themselves openly, professionally, lawfully and in good faith;
5. Be independent and impartial and not influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
6. Behave with decorum appropriate to both circumstance and position, and be fair, equitable, considerate, and honest in all dealings with others;
7. Keep informed about local, provincial, and national sport community happenings, and general trends in sport;
8. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which **Creston Valley Youth Soccer Association** is incorporated;
9. Respect the confidentiality appropriate to the business at hand;
10. Ensure that Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
11. Respect the decisions of the majority and resign if unable to do so; unless the decision of the majority is unlawful;
12. Commit the time to attend meetings and be diligent in preparation for, participation in, and follow-up from such meetings.

## Spectators and Parents

Spectators and Parents are an all-important part of the game and necessary to maintain the sustainability of the game. In appreciating the game to its fullest potential, spectators and parents are expected to behave in a manner that does not bring the game into disrepute and participate in ways that ensure a healthy and safe environment.

Spectators and parents must:

1. Encourage players to abide by the rules and to resolve conflicts without resorting to hostility or violence;
2. Never ridicule a player;
3. Only provide positive comments that motivate and encourage participants' continued effort;
4. Respect the decisions and judgments of officials and encourage athletes to do the same;
5. Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers who give their time to the sport;
6. Refrain from entering the training or competition area and from interfering with any activities;
7. Refrain from any negative or critical comments towards a Match Official.

## Treating Children with Dignity and Maintaining Boundaries



Club Officials, Staff and Volunteers must:

1. Treat all children with respect and dignity
2. Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by **Creston Valley Youth Soccer Association**.

It is important for volunteers to monitor their behaviour towards children and pay close attention to the behaviour of their peers to ensure that interactions are appropriate and respectful, and perceived as such by others.

All interactions with children must be:

- Known and approved by the board, where applicable, and the parents of the child.
- Tied to staff and volunteers' duties.
- Designed to develop the child's skills in soccer.

Club Officials, Staff and Volunteers must always consider the child's reaction to any activities, conversations, behaviour or other interactions. **If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the Risk Management Board of Director.**

## General Rules of Behavior Towards Children

Club Officials, Staff and Volunteers **MUST NOT**, regardless of whether or not they are serving the club at that moment:

1. Engage in any sort of **physical contact** with a child that may make the child, or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
2. Engage in any **communication** with a child, within or outside of duties, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
3. Engage in any **behaviour** that goes against (or appears to go against) the club's mandate, policies, or Code of Conduct to Protect Children.
4. **Conduct their own investigation** into allegations or suspicions of potentially illegal or inappropriate behaviour – it is a staff and volunteer's duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate.

## What Constitutes Inappropriate Behaviour

**Inappropriate Communication.** Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For example: personal phone calls not tied to duties with the child; electronic communications (email, text message, instant message,





online chats, social networking including “friending”, etc.) not tied to duties with the child; personal letters not tied to duties with the child; excessive communications (online or offline).

**Inappropriate Contact.** Spending unauthorized time with a child outside of designated duties.

**Favouritism.** Singling out a child or certain children and providing special privileges and attention (for example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate).

**Taking Personal Photos/Videos.** Using a personal cell phone, camera, or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behaviour also includes:

- Telling sexual jokes to a child or making comments to a child that are in any way suggestive, explicit, or personal.
- Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child or making such material available to a child.
- Intimidating or threatening a child.
- Making fun of a child.

**Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by Creston Valley Youth Soccer Association.**

## Reporting Requirements

All **Creston Valley Youth Soccer Association** staff and volunteers must report suspected child sexual abuse, inappropriate behaviour or incidents that they become aware of, whether the behaviour or incidents were personally witnessed or not.

All allegations or **suspicions of inappropriate behaviour** that a staff/volunteer learns of, or witnesses first-hand, must be reported to the Risk Management Board of Director, see website for contact information.

All allegations or suspicions of **potentially illegal behaviour (for example, child sexual abuse)** that a staff/volunteer learns of, or witnesses first-hand, must be promptly reported to police and/or child welfare and must also be reported to the Risk Management Board of Director, see website for contact information. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation.



Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party. Potentially illegal behaviours could come not only from staff or volunteers, but also from a parent, teacher, babysitter, or a coach from a different organization.

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal or inappropriate behaviour, discuss the issue with the Risk Management Board of Director, see website for contact information.

