

**Pickering Soccer Club Inc.
Policy Manual**



**Version: 2008
September 30, 2008**

Version	Date	Changes
2007	October 17, 2007	As passed at the 2007 AGM: <ul style="list-style-type: none">• 17-1 – Team Colours - amended
2008	September 30, 2008	As passed at the Feb/08 Board meeting <ul style="list-style-type: none">• 16-4 – Play Up Eligibility - amended

CHAPTER 1

POLICY 1-1 – ABBREVIATION

The official abbreviation for the name of the Corporation shall be “PICKERING SOCCER or P.S.C., or PICKERING SOCCER CLUB” and use of such abbreviations shall be promoted and encouraged whenever possible.

POLICY 1-2 – USE OF NAME

The use of the name of the Corporation or the official abbreviation of the same shall be limited to the Corporation only.

CHAPTER II

SEAL AND INSIGNIA

POLICY 2-1 – USE OF INSIGNIA

The use of the official insignia of the Pickering Soccer Club and its adaptations shall be limited to the Corporation. Supply items of any type bearing the name of the official insignia of the Corporation must be submitted to and approved by the Executive Committee or the Board.

CHAPTER III

CONFERENCES AND MEETINGS

POLICY 3-1 – REGIONAL MEETINGS

1. The President or his/her designate and accredited representatives shall be the chief delegate at all Regional meetings.
2. The President may also attend meetings outside the Durham Region should the need arise.
3. The Pickering Soccer Club votes shall be cast in accordance with the direction given by the Board of Directors of the Pickering Soccer Club.

POLICY 3-2 – CANDIDATES FOR REGIONAL OFFICE

1. Candidates for regional office may be proposed by any member of the Pickering Soccer Club. The Pickering Soccer Club’s Board of Directors shall approve any nomination before it is submitted to the Durham Region.
2. Individual members of the Pickering Soccer Club wishing to seek an elected Regional Office must declare their intentions to do so at a meeting of the Board of Directors of the Pickering Soccer Club prior to the Regional annual General Meeting at which the candidate wishes to stand for office.
3. The Board of Directors of the Pickering Soccer Club shall approve only candidates for Regional Office who meet the requirements for Regional Office as set out in the D.R.S.A. Constitution.

POLICY 3-3 – RESOLUTIONS

Resolutions may be submitted to the Regional Meeting provided approval is given to the content of such resolutions by the Board of Directors of the Pickering Soccer Club. All resolutions shall be forwarded to the Secretary of the Pickering Soccer Club.

CHAPTER IV

MEMBERS OF THE CORPORATION

POLICY 4-1 – REGULAR MEMBERS

1. A regular member as set out in By-Law 5-1, shall be a parent or guardian who has a child under 18 years of age, or any adult 18 years of age or more playing on a soccer team of the Pickering Soccer Club in the current year.
2. A coach of the Pickering Soccer Club shall be considered a regular member of the Pickering Soccer Club and shall have the same rights as a parent in the Club.

POLICY 4-2 – ASSOCIATE MEMBERS

Associate members as defined in By-Law 5.3 shall be entitled to the following services upon request:

- a) a copy of the Pickering Soccer Club newsletter
- b) a copy of the Annual Directory
- c) a copy of all Sponsors
- d) material from Ontario Soccer Association Seminars

CHAPTER V

TERMINATION OF MEMBERSHIP

POLICY 5-1 – MEMBERSHIP TERMINATION OF MEMBERSHIP

1. The Board of Directors of the Pickering Soccer Club shall at its discretion terminate a member's membership in the Pickering Soccer Club if, in the eyes of the Board that the member has acted in a manner that offends the stature and well being of the Pickering Soccer Club.
2. The decision to withdraw a membership must be communicated to the individual member by the Secretary either by telephone to the last known address of the individual. If no objection is received within 30 days of the said letter or telephone call, the decision of the Board of Directors is final and the ban will become effective immediately.
3. If the decision is appealed the appeal shall be heard at the next meeting of the Board of Directors.

