

Richmond Hill Soccer Club

Competitive Team Policies & Procedures

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Revision Control Notice

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Revision History

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Table of Contents

1	Introduction	1
2	Youth Player and Parents Rights and Responsibilities	2
3	Team Officials	3
4	Code of Conduct	4
5	Registration	5
5.1	Withdrawal & Refunds	6
5.2	Failed Payments	6
6	Playing Rules	7
6.1	Competition Rules	7
6.2	Referees	7
6.3	Uniform	7
6.4	Game Rules	7
7	Discipline	8
8	Competition Policies	9
8.1	Exhibition Games	9
8.2	Ontario Cup Competitions	9
8.3	Tournaments	9
8.4	Richmond Hill Challenge Cup	9
9	Team Travel	10
9.1	General Rules	10
9.2	Out of Province and International Events	11
9.3	Other Guidelines	11
10	Team Finances	12
10.1	Team Bank Accounts	12
10.2	Fundraising And Sponsorship	13
11	Player Tryouts and Evaluations	14
11.1	Tryout Process	14
11.1.1	Players In Attendance	14
11.1.2	Injury	14
11.1.3	Player Evaluation Criteria	14
11.1.4	Try Out Content	15
11.1.5	Results Notification	15
11.1.6	Other Programming	15
11.2	Player Evaluation	16

1 Introduction

The purpose of this document is to provide all members with an understanding of how the operation of a Competitive Team in the Richmond Hill Soccer Club (the Club) is conducted. This will ensure new and existing members use consistent and experienced procedures to ensure smooth operations on an ongoing basis.

For the purposes of this document, Competitive Team refers to any team that travels outside of Richmond Hill to participate in any event. It includes:

- Representative (Rep) Teams
- Select Teams
- Travel Teams

Members can refer to the Club Library of documents for further information on Club operations:

1. RHSC Constitution
2. RHSC Policies and Procedures
3. House League Rules and Regulations
4. Competitive Team Policies and Procedures

A definition of terms used in any of our documents can be found in the Club Definitions document.



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2 Youth Player and Parents Rights and Responsibilities

1. Be aware of the Club Constitution, Code of Conduct and Rules and Regulations.
2. At all times be responsible for and act responsibly with regard to the health of the Player. Player medications should be administered by the Player or Parent as this is not the role of Team Officials.
3. Follow team rules at all times. Address any concerns in that regard to the applicable Convenor, Club Head Coach or other Club Official responsible for that area.
4. Value effort, teamwork, fair play and enjoyment of the sporting experience. Be gracious in victory and dignified in defeat.
5. All participants including Players and Parents of players shall not harass or criticize Game Officials at any time or for any reason.
6. Show respect at all times for opponents, supporters of opponents, your Team Officials, opponent Team Officials, the role of Game Officials, Game Officials themselves, all other attendees and participants and the game of soccer.
7. Parents should cheer and positively support the efforts of the Players but ought not to try to "coach" or instruct their children from the sideline as this is properly the role of the team Coach.
8. All Players have a right to a fair and reasonable tryout for a Club team in their age group.
9. Players are expected to support the Club's soccer camps and specialized coaching sessions where applicable to them. No club Team shall participate in a camp or clinic operated by an outside agency without the prior approval of the Club Head Coach (with a right of appeal to the Board).
10. Players and Parents should endeavour to maintain playing equipment in clean and tidy condition and treat Club equipment as would a careful owner.
11. Be punctual at all times. If you cannot attend a team commitment, please be sure to advise Team Officials in advance.
12. **In all age groups, Parents should not leave Players or other children unattended at games. Coaches must notify all parents of this.**