## Follow-up on Reporting

When an allegation or suspicion of **potentially illegal behaviour** is reported, police and/or a child welfare agency will be notified. **Creston Valley Youth Soccer Association** will follow up internally as appropriate.

When an allegation or suspicion of **potentially inappropriate behaviour** is made, **Creston Valley Youth Soccer Association** will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.

In the case of inappropriate behaviour, if multiple behaviours were reported, inappropriate behaviour is recurring, or the reported behaviour is of serious concern, **Creston Valley Youth Soccer Association Few things to** may refer the matter to a child welfare agency or to the police.

## DEFINITIONS

**Participant(s):** everyone involved in soccer activities such as players, coaches, officials, volunteers, administrators, executives, board members, trainers, etc. as well as anyone who has signed a participant code of conduct; for example, a guardian of a minor who is registered and has signed the code of conduct.

**Club Officials, Staff and Volunteers:** Board Members, Executive Director, Technical Director, Operational Staff, hired Coaches, Volunteer Coaches, General Volunteers, and any other individual in similar roles with **Creston Valley Youth Soccer Association**.

**Spectators and Parents:** any individual, related or not to any of the participants, that attend a **Creston Valley Youth Soccer Association** session and remain in the premises for its duration.

**Match Officials:** a referee, assistant referee, fourth official, match commissioner, any person in charge of safety or any other person appointed to assume responsibility in connection with a Match.

**Good Faith:** the sincere intention to be honest and law-abiding; good and honest intentions; act in a fair and appropriate manner.



**Creston Valley Youth Soccer Association** has adhered to this Anti-Bullying Policy to help guide and protect the children that participate in our activities as players, referees, coaches or in any other capacity. Bullying can be defined as intentional hurtful and aggressive behaviour that makes others feel uncomfortable, scared or upset, and it is the responsibility of the club, our staff and volunteers to create a safe, free of bullying soccer environment.

## Anti-Bullying Policy

### IMPORTANCE OF AN ANTI-BULLYING POLICY

According to the data provided by the Provincial Government, 1 in 3 Canadian teens say they've been bullied recently and almost half of Canadian parents say their kid has been bullied at some point.

A person who shows bullying behaviour usually picks on another person's culture, disability, ethnicity, gender identity, looks, religion, or sexual orientation - children who identify as lesbian, gay, bisexual, trans-identified, two-spirited, queer or questioning (LGBTQ) are discriminated against three times more than heterosexual students.

The effects of bullying can be traumatic and long-lasting, affecting even adulthood by causing extended psychological harm.

### DEFINING BULLYING

It's important to know the difference between bullying and single acts of aggression or conflict. Not all mean or rude behaviour or conflict is bullying. Understanding the difference helps when it comes to knowing how to intervene.

Bullying is a persistent pattern of unwelcome or aggressive behaviour that hurts others physically and/or emotionally. For a situation to be considered bullying, three indicators are usually present:

- **Power** – children who bully acquire their power through physical size and strength, by status within the peer group, and by recruiting support of the group.
- **Frequency** – bullying is not a random act. It is this factor that brings about the anticipatory terror in the mind of the child being bullied that can be so detrimental and have the most debilitating long-term effects.
- **Intent to harm** – children who bully generally do so with the intent to either physically or emotionally harm the other child.

A person who shows bullying behaviour says or does something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse – even when it's obvious that they've hurt a person or when they're asked to stop.

### TYPES OF BULLYING



- **Physical** – hitting, kicking, tripping, pinching, pushing, damaging property.
- **Verbal** – name-calling, insulting others, teasing, intimidating others, making homophobic or racist comments, verbal abuse.
- **Social and emotional (or relational)** – Doing things to harm someone else's reputation or make them feel embarrassed or humiliated by lying, spreading rumours, making mean gestures or jokes, excluding someone.
- **Cyber** – teasing or humiliating a person online using social media, cruel websites (e.g. posting photos of others on rating websites), video games, instant message or texting. Cyberbullying is constantly evolving and changing with new technology and it can reach a child even in the privacy of their own home.