CHAPTER VI

FINANCES

POLICY 6-1

Services to members should be covered by membership dues, registration dues or other funds raised by the Pickering Soccer Club.

POLICY 6-2

The Pickering Soccer Club shall actively seek sponsorship from local business to supplement the membership/registration dues.

POLICY 6-3

Except for items of a capital nature and for matters of extreme emergency, expenditures in any year shall not exceed income for that year.

POLICY 6-4 – INVENTORIES

All property of the Corporation shall be held in the name of the Pickering Soccer Club Inc. The Secretary shall be accountable and shall be responsible for all property including furnishings, office equipment and gifts presented to the Club.

Upon assuming office, a new Secretary shall immediately become accountable for the aforementioned property and shall sign a written inventory of properties received, a copy of which shall be furnished to the President and Treasurer.

POLICY 6-5 – SUPPLIES

1. The Promotion Director shall maintain an inventory of supplies based on officially approved designs as a membership service. The Director shall maintain records of supplies purchased and shall submit to the Board of Directors a complete inventory of supplies. The promotion of any Pickering Soccer Club designated item of jewelry or supplies shall be handled exclusively by the Pickering Soccer Club and any new item proposed shall be referred to the Board of Directors for consideration.
2. The sale or resale of any item of supply which might bear the name of insignia of the Pickering Soccer Club shall be approved by the Board of Directors of the Pickering Soccer Club.

POLICY 6-6 – BOND

All authorized signing officers and all employees of the Corporation shall be covered by a blanket fidelity bond taken out in the name of the Corporation.

POLICY 6-7 – INVESTMENT OF THE RESERVE FUND

A reserve fund shall be established with moneys accruing from the Corporation's finances and shall be invested as follows:

- a) Interest or other income from reserve fund investments shall accrue and become part of the fund.
- b) Any investment of reserve funds shall be made in accordance with the direction of the Board of Directors.

CHAPTER VII MEETING OF MEMBERS

POLICY 7-1 – ANNUAL GENERAL MEETING

The Annual General Meeting of the Pickering Soccer Club shall be held at a time designated by the Board of Directors of the Corporation, but at no time is it to exceed ninety (90) days after the end of the fiscal year.

POLICY 7-2 – QUORUM

The requirements of a quorum shall be fulfilled when the membership present represents thirty-five (35) members.

POLICY 7-3 – MAJORITY

Unless otherwise required all questions shall be decided by a majority vote of the membership present.

CHAPTER VIII OFFICERS

POLICY 8-1 – SLATE

At least fifteen (15) days prior to the Annual General Meeting the Secretary shall forward by first class mail to each member in good standing a slate of nominees for the office whose nominations were received before the nomination deadline and thereafter.

POLICY 8-2 – DUTIES OF THE PRESIDENT

1. The President shall serve as the Chief Executive officer of the Pickering Soccer Club. He/she shall preside at all meetings of the Board of Directors, Annual General Meeting and Executive Committee. He/she shall supervise overall operation of the Corporation and shall attend the Spring and Annual General Meeting of the Durham Regional Soccer Association. He/she shall execute and administer the policies of the Corporation as established by the General Membership and the Board of Directors.
2. Through his/her acceptance of the office he/she must accept full responsibility to maintain at all time the dignity of the Pickering Soccer Club. He/she shall make every effort to increase the prestige and to promote soccer in the City of Pickering and the Durham Region.
3. He/she shall have the powers and accept the responsibilities which are usually vested in the office of similar Corporations.
4. The President shall be an ex-officio member of all committees of the Pickering Soccer Club.
5. The President shall be elected in a year ending with an even number and shall serve for a period of two years.

POLICY 8-3 – DUTIES OF THE EXECUTIVE VICE PRESIDENT

1. He/she shall be a member of the Executive Committee and Board of Directors.
2. He/she shall assume the responsibilities and duties of the President should the President be absent or unable to act.
3. He/she shall be responsible for ensuring that all Pickering Soccer Club teams have adequate playing facilities and that these facilities are properly maintained by the City of Pickering.
4. Prior to the beginning of each outdoor season he/she shall meet with the Vice President Operations of the Pickering Soccer Club to ascertain their playing field requirements for the ensuing season.