3 Team Officials

1. All coaches, managers, trainers and any other persons who assist with any team at the request of the Club or the Team Head Coach are Team Officials.
2. All Team Officials serve at the pleasure of the Club Head Coach on behalf of the Board.
3. No Team Official of any Competitive Team may serve as a soccer coach or Team Official of any other soccer club without the permission of the Club Head Coach on behalf of the Board. Any Team Official of a Rep Team shall immediately disclose to the Club Head Coach any such affiliation or intended affiliation with another soccer club.
4. All female Competitive Teams shall have at least one female Team Official.
5. All Competitive Teams shall have at least one Team Official who is trained and certified in First Aid. No Team Official shall administer medications to Players save for apparent life threatening situations. Parents of Youth Players are responsible for their child's health at all Club sessions, practices, games or functions.
6. All Team Officials shall possess and maintain a level of competence as required from time to time by the Club Head Coach on behalf of the Board at least to any governing body minimum standards.
7. A Coach or Team Official with a child on a team shall refrain at all times from favouring their own child as a team Player.
8. No Team Official shall abuse or harass any Game Official.
9. Competitive Head Coaches may receive an honorarium from their Team. Any honorarium must be pre-approved by the Club Head Coach.
10. The Club Head Coach shall have the right to pre-screen any and all guest or assistant Coaches that any Club Coach wishes to involve in the training or development of his/her team.
11. All Team Officials, when releasing a Player from the team or from a tryout with the team shall do so with reasonable sensitivity and shall do so in a constructive manner explaining the reasons to the Player and a Parent or guardian of a Youth Player. Where the player(s) being dismissed have been roster player(s), the Coach may make available a written evaluation of the player in question to help to explain the Coach's reasoning. Dismissals shall be done in a pre-agreed manner and if "face to face" the Coach should have present another Team Official as witness. Where a Coach believes that a dismissal of a player may be a controversial issue, that Coach shall inform the Club Head Coach of the situation with as much advance notice as possible.
12. All Team Officials shall conduct themselves as responsible adults while in the presence of all Players mindful of the positive example that they are expected to set. In particular, and without restricting the generality of the rule, no Coach shall offer to or encourage the use of alcohol, non-prescription drugs or tobacco products to any youth player at any time.

4 Code of Conduct

All participants agree to abide by the RHSC Code of Conduct.

5 Registration

1. All Players and Team Officials must be registered with the Richmond Hill Soccer Club (RHSC) on the Ontario Soccer Association's (OSA) computerized system.
2. Players will be registered to their respective teams by Club Officials.
3. Age groupings shall be taken from the OSA's Registration Guide.
4. A Team found guilty of using an ineligible player will be subject to disciplinary action at the discretion of the Discipline Committee.
5. All Players and Team Officials must have an OSA Passport updated with the current season and league and be registered twenty-four (24) hours prior to playing in any League, Cup or Playoff game.
6. Players, Team Officials and Teams are subject to the registration rules of their League.
7. Each Team is responsible for ensuring that Team rosters are submitted to the respective League according to League rules.
8. Any Teams wishing to participate in Tournaments, Indoor Soccer Leagues or other competitions must have the approval of the Club Head Coach.

5.1 Withdrawal & Refunds

All requests to have a Player withdraw from a program must be made in writing clearly stating the Player's name, the age and Team currently registered with (if known) and the reason for the withdrawal. All requests must be mailed or delivered to the Club. Withdrawal and refund requests will not be handled over the telephone.

Consideration for refund requests will be given according to the following guidelines:

Situation	Details	Refund Information
Refund request received up to and including the Club refund deadline.	Written notification is received up to and including May 15 th of the outdoor season.	Receive a refund less a \$75 administration fee from the standard Club registration fee. All rep surcharge fees are non-refundable.
Indoor season refund requests.		No refund or credit will be issued.
Refund request received after the second week of program.	Written notification is received after the second week of the program.	No refund or credit will be issued.
Program is cancelled.	A player cannot be accommodated due to divisions being full, insufficient enrolment in a program, or other reasons as determined by the Club.	A full refund will be made.
Participant is removed from the program by the Club.	A player is removed from the program by the Club due to discipline, breach of Club Policies or other issues.	No refund or credit will be issued.
Participant can no longer attend due to medical reasons.	Written notification is received. A doctor's note must accompany the request for withdrawal for a refund to be considered.	A pro-rated refund of the club registration fee for any games remaining as of the date the refund request is received, accompanied by a doctor's note.

Submission of a refund request does not guarantee a refund. Please allow four to six weeks for refund processing. Note that non-attendance does not constitute a notice of withdrawal.