#### **SIGNS THAT A CHILD IS BEING BULLIED**

Kids who are being bullied by others will often display a change in behaviour or emotions, like:

- Not wanting to go to school or participate in extra-curricular activities.
- Anxious, fearful or over-reactive.
- Having low self-esteem and making negative comments about themselves or a former friend
- Regular complaints of stomachaches, headaches, and other physical symptoms without any particular cause.
- Less interest in school or soccer.
- Injuries, bruising, damaged clothing, or broken items.
- Unhappy and irritable.
- Trouble sleeping, nightmares, bedwetting.
- Frequently crying.
- Threatens to hurt themselves or others.
- Significant changes in social life (i.e. no one is calling or inviting them out).

#### **SIGNS THAT A CHILD IS ENGAGING IN BULLYING BEHAVIOUR**

Kids who exhibit bullying behaviour may show signs that they are using power aggressively, such as:

- Little concern for the feelings of others.



- Aggressive with siblings, parents, teachers, friends and animals.
- Bossy and manipulative to get their own way.
- Coming home with unexplained objects or extra money.
- Secretive about possessions, activities or where they've been.
- Easily frustrated and quickly angered.
- Believe aggression is an acceptable way to resolve conflicts.
- Abuse others physically or verbally.
- Get into fights and blame others for starting them.
- Have a need to dominate others.
- Have two or three friends who are also aggressive.
- Hang out with increasingly younger children.
- Quick to interpret accidents or neutral events as deliberate hostile acts.

### **BULLYING REPORTING PROCEDURE**

If bullying is suspected or witnessed, this must be reported to the Risk Management Board of Director, contact information available on the website. Reports of bullying will be investigated using the Board Complaints process. Depending on the situation, incidents may be reported to the RCMP.

From Canada Soccer's Guide to Safety: *"There is no express time limit for initiating a complaint, but every effort should be made to quickly bring the complaint to the attention of the appropriate organizational leadership to stop the bullying behaviour as soon as possible and to make sure that memories are fresh, and behaviour can be accurately recalled".*

### **BULLYING CONFLICT RESOLUTION**

If an investigation indicates that bullying has occurred, the following actions will result:

- Parents of all the kids involved will be notified of the situation.
- A designated Board member will be the point of contact for parents/guardians of the kids involved.
- The Board member will mediate the conversation between the kids involved and their parents/guardians.
- If deemed necessary, the club may consider disciplinary action.



Documentation and Transparency: All details will be recorded including minutes of meetings, this serves to protect both the club and everyone involved.

Prioritize Reconciliation: Above all, always keep an open mind for the possibility of genuine reconciliation. This should be the primary objective throughout the process, provided it remains a safe and constructive option.

## Rules and regulations

The Creston Valley Youth Soccer Association agrees to:

- Operate in compliance with all BC Soccer policies and regulations.
- Ensure coaches, referees, and team officials are aware of key policies relating to player safety, discipline, referee conduct, and match operations.
- Provide education and clarification where needed.
- Report incidents or policy breaches in accordance with BC Soccer procedures.

## Inclusion

### Anti-discrimination statement

The Creston Soccer Association commits to providing a safe, inclusive environment for all participants. Discrimination of any kind is not tolerated.

### Accommodation for players with disabilities

Accommodation refers to adjustments or modifications made to remove barriers and enable players with disabilities to participate. This may include, but is not limited to:

- Modified rules or formats
- Adaptive equipment
- Communication supports
- Scheduling flexibility
- Additional support personnel or aides

### Requesting an Accommodation

- A request for accommodation can be made by the player, their parent/guardian, or a support professional.
- Requests should be submitted to the Head Coach of the team.



The request should include a brief description of the disability-related need and suggested documentation:

- Supporting documentation from a healthcare or educational professional may be requested, only as needed to understand and support the accommodation.
- All information related to a player's disability or accommodation will be treated as confidential and shared only with those directly involved in implementing the accommodation.

### Limits of Accommodation

While the Association is committed to making all reasonable accommodations, there may be limitations where the accommodation would cause:

- **Undue hardship** (e.g., significant financial cost or disruption)
- **Safety risks** to the player or others
- **Compromise to the essential nature of the program**

## Health and Safety

### Rule of Two

**Creston Valley Youth Soccer Association** believes in the health, safety, and wellness of all club participants and in particular the protection of our children, and that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in.

#### Purpose

The purpose of the policy is to provide **Creston Valley Youth Soccer Association** direction on the Rule of Two to ensure adult interactions with athletes, coaches and referees protect the health, safety and wellness of all participants.