5. He/she shall be responsible for ensuring all City of Pickering soccer fields that the Pickering Soccer Club teams play on are lined according to FIFA rules.
6. He/she shall be responsible for assigning fields during the outdoor season to each team of the Pickering Soccer Club and playing time to each team for the indoor season.
7. He/she shall be the liaison between the City of Pickering and the Club for playing field conditions and any other needs that the Club may have during the outdoor or indoor season.
8. He/she shall be responsible for issuing playing permits to each outdoor team and to Clubs who wish to use Pickering Playing facilities, always bearing in mind that Pickering Soccer Club needs be met first.
9. He/she shall be responsible for issuing indoor soccer permits to all Pickering Soccer Club teams and to teams who wish to use the indoor facilities, always bearing in mind that Pickering Soccer Club teams get preference over all other users of these facilities.
10. He/she shall assume such additional duties and responsibilities as may be designated to him/her by the President or Board of Directors.
11. The Executive Vice President shall be elected in a year ending in an odd number and shall serve for a period of two years.

POLICY 8-4 – DUTIES OF THE VICE PRESIDENT OPERATIONS

1. He/she shall be a member of the Executive Committee and Board of Directors.
2. He/she shall administer his/her area of responsibility in accordance with the By-Laws and Policies of the Pickering Soccer Club.
3. He/she shall report on the activities of the teams within his/her jurisdiction.
4. He/she shall plan and arrange to acquire convenors for the Pickering Soccer Club House League and in the event the Position of Head Coach is vacant he/she shall plan and arrange to acquire qualified coaches for the outdoor and indoor soccer season.
5. He/she shall guide and assist in the development of the teams within the Pickering Soccer Club House League system.
6. In the event that the position of Head Coach is vacant he/she shall plan and arrange that all House League coaches receive adequate technical training in soccer techniques.
7. He/she shall be responsible to ensure that House League teams participate in soccer competitions within and outside the Durham Region.
8. In the event that the Head coach position is vacant he/she shall be responsible for appointing coaches for the House League All-Star Teams.
9. Carry out such other duties as assigned by the Board of Directors.
10. The Vice President Operations House League shall be elected in a year ending with odd number and shall serve for a period of two years.

POLICY 8-5 – TREASURER

(PART 1) – DUTIES

1. He/she shall be a member of the Executive Committee and Board of Directors.
2. He/she shall be responsible for the financial affairs of the Corporation and shall keep the Board of Directors informed of the state of the finances of the Corporation. He/she shall attend all Executive, Board and General Meetings of the Corporation.
3. He/she shall prepare a budget for the ensuing year of the Corporation.
4. He/she shall each year cause to be prepared and presented at the Annual General Meeting an audited financial statement of Income and Expense and a Balance Sheet from the first day of October of the previous year to the 30th day of September of the year of such Annual General Meeting.
5. The Treasurer shall be the Chairman of the Finance Committee.
6. Carry out such other duties as assigned by the Board of Directors.
7. The Treasurer shall be elected in a year ending in an odd number and shall serve for a period of two years.

(PART 2) – FINANCE COMMITTEE

The Finance Committee shall:

1. Assist the Treasurer of the Pickering Soccer Club in reaching objectives as outlined by the Board of Directors.
2. Critically analyze the budget proposals to be submitted to the Board of Directors.

3. Draft recommended policy on annual membership dues and registration fees.
4. Review the accounting procedures of the Pickering Soccer Club.
5. Draft recommendations on the financing of the Pickering Soccer Club.
6. Review and present recommendations on the suggestions of the Auditors of the Pickering Soccer Club to the Board of Directors.
7. Attend the meeting prior to the Annual General Meeting to finalize recommendations to the Board of Directors and to the Annual General meeting of the Pickering Soccer Club.
8. Provide assistance to the Board of Directors in seeking funds from the Provincial Grant System.
9. Carry out such other duties as assigned by the Board of Directors.