5.2 Failed Payments

All instances of failed payments when depositing cheques or processing deferred credit card transactions will be subject to an administrative fee of \$30.

6 Playing Rules

6.1 Competition Rules

1. All Team Officials must make themselves familiar with the rules of the League, Cup, Tournament or other competition they are playing in.
2. All Team Officials are responsible for ensuring compliance with their competition rules.

6.2 Referees

1. All participants must respect the Referee.
2. The RHSC will not tolerate the abuse of any Game Official, for any reason.

6.3 Uniform

1. Players must wear the full uniform provided by the RHSC. This includes the proper shirt, shorts and socks.
 - a. Except in the case of conflict with the opposing team, the uniform to be worn for Home games should include the green jersey;
 - b. Except in the case of conflict with the opposing team, the uniform to be worn for Away games should include the white jersey.
 - c. Any 3rd jersey (training or alternate shirt) cannot be worn during official League games, Cup games or Ontario Cup games.
2. Coaching staff must wear attire provided by the Club.
3. All alternate or 3rd jerseys must be approved by the Club prior to use.
4. Teams are not allowed to put individual Player names on the uniform.
5. Players must wear shin guards for the duration of all practices and games.
6. Shoes appropriate to the season and facility must be worn. E.g. outdoor cleats or indoor soccer shoes. Under no circumstances are metal studs to be worn.
7. No jewellery of any kind may be worn.
8. No hats may be worn.

6.4 Game Rules

All game rules shall be determined by the League, Cup, Tournament or competition the Team is involved in.

7 Discipline

1. Any Player or Team Official is subject to the rules, regulations and discipline proceedings of their League or other competition.
2. Every Team is responsible to the League for the actions of its Players, Team Officials and Spectators and is required to take all precautions necessary to prevent Spectators from abusing, threatening, or assaulting Game Officials, Club Officials, Players, and Facility Staff.
3. In exceptional circumstances, the Club may convene a Discipline Committee to deal with Team issues.
4. Anyone found guilty and subsequently penalized by the Discipline Committee, has the right to appeal the decision to the appropriate committee of the York Region Soccer Association in accordance with their Policies and Procedures on Appeals.
5. Any Player, Coach or individual under suspension as a result of disciplinary action, shall not be allowed to participate in any soccer games or practices until the suspension has been served.
6. Any fines levied as a result of disciplinary actions will be paid by the guilty party or the Team.

8 Competition Policies

8.1 Exhibition Games

1. All Teams are subject to the York Region Soccer Association policies and procedures for attending or hosting Exhibition Games.
2. Team Officials must be aware of these procedures and follow them accordingly.

8.2 Ontario Cup Competitions

1. The Club shall register Teams in the Ontario Cup, Ontario Indoor Cup and Ontario Futsal Cup that it feels should be entered and will be competitive in their division.
2. If a Team is not entered in the Ontario Cup, the Club will provide fees for one alternate tournament.

8.3 Tournaments

1. Teams should enter tournaments appropriate for the age group and ability of the Players.
2. All Teams enter any competition at the discretion of the Club Head Coach.
3. For Team playing in age groups up and including U10, the maximum number of tournaments they can enter in the summer season (May – September) is 4.

8.4 Richmond Hill Challenge Cup

1. The Richmond Hill Challenge Cup is normally scheduled for the second weekend in September after Labour Day.
2. Richmond Hill Teams are required to attend unless there is a conflict with Ontario Cup, League, League Cup or other sanctioned competition. Teams may be excused from participating at the discretion of the Club Head Coach.
3. The fee for Richmond Hill Teams is 50% of the standard tournament entry fee.

9 Team Travel

The Club recognizes that travel is part of the competitive soccer experience and provides opportunities for Players to gain valuable experience when exposed to different teams, coaching and cultures.

Travel may refer to any team activity that takes place outside of the Town of Richmond Hill and may include, but is not restricted to, the following:

- District leagues and tournaments;
- Out of district competitions; and
- International events.

All Team Officials, Players and Parents must understand that they are representing the Club, the Town of Richmond Hill and are expected to behave in an appropriate and responsible manner.