#### Standards

- All interactions and communications between all participants must be open, observable, and justifiable.
- Interaction, physically or virtually, must include more than one adult present, noting there may be exceptions in emergency situations.
- In-person interactions between an adult with an individual minor must take place within earshot and in view of other individuals (team officials, players, parents, match officials and/or association officials).
- E-mail communication must be communicated directly to the parent/guardian of the individual minor with another adult, copied on the communication. If the communication is directly to the



individual minor, then the parent/guardian as well as another adult must be copied on the communication.

- Phone calls and text messaging will not be the chosen form of communication between an adult and an individual minor.
- Virtual Settings, for example using a virtual meeting platform, at a minimum must include one other adult in attendance and preferably the individual minors' parents in attendance as well.

The following guidelines are strongly recommended:

### **Gender Consideration**

Creston Valley Youth Soccer Association may consider the gender identity of the participant(s) when selecting the coaches and volunteers who are present. For teams that only have coaches who do not share the same gender identity of some or all the athletes (i.e., for girls' and women's teams with male coaches), a parent/guardian or other volunteer of the gender identity of the athletes may be asked to serve as a regular volunteer or 'bench parent/support' with the team.

For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction.

For teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identity should be available to participate or attend every interaction

### **Travel**

- A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent/ guardian.
- A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian.
- Room or bed checks during overnight stays must be done by two Persons in Authority.

### **Locker Room / Changing Area / Meeting Room**

Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, washroom, or changing area. A second Person in Authority should be present for all necessary interactions in any such room.

The locker room or changing area should be supervised by two Persons in Authority of the same gender identity as the players whenever possible.





If a second Person in Authority is not available, the Person in Authority supervising the locker room or changing area should never be alone with an individual athlete.

If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required; however, this would not be deemed to be a best practice.

### **Training / Competition Environment (including before, during, and after practices and games):**

A Person in Authority should never be alone with an athlete prior to or following a game or practice, unless the Person in Authority is the athlete's parent or guardian.

If the athlete is the first athlete to arrive, the athlete's parent/guardian should remain until another athlete or Person in Authority arrives. If an athlete drives themselves, the athlete should wait for another athlete to arrive before going to the field.

If an athlete would potentially be alone with a Person in Authority following a game or practice, the Person in Authority should ask another Person in Authority (or a parent/guardian of another athlete or another athlete in a senior environment) to stay until all the athletes have been picked up. If an adult is not available, then another athlete should be present to avoid the Person in Authority being alone with a single athlete.

Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority.

### **DEFINITION**

Minor: "British Columbia, Person under 19 years" - Government of Canada Website

## **Emergency Action Plan**

An Emergency Action Plan (EAP) is a structured, pre-prepared protocol that outlines how to respond swiftly and effectively in case of a medical emergency, injury, or crisis during training sessions, matches, or team travel. It ensures the safety of players, coaches, officials, and spectators. Each head coach will work with the soccer association to ensure they have an emergency action plan prepared prior to the start of the season.

## **Injury/Incident Report Forms**

If a participant experiences an injury during a practice or game, the Head Coach should complete an injury report form, provided to all Head Coaches at the beginning of the season. This practice allows the Association to monitor injury patterns and implement safety improvements where needed.

## **Concussion policy**



Creston Soccer Association is committed to creating a safe sport environment where concussions are taken seriously and managed appropriately. We support a "when in doubt, sit them out" approach and require all stakeholders to prioritize the health and recovery of any participant suspected of having sustained a concussion. Coaches should follow the CRT6 Concussion Recognition tool and recommendations.

## Weather

Depending on the conditions of the fields, the start of the season can be delayed if there is a lot of rain, this is because practicing can damage the fields when they are wet.

Practices generally continue in rainy conditions unless the field is unsafe or unplayable. However, **practice must be paused or canceled in the event of lightning or thunder**, and may resume **30 minutes after the last observed event. This is in line with the BC Soccer Policy.**

## Season Structure and Timeline

Month	Activities
Jan – March	Identify Head Coaches
Feb-March	Tournament Selection
March	Registration opens, coaches meeting and schedule planning
April	
May	Team photos
June	Season ends (after the Marysville Tournament)
Summer/fall	Coach-led optional practices
Winter	Coach-led optional practices

The Creston Soccer Association determines age groupings according to level of enrolment each year, typically combining two age categories to ensure there are enough players to compete in competitions.

## Tournaments

Tournament dates can change every year, but generally speaking there are soccer tournaments every year in:

Tournament	Date	Link
Elevation Tournament in Cranbrook	April	
Nelson	First week of May (register in Feb/March to ensure a spot)	<a href="#">Nelson Soccer Association - Terry Walgren Memorial Tournament Information</a>
Fruitvale Mini world cup (U8)	May	<a href="#">Mini World Cup – Kootenay South Youth</a>



and U10 players)		<a href="#">Soccer Association</a>
Invermere	Last weekend of May	<a href="#">Clash of the Titans   Columbia Valley Youth Soccer</a>
Marysville/Cranbrook	Second weekend of June	<a href="#">Kootenay East Soccer Association : Website by RAMP InterActive</a>
Creston Tournament	May/June	<a href="#">Jamboree Rules   Creston FC</a>
Revelstoke tournament	September	<a href="https://www.revsoccer.com/content/little-bear-tournament">https://www.revsoccer.com/content/little-bear-tournament</a>
Sandpoint tournament	September	<a href="#">Sandpoint Soccer</a>
Eye of the storm Fruitvale	Mid September	<a href="#">Eye of the Storm – Kootenay South Youth Soccer Association</a>
Kalispell	September	<a href="#">Flathead Valley United Soccer Club   Tamarack</a>
Cranbrook indoor	November	<a href="#">Kootenay East Soccer Association : Website by RAMP InterActive</a>
Chinook Indoor Cup Lethbridge	Nov/Dec	<a href="#">Lethbridge Soccer Association : Website by RAMP InterActive</a>

It generally costs \$550-650 to register a team in each tournament, this equates to \$50/child. Indoor is 5V5 or 7v7 and generally costs \$250-300.

Coaches should register quickly as some of the tournaments fill up fast, and many have early bird pricing.

Head Coaches are responsible for:

- Registering their team in tournaments
- Notifying the Treasurer to send payment for their team(s)
- Confirming interest from families
- Collecting tournament fees and transferring to the treasurer once all fees are collected
- Reporting any families needing financial support (no player should be excluded).

*Head Coaches are able to delegate these tasks to the team manager/assistant coaches with these functions, but ultimately the responsibility falls on them.*

The Association maintains a confidential fund to assist with tournament fees when families cannot afford to pay.

## Coaching Development

### Coach Qualifications



Coaches must have completed their training within 6 months of accepting their role. One team official is recommended to have standard first aid training (ex: the Head Coach or an Assistant Coach).

**Head Coach:** One head coach is assigned to each soccer team. Head coaches are required to complete:

Criminal Record Check <http://crestonvalleysoccer.com/crc/>

Plus +

Respect in Sport Activity Leader Program

[https://bcsoccercoach.respectgroupinc.com/koala\\_final/](https://bcsoccercoach.respectgroupinc.com/koala_final/)

Rule of Two

Emergency Action Plan

Making Headway Concussion

Making Ethical Decisions

*Once these are completed, send a screenshot of your training to [Londa.m.morris@gmail.com](mailto:Londa.m.morris@gmail.com), send receipts to the club treasurer.*

*These courses are available from the Locker, and coaches must create an account: [Coaching Association of Canada](#)*

PLUS +

Grass roots Age-Specific Course

- Online theory available here: <https://canada-soccer.myshopify.com/collections/grassroots-coaching-education-program>
- Practical in-person must also be completed

CANADA SOCCER GRASSROOTS COACH EDUCATION PROGRAM ONLINE MODULE + PRACTICAL WORKSHOP			
<b>ACTIVE START</b>	<b>FUNDAMENTALS</b>	<b>LEARN TO TRAIN</b>	<b>SOCCER FOR LIFE</b>
If you coach players aged 4-6, complete this workshop	If you coach players aged 6-9, complete this workshop	If you coach players aged 9-12, complete this workshop	If you coach players aged 13+, complete this workshop

**Assistant Coach:** Assistant coaches are required to complete:

- Criminal record check: <http://crestonvalleysoccer.com/crc/>
- Respect in Sports (3 hour long course): [https://bch.respectgroupinc.com/koala\\_final/](https://bch.respectgroupinc.com/koala_final/)
  - Email certificate to: [Londa.m.morris@gmail.com](mailto:Londa.m.morris@gmail.com)
  - Send your receipt to the treasurer for reimbursement.