POLICY 8-6 – SECRETARY

1. He/she shall be a member of the Executive Committee and Board of Directors
2. He/she shall be the Chief Administrative Officer of the Pickering Soccer Club, responsible directly to the President.
3. He/she shall be the custodian of the Seal of the Corporation and all books, papers, records, correspondence, contacts and other documents belonging to the Corporation.
4. He/she shall attend all meetings of the Board of Directors and Executive Committee of the Pickering Soccer Club and record all facts and minutes of all proceedings in a book kept for that purpose.
5. He/she shall notify all members of the Board of Directors and Executive Committee of meetings, giving date, time and place.
6. In consultation with the President prepare an agenda for each meeting.
7. Carry out such other duties as assigned by the Board of Directors.
8. The Secretary shall be elected in a year ending in an even number and shall serve for a period of two years.

POLICY 8-7 – PUBLICITY DIRECTOR

1. He/she shall be a member of the Board of Directors.
2. He/she shall be responsible for the publication of the Pickering Soccer Club News Magazine four times per year.
3. He/she shall provide local newspapers with factual accounts of soccer activities in the Pickering Soccer club.
4. He/she shall coordinate the taking of photos for all teams in the indoor and outdoor seasons.
5. He/she shall foster the closest and friendliest relationships with the Club's sponsors, the City of Pickering and Durham Region.
6. He/she shall cooperate with the Durham Region Soccer Association in providing news.
7. Carry out such other duties as assigned by the Board of Directors.
8. The Publicity Director shall be elected in a year ending in an even number and shall serve for a period of two years

POLICY 8-9 – DIRECTORS

I – SPONSORSHIP

1. He/she shall be responsible for ensuring that each indoor and outdoor soccer team fielded by the Pickering Soccer Club is sponsored.
2. He/she shall be the prime liaison person between the Club and the sponsors and shall keep the sponsors and the Board of Directors informed of the events that affect them.
3. He/she shall develop and maintain a data base of companies within the City of Pickering so that they can be approached for sponsorship at the appropriate time of year.
4. Carry out such other duties as assigned by the Board of Directors.
5. The Sponsorship Director shall be a member of the Board of Directors, shall be elected in a year ending in an odd number and shall serve for a period of two years.

II – DIRECTOR AT LARGE, INDOOR, EVENTS AND TOURNAMENTS

1. He/she shall act as the general chairman of the Pickering International Tournament.
2. He/she shall act as the general chairman of the Social Committee which shall be responsible for hosting one dance for the general membership at the end of the Outdoor Soccer Season and two (2) outdoor events for the players, one (1) at the beginning and one (1) at the end of the Outdoor Soccer Season.

3. Carry out such other duties as assigned by the Board of Directors.
4. The Director at Large shall be a member of the Board of Directors, shall be elected in a year ending in an odd number and shall serve for a period of two years.

III – REFEREE IN CHIEF

1. He/she shall ensure that all Boys House League, Girls House League, Select teams and Girls Competitive teams fielded by Pickering Soccer Club on its own home fields or in gymnasiums are staffed by qualified or licensed referees retained by the Club.
2. Prior to the start of each soccer season he/she shall ensure that interested referees are trained and licensed by the appropriate accredited authorities.
3. He/she shall ensure that each junior referee is assigned to a senior referee to ensure that development of that referee is carried out in an orderly fashion.
4. He/she shall ensure that each referee on the Club's payroll is paid an appropriate fee on a regular basis by the Club.
5. The Referee in Chief shall be a member of the Board of Directors, shall be elected in a year ending in an odd number and shall serve for a period of two years.
6. He/she shall be a minimum level 4 referee.