9.1 General Rules

1. Approval of the Club Head Coach must be received prior to planning any travel activities.
2. All teams must follow the published Club, YRSA, OSA and CSA rules regarding team travel permission.
3. All Players must have an up-to-date medical information form completed prior to travel and this information must be provided to the Coach or Manager and the Club.
4. For travel outside of Canada and the United States, a letter showing acceptance of the Team and an itinerary from the Host Organization must be provided to the Club.
5. All Players and Team Officials who travel outside Ontario with respect to a Club activity shall arrange and be responsible for travel health insurance and all travel authorizations in the applicable jurisdictions.
 - a. The YRSA has a form that parents must sign listing their insurance company and policy number. Alternatively, insurance may be purchased through the OSA.
 - b. Copies of all documentation shall be lodged with Club and Team Officials before travel.
6. All Teams must arrange for an appropriate "Permission To Travel" from the Club and the appropriate governing body.
7. Teams are expected to cover the travel costs for the Head Coach.
8. Under no circumstances shall a Player enter the room of another Player who is of the opposite sex.
9. Youth Players are not permitted to drink alcohol under any circumstances (even with parental permission).
10. Players must follow the team itinerary and rules at all times. (e.g. curfew, meal plans, code of conduct).
11. When staying in dormitories, hotels and other similar accommodation:
 - a. Players may not leave the premises without the Manager or Coach's permission even if accompanied by a parent or guardian.
 - b. Players must obey any rules and regulations specific to their accommodation.
12. If a conference is necessary between a Player(s) and the Coach or Manager, it shall take place in a private manner and witnessed by at least one other Team Official or adult.
13. If a Player fails to or refuses to follow the team rules and the Club Code of Conduct, he/she may be withdrawn from the event and sent back home at the sole discretion of the Coach. All

expenses incurred will be the sole responsibility of the Player and will not be reimbursed by the Team or Club.

9.2 Out of Province and International Events

1. A detailed itinerary must be provided to the Club, all Parents and Players by the Coach or Manager before departure for any event which takes place outside of Ontario.
2. The Team must designate four (4) Chaperones for all out-of-province travel.
3. Players must follow the guidance and direction of the designated Chaperones at all times during the trip.

9.3 Other Guidelines

1. Where practical, all Players are to travel together as a Team. Any exceptions must be approved by the Coach.
2. When travelling as a team, all Players are to wear similar clothing and Club attire (e.g.: khaki pants/shorts and white polo style tops).

10 Team Finances

10.1 Team Bank Accounts

1. Teams may maintain a bank account with the Club for such purposes as fundraising, savings, tournament entry fees and other legitimate Team needs.
2. All Team bank accounts shall have at least two signatures required for all chequing and withdrawal procedures and these two people shall not be from the same immediate or extended family.
3. Coaches must not be signatories on Team accounts.
4. All Team bank account statements shall be copied and made available to all Team Members twice annually at approximately six month intervals, at a minimum.
5. All Teams shall keep and maintain basic minutes of Team meetings where financial decisions and/or Team bank account decisions are made.
6. The Club's Chief Financial Officer (C.F.O.) may at any time examine any and all aspects of Team finances and the Team Officials shall cooperate immediately and fully with any such examination. In any event a brief financial statement of any such Team accounts together with the most recent bank statement shall be filed annually with the Club C.F.O. by September 30.
7. Savings balances in Team bank accounts are for the benefit of Team goals and costs and are non-refundable in whole or proportionate part to any Player or their family for any reason.
8. Should a Team be dissolved by the Club:
 - a. All Club, League and other Association fees must be paid; and
 - b. The remaining savings balances in Team bank accounts shall be equally divided among the Team member families at the time of dissolution.
9. **Upon dissolution, Teams are encouraged to make a donation to the Richmond Hill Soccer Club Memorial Scholarship Fund.**

Internal Bank Accounts

1. All Team bank accounts are managed through the Club. Each Team account is separately maintained and tracked by the Club.
2. When a Team account is created, teams must complete an account setup form that clearly identifies the signatories for the account.
3. Deposits and Withdrawals to the Team account must clearly indicate the team account and be provided on the appropriate form provided by the Club.