**Parent Helpers:** Parent helpers cannot work alone with children or groups of children but they can assist coaches at practice. They are required to have:

- Criminal record check: <http://crestonvalleysoccer.com/crc/>

## Applying to become a coach

Coaches may become involved in soccer when their children are playing, and they want to support their child. Alternatively, sometimes we receive interest from community members who enjoy the sport, or just want to get involved in their community. We support all types of coaches!

Community members who are interested in getting involved in coaching should reach out to the Soccer Association, and we can learn more about your experience and suggest an appropriate starting place. Coaches with a lot of experience and training may be ready to step directly into a head coach role, while others may do best to train as an Assistant Coach or Parent Helper first, before taking on more responsibility.

Head Coaches must have the ability to commit the time and energy to practicing, attending games, and completing administrative tasks associated with your team.

## Evaluation and feedback procedures

The Soccer Association uses feedback forms to gather feedback, commonly at the end of the soccer season. However, we welcome feedback at any time throughout the season.

## Financial Management

### Role of the Treasurer:

- Maintains accurate and up-to-date financial records.
- Prepares the annual budget and monthly financial reports.
- Ensures compliance with this policy and relevant legal obligations.
- Oversees banking and bookkeeping functions.
- Coordinates the year-end financial review or audit.

### Board of Directors:

- Reviews and approves the annual budget.
- Monitors financial reports and oversees major financial decisions.
- Approves all expenditures above \$500.
- Ensures financial controls are followed.

## Banking and Accounts



The Association will maintain one primary operating bank account in its name. All funds must be deposited into the Association's account; no personal accounts may be used. All payments must be made by cheque or electronic transfer and must be supported by receipts or invoices.

## Signing Authority

There shall be a minimum of **two signing officers** appointed by the Board (e.g., Treasurer and President). All cheques or electronic payments must be authorized by **two unrelated Board members**. No individual may approve or sign a payment to themselves or a family member.

## Conflict of Interest

Any Board member or volunteer with a financial interest in a proposed transaction must disclose the interest and abstain from decision-making.

## Fundraising

All fundraising must be approved by the Treasurer prior to beginning. All funds must be accounted for and document in writing. Gambling related fundraising must comply with **BC Gaming** policies and requires a gambling license.

Fundraising is optional and can be used for things like subsidizing tournament fees.

Coaches must keep records of all donations or fundraising collected and must give any unspent fundraising to the Soccer Association at the end of the season.

## Complaints policy and process

The Creston Soccer Association strives to provide a fair, confidential, and consistent process for addressing complaints related to:

- Player behavior
- Coach or staff conduct
- Referee decisions (within limits, decisions cannot be overturned, but abuse by a referee can be reported)
- Discrimination, harassment, or abuse
- Administrative or organizational matters

This process applies to all **players, coaches, parents/guardians, officials, volunteers, and staff** affiliated with the Creston Soccer Association.

**Process:**



1. Attempt to resolve the issue directly with the person(s) involved, if it feels safe and appropriate. This can be done through a calm conversation or mediation with help from a coach or team manager.
2. Complaint: If unresolved or not appropriate, any stakeholder, parent, coach, referee, can submit a formal complaint to the Risk Management Board Member. Include:
  - Name and contact information
  - Date and description of the incident
  - Names of involved parties
  - Any evidence (e.g. messages, photos, witness names)
  - Desired outcome or resolution
  - Should be submitted within **14–30 days** of the incident.
3. The Risk Management Board Member will:
  - Acknowledge receipt within **5 business days**
  - Review for completeness and relevance
  - Decide whether to proceed, dismiss, or refer to another body (e.g., police, child protection agency)
4. Investigation
  - A Board Committee investigates, interviewing involved parties and reviewing evidence.
  - If necessary, the accused may be temporarily suspended pending investigation.
  - Investigation Timeline: Typically **10–21 business days** depending on complexity.
5. **Decision and Outcome**, the Association issues a written decision with:
  - Findings
  - Any actions or disciplinary measures
  - Appeal information
  - **Delivered within:** 5–7 days after investigation completion.
6. Appeals: If the complainant or respondent disagrees with the outcome:
  - Submit a **written appeal** within **7 days** of the decision.
  - A new Board Committee will review and issue a final decision.

Possible Outcomes (not exclusive):

- Mediation or conflict resolution
- Formal warning
- Suspension or expulsion (player, coach, official)
- Mandatory training
- Referral to external authorities



- No action (if complaint is unsubstantiated)

All complaints are kept **confidential**, shared only on a need-to-know basis. All complaints and decisions are logged confidentially and kept on record.

No one should suffer retaliation for making a good faith complaint. Retaliatory behavior will result in disciplinary action.

## Platform

Families register for soccer using the PowerUp platform. Child's registration information is stored in the App and coaches who have completed their criminal record check can view the roster, contact families and send group messages.

## Social media

The Social Media Manager (Board position) manages the club's Facebook account. Coaches can send an email to request that updates be shared to social media. It is a good idea to post updates if you are aware of any upcoming news including: Canceled practices, changed location, items left at practice, etc. We also like to share photos of the team at tournaments and practices to promote the club.

## Coaching information

### Introductory parent meeting

Coaches should begin the season by having a parent meeting, this can be the first or last 15 minutes of the first practice of the season. This meeting should include the following information:

- Confirm who the coaches are and their responsibilities
- Confirm who the team manager is and their responsibilities
- Remind parents of the schedule and to arrive early
- Can remind parents where to read the parent code of conduct (our website)
- Depending on age, this may be a good time to talk about tournaments and expectations around games. It is really important that parents communicate with coaches about which tournaments they plan to attend, and pay their fees early. This gives coaches time to determine how many teams will attend the tournaments. We strive to give players fair playing time in games, and it is important for players to attend practices regularly so that they can contribute to games, understand positioning, and be part of the team.

## Preparing for practices





Teams must have one head coach and may have as many assistant coaches as needed to run practices effectively. It is recommended that large groups be split into subgroups with assistant coaches so that children get a chance to touch the ball frequently during practices. This builds participant's skills and also makes the practice more engaging and fun. When groups are too large, children struggle to pay attention and this can be frustrating for both coaches and children. See the Grassroots standards for recommendations on number of coaches to players.

Most practices should have the following components:

- Warm-up
- Small-sided game (size depends on age group)
- Skill building activity
- Small-sided game
- Team cheer/cool down

## Coach absences

We want players to get as much practice as possible throughout the season, and we understand that there may be some valid reasons to cancel a practice, including weather or field conditions. However, if a coach needs to miss a practice, we ask that they make plans with an Assistant Coach to run practices, and if there are not enough Assistant Coaches to do this, then please contact the Soccer Association, who will step in (or find an alternative) to ensure the practice runs smoothly. Note, there must be two adults present at practices to ensure Coaches are not alone with participants, abiding by the Rule of Two.

## Playing time and positioning

In younger age groups, players may struggle to learn positioning. Coaches are encouraged to expose players to multiple positions, especially during practices.

Coaches should aim for players to play a minimum of 50% of games. We understand that this isn't a perfect science, but a pre-game roster should be prepared to ensure there is a plan for subbing players on and off. Refer to the Grassroots standards for recommendations on the number of players to bring to a game based on the age group. Fair treatment does not always mean equal playing time, especially when attendance, behavior, or developmental needs are factors.

**Coaches should strive to provide fair playing time, even when the stakes are high and mistakes could lead to losing a game. It is important for players to learn to manage pressure.**

## Playing up and playing down

The Creston Soccer Association follows BC Soccer's policies on playing up and playing down.

## Gear and Equipment



As part of the registration fees, players receive:

- U5 and U7:** Timbits shirt, shorts, socks and soccer balls. These teams also get medals that are given out at the last practice.
- **U9 and up:** Shorts and socks. These players do not get shirts, but the association provides jerseys that can be borrowed for tournaments. Coaches are responsible for bringing jerseys to tournaments and washing them afterwards.

Coaches will receive an email when the season's clothing has arrived and can be distributed to participants.

Players must provide shin guards and cleats.

Coaches are responsible for making sure that the gear they remove from the trailers is replaced and in good condition. If equipment is damaged or lost, coaches must notify the Equipment and Supplies Manager.

Coaches do not have the authority to loan equipment to other sports or organizations, the Equipment and Supplies Manager (Board position) must be consulted.