IV – BOYS AND GIRLS – COMPETITIVE LEAGUE

1. The two representative directors shall be a member of the Board of Directors.
2. He/she shall administer his/her area of responsibility in accordance with the By-Laws and Policy of the Pickering Soccer Club.
3. He/she shall report on the activities of the competitive teams within his/her jurisdiction.
4. He/she or his/her designate shall represent the Pickering Soccer Club at all Board of Directors meetings of the Central Soccer League ,or Central Girls Soccer League, Central East Soccer League and report to the Pickering Soccer Club's Board of Directors on all deliberations.
5. In the event that the Position of Head Coach is vacant he/she shall plan and arrange to acquire qualified coaches for all outdoor soccer season competitive teams of the Pickering Soccer Club.
6. He/she shall guide and assist in the development of the competitive teams within the Pickering Soccer Club to ensure player retention and high competitive standard of play.
7. In the event that the position of Head Coach is vacant he/she shall plan and arrange that all competitive team coaches receive adequate technical training in soccer techniques and ensure that high competitive standards are maintained at all times.
8. He/she shall be responsible to ensure that all competitive teams are given the opportunity to participate in soccer competitions within and outside the Durham Region.
9. He/she shall assist when required in ensuring that referees are provided for competitive league games being played on Pickering Soccer Club fields.
10. Carry out such other duties as assigned by the Board of Directors.
11. The Director Boys Competitive League shall be elected in a year ending with an even number and shall serve for a period of two years. The Director Girls Competitive League shall be elected in a year ending with an even number and shall serve for a period of two years.

V – HOUSE LEAGUE DIRECTORS MICRO, MINI, FULL FIELD

1. The House League Directors – Micro, Mini and Full Field soccer report to and come under the direction of the VP Operations.
2. The House League Directors will be the general assistant to the VP Operations and will represent him/her at any meeting the VP Operations cannot attend.
3. The House League Directors shall be responsible for appointing coaches for House League Teams.
4. The three (3) House League Directors shall be members of the Board of Directors, The Micro and Mini Directors shall be elected in a year ending in an even number and shall serve for a period of two years. The Full Field Director shall be elected in a year ending in an even number and shall serve for a period of two years.

CHAPTER IX INSURANCE

POLICY 9-1 – INSURANCE

Each year liability insurance and a Sports Accident Package shall be purchased from the Ontario Soccer Association for all Members, Officers and Employees of the Pickering Soccer Club. Optional insurance shall be purchased to cover the assets of the Corporation.

CHAPTER X BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

POLICY 10-1 – EXECUTIVE COMMITTEE RESPONSIBILITIES

The Executive Committee shall be responsible for the efficient operation of the Corporation in accordance with By-Laws and Policies and carry out the wishes of the Board and shall recommend such changes of policy and programs felt to be beneficial to the corporation.

POLICY 10-2 – BOARD OF DIRECTORS RESPONSIBILITIES

The Board of Directors shall be the governing body of the Corporation. Board members must be completely conversant with the Corporations program policies as well as with the By-Laws and Policies.

POLICY 10-3 – QUORUM

At meetings of either the Executive Committee or the Board of Directors, the requirement of a quorum are met if half (1/2) of the duly elected members are present.

POLICY 10-4 – CLOSED MEETINGS

Where, at the discretion of the President it is deemed that particular business should be discussed in camera, upon unanimous agreement, all but members of the Board of Directors may be excluded from any portion of the meeting.

CHAPTER XI TOURNAMENTS AND OTHER EVENTS

POLICY 11-1 – TOURNAMENTS

1. If possible the Pickering Soccer Club shall host the Pickering International Invitational Tournament every year during the August Civic holiday. A Committee shall be formed under the General Chairmanship of the Executive Vice President of the Pickering Soccer Club to host the tournament. Competitive teams shall be invited to participate in the tournament and teams from the Pickering Soccer Club shall be invited, at the discretion of the Committee to participate in this tournament.
2. If possible the Pickering Soccer Club shall host the Pickering Girls Select Tournament every year in mid June. A Committee shall be formed under the General Chairmanship of the Vice President Operations of the Pickering Soccer Club to host the tournament. Select teams shall be invited to participate in the tournament and teams from the Pickering Soccer Club shall be invited, at the discretion of the Committee to participate in this tournament.
3. At the discretion of the Board of Directors, the Pickering Soccer Club may host such other tournaments as they may see fit.
4. Every competitive and select house league team of the Pickering Soccer Club shall be encouraged to enter tournaments to enhance their competitive playing ability and to foster better soccer in the Pickering Soccer Club. It shall be incumbent upon the Vice President Operations to ensure that each coach within their jurisdiction is fully informed of upcoming tournaments. Each coach shall inform the respective Vice President of the tournaments he wishes to attend during the ensuring year.

CHAPTER XII DISCIPLINE

POLICY 12-1 – DISCIPLINE

Discipline shall be entrusted to a Discipline Committee, the Chairman of which shall be the Immediate Past President of the Board of Directors. The Discipline committee will hold Discipline Hearings on a regular basis to deal with reported misconduct. The procedures that Club Officials and the Discipline Committee will follow are outlined in Appendix A, of the Club Policy Manual.

CHAPTER XIII RESOLUTIONS

POLICY 13-1 – RESOLUTIONS BRIEFS

Resolutions shall be circulated to the Executive Committee for review and they shall be placed on the agenda of the Annual General Meeting for discussion. The final disposition shall be at the discretion of the General Membership.

CHAPTER XIV ELECTION PROCEDURES

POLICY 14-1 – NOMINATION AND ELECTIONS

1. The Nominations and Elections Chairman shall encourage the maximum number of qualified Pickering Soccer Club Members to become candidates for office and ensure that elections are carried out in a fitting and proper manner in accordance with the By-Laws and Policy of the Corporation. a) He/she shall present to all candidates well in advance all data, procedures and requirements pertaining to the nomination and election of officers b) He/she shall act as the Chief Scrutineer for the election.
2. Procedure – The Nominations and Elections Chairman shall announce the complete slate of candidates, outline the manner in which ballots are to be marked and commence the election of the President first. The same procedure shall be repeated for any succeeding ballots. The name of the successful candidate shall be announced by the Chairman.

CHAPTER XV FISCAL YEAR

POLICY 15-1 – PROCEDURE

Audited financial statements and balance sheets of the Corporation shall be retained indefinitely, however, supporting invoice, vouchers and other records may be destroyed on the recommendation of the auditor after one year following the fiscal year to which they pertain.

CHAPTER XVI PLAYING RULES

POLICY 16-1 – HOUSE LEAGUE

Prior to the start of every indoor/outdoor season a Committee of the Board of Directors shall be formed under the Chairmanship of the Vice President Operations to review all playing rules of the House League. The Committee shall make recommendations to the Board of Directors who shall approve all changes to the playing rules. In cases of conflict with the playing rules, the FIFA rules of soccer shall supersede house league rules.

POLICY 16-2 – COMPETITIVE BOYS/GIRLS

All teams playing outside the confines of the Pickering Soccer Club shall have to abide by the rules of the League those teams play under. The respective Vice Presidents of the Pickering Soccer Club Representative shall ensure that these rules are clear and equitable.

POLICY 16-3 – POLICY MANUAL OF OPERATIONS FOR REPRESENTATIVE & SELECT TEAMS & ALL STAR TEAMS

The Policies contained in the Policy Manual of Operations for Representative and Select Teams and All Star teams are part and parcel of the Pickering Soccer Club Policies.

POLICY 16-4 – PLAY UP POLICY – ELIGIBILITY

The Pickering Soccer Club encourages our players to play in their appropriate age division. The following requirements must be met in order for a player to be granted permission to play in an older age group division:

1. For recreational **U13 and under**: A personal interview with the VP of Operations and the appropriate Recreational Director, before approval can be given. Players may play up one age division only. **U14 and older**: players may play up a maximum of two age divisions, or in a division with players up to 2 years older, with permission of the VP Operations and the appropriate Recreational Director. Exceptions (eg. a division with 3 age divisions) may be granted with board approval only.
2. For competitive/select: A personal interview with the Head Coach and the appropriate Competitive Director, before approval can be given, and the player must demonstrate that they can play at the level of the **4** best players of the older age. Players may play up one age division only.
3. For competitive: **U14 and older**, players may play with or against other players that are 2 age divisions older, for the purposes of training, player development exhibition games, showcase games, or other PSC organized activities with the approval of the Head Coach and appropriate competitive director.
4. Players must be physically capable of competing in the older division. A letter of consent is required from the parent/guardian expressing approval of playing up.
5. An unregistered player shall not play.

POLICY 16-5 – PROCEDURES FOR PLAY UP POLICY

The following are the procedures for player call up:

1. Call-ups during the House League season are to a maximum of six games for any player.
2. Call-ups must be from the division directly below.
3. Call-ups are not allowed in league play-off games, year-end tournament games or cup games
4. Competitive players of any age group are not allowed as call-ups or replacement players for House League teams.
5. A player from House League may be called up to a competitive team for a maximum of six games.
6. An unregistered player shall not play.

POLICY 16-6 – PROCEDURES FOR PLAY DOWN POLICY

The following requirements must be met in order for a player to be granted permission to play down in a younger division:

1. The request must be for a Special needs player.
2. A personal interview with the VP of Operations and the appropriate House League Director, before approval can be given.
3. Player must be physically capable of competing in the division directly below (of comparable size). A health certificate from your medical professional is required. A letter of consent is required from the parent/guardian, expressing approval of playing down.
4. An unregistered player shall not play.

CHAPTER XVII TEAM COLOURS

POLICY 17-1 – TEAM COLOURS

The official colours of the PSC competitive teams are gold (pantone number 109) and green (pantone number 342).

The PSC logo represents the Club's brand and the Club image. It is the PSC logo that represents all teams (recreational and competitive) that play under the Pickering Soccer Club umbrella and it is that logo that is unique and distinctive from the other soccer clubs.

All teams should strive to clearly identify themselves as being a Pickering Soccer Club team. Teams are currently allowed to adopt their own nickname or can use our traditional name, Power, but the official team name will be Pickering Soccer Club or PSC followed by the nickname (or Power) followed by the age and gender, followed by the club level of the team (Showcase, Elite, Competitive, Academy, All-Star, Recreational, etc). As an example, Pickering Soccer Club Gators (or PSC Gators) U12G Elite (rather than simply Pickering Gators).

All team apparel, warm up shirts, banners, websites and communications should have the PSC name and/or logo printed on them to identify the team as a Pickering Soccer Club team. In all other approved publications (e.g. Newspaper articles about a team success) our teams should be identified as being part of the Pickering Soccer Club and named by their official name, as above.

The standard club logo will be available in electronic format on the PSC website and at the Club office. Deviation of the logo's size layout and colour is not permitted.

All teams must use the Club issued or Club approved equipment and apparel at all times when representing the Club.

Failure to comply may result in discipline.

POLICY 17-2 – ALTERNATE COLOURS

Alternate colours may be worn by competitive teams if and only if there is a clash of colour with the home team. Each competitive team shall be given an extra set of strips to accommodate this event.

POLICY 17-3 – TEAM UNIFORMS

The Board of Directors of the Corporation will approve and provide team uniforms for all representative teams which include a strip, shorts, socks, tracksuit and equipment bag. The uniform provided by the Corporation must be worn in all games. Any team wearing a uniform or tracksuit not approved by the Board of Directors of the Pickering Soccer Club will have its playing privileges revoked.

CHAPTER XVIII CODE OF ETHICS

POLICY 18-1 – CODE OF ETHICS, ZERO TOLERANCE POLICY

1. The Pickering Soccer Club will act with integrity in performing all duties owed to its membership, the soccer community, and the community at large.
2. The Pickering Soccer Club will demand the highest standard of personal conduct from its executive and any representative of the club in any transaction and these transactions must be characterized by courtesy, good faith and respect.
3. The Pickering Soccer Club agrees to accept both the letter and spirit of the rules that define and govern sport and support the principles of fair play.
4. The Pickering Soccer Club recognizes soccer's contribution to the enrichment of life and is dedicated to the development of physical, mental, social and emotional fitness for our players.

The goal of the executive of the Pickering Soccer Club is to achieve the following:

For the Player:

- a) Develop an appreciation for the game of soccer and develop the individual to the best of his/her ability.
- b) Provide appropriate level of competition for all players.
- c) Act in the best interest of the athlete's development as a whole person.

For the Coaches:

- a) Provide support and ongoing training for coaches within the club.
- b) Provide coaches with a Code of Ethics representing the club's expectations of them as coaches with the Pickering Soccer Club.

For the Parents:

- a) To encourage parents to participate in the development of players by volunteering.
- b) Make athletic participation for your child a positive experience.

For the Referees:

- a) Provide an atmosphere of support and respect for them as officials of the game of soccer.
- b) Provide ongoing training for all of our junior and senior referees.

For the Community:

- a) Govern all youth and junior soccer within the geographic boundaries of the City of Pickering.
- b) To promote best interest of soccer in the community, province, and country.

In return the Executive of the Pickering Soccer Club expects from its membership:

Players:

- a) Wear uniform proudly.
- b) Arrive on time.
- c) Obey directions of your coach.
- d) Act in a sportsmanlike manner at all times.
- e) Avoid improper conduct.
- f) Respect referee's decision.
- g) Be aware that the laws of soccer forbid abusive language and racial innuendo.
- h) While representing the Pickering Soccer Club at tournaments or any other event, all players will conduct themselves in a proper and orderly manner. When required all players will wear the uniform provided to them by the Pickering Soccer Club.

Coaches:

- a) Support the principles of fair play and promote sportsmanship.
- b) Treat players with respect and allow them to participate equally no matter what talent they have.
- c) Be responsible for encouraging good conduct by parents and players at games.
- d) Help athletes develop a positive self-image.
- e) While representing the Pickering Soccer Club at tournaments or any other event, it is the responsibility of the coach to ensure that all players under his control will not attempt to embarrass or demean their hosts or act in any way which would serve to bring the Pickering Soccer Club into disrepute.

Referee:

- a) Be responsible for knowing the rules.
- b) Apply them ethically and fairly.
- c) Conduct yourself with dignity on and off the field of play and, by example, endeavor to inspire the true principles of sportsmanship and to earn the respect of those whom you serve.
- d) Always be neat in appearance and maintain a high level of physical fitness.
- e) Be responsible for attending all refereeing assignment unless otherwise directed by the Club.
- f) Respect all players, coaches and parents.

Parents:

- a) Be kind to your child's coach and to officials. The Coach is a volunteer giving of personal time and money to provide a recreational activity for your child. The coach is providing valuable community service often without reward other than the personal satisfaction of having served his community.
- b) Applaud good plays by your team and by members of the opposing team.
- c) At every soccer match you require someone to be in control. That is the official. This person allows your child to play this game fairly. Please do not abuse them. They are doing their best. Please remember many of our referees are young people who are learning the game themselves. Treat them, as you would like your child treated. Let us respect their decisions.
- d) Please make sure your child is on time for games and practices.

e) Please assist us in making it a pleasant experience by volunteering whenever possible.

POLICY 18-2 – ZERO TOLERANCE POLICY

The Pickering Soccer Club supports zero tolerance of all forms of abuse: verbal, physical, emotional, and sexual. All relationships within the Club context – whether involving members of the Board of Directors, Club employees, coaches/managers, players, parents, volunteers, outside suppliers or referees – must be based on mutual trust and respect. Any act of abuse is a betrayal of that trust. The Club will investigate and act upon all complaints or reports of inappropriate behavior.

This Zero Tolerance Policy