External Bank Accounts

1. Teams must not have a bank account which operates outside of the Club.

10.2 Fundraising And Sponsorship

1. Teams may engage in individual Team fundraising through sponsorship or other lawful means but all such efforts are subject to the common sense of good taste for a youth sports Club, consistent with Club objectives and with the Club Constitution. Fundraising activities should be conducted with the safety of Youth Players and all participants as the paramount consideration and the Parents of these Players are at all times responsible in that regard.
2. Teams may reflect sponsorship recognition on player equipment, banners and plaques or in any other reasonable manner subject to the approval of the Board.
3. In the event that a team wishes to use the Club logo in any fundraising activities, logo artwork must be obtained from the Club and logo use must be approved by the Board.

11 Player Trials and Evaluations

11.1 Trial Process

For all RHSC competitive programming, all players must attend a minimum of three (3) training sessions before being selected into the intended program. While some programs have numerous and on-going opportunities to join throughout the year (for example, Junior Raiders), other programs may only hold such opportunities at certain dates.

There is no maximum number of players that will be admitted into a team/program trial process. If the number of players at one training session exceeds an amount that is possible to fairly assess all players, then additional training sessions will be added or RHSC staff coach support will be provided.

11.1.1 Players In Attendance

All players (new and returning) attending trial sessions will:

1. Receive information from RHSC regarding the trial process, key contact information and team commitments/requirements as necessary
2. Register online and pay the RHSC trial fee (\$30) which covers the cost of 3 sessions.
3. Players must be registered 24 hours prior to any trial session.
4. Complete a player background information form
5. Wear appropriate soccer attire, which includes shin guards and appropriate soccer shoes. Clothing or uniform pieces from previous teams should not be worn to any trial session.
6. Players must provide the online registration receipt to ensure admittance into the trial session.

The online trial registration system will collect all necessary player information including previous playing history.

Parents are not allowed on the field for trial sessions but may remain at a suitable viewing area.

11.1.2 Injury

In the event of injury that prevents a player from participating to the best of their ability, a doctor's note must be provided that indicates an approximate date when the player can resume physical activity and training. Players will coordinate with the program director a suitable opportunity to attend other training sessions in order to be evaluated.

11.1.3 Player Evaluation Criteria

All players will be evaluated by two of the Club Head Coach, Technical Director, Staff Coach, Age Group Leader, Team Head Coach, or Team Assistant Coach.

Players will be selected based on a combination of their attributes in a four-corned approach to player development:

1. Technical/Tactical (age-appropriate)

Technical: Soccer-specific skills including dribbling, passing, receiving, finishing, tackling, etc.

Tactical: The players' ability to understand the principles of play in attacking and defending situations.

This is key to success in soccer, and coaches will differentiate players according to their decision-making and problem solving abilities.

2. Physical

Physical: The players' endurance, work rate, agility, speed, etc.

Players will be evaluated based on strength, speed, agility, flexibility, coordination, and conditioning.

3. Social/Emotion

Social: The players' development of social skills, personal identity, self-expression and self-determination.

Emotion: The players' emotional control and maturity.

We expect one to play with confidence. The player should be able to remain composed and deal with adversity. Players will be evaluated based on how they interact with others.

4. Psychological

Psychological: The players' attitude, desire to excel, training mentality, confidence, commitment, etc.

Players will be expected to have a positive attitude, self-motivate and be confident when participating.

11.1.4 Trial Content

Trial sessions will primarily consist of evaluation in technical sessions with a focus on playing in small-sided games.

11.1.5 Results Notification

After being evaluated by the coaching staff, players will receive notice of their results via email within one week following the final trial session. Players will be provided with a form that assesses their performance during the trial sessions.

11.1.6 Other Programming

RHSC offers development programs for all players who are not successful at the trial. Players are encouraged to try a lower level of competitive play if appropriate, or participate in the many development programs offered by the Club to improve their skill. This includes Club Academy, Raider Development Program, Camps and other similar programs run by Club Staff.

Players may register again in future seasons.

11.2 Player Evaluation

Coaches are required to evaluate players at the end of every season using the following RHSC Player Evaluation Form Template for their age category:



U8-U12



U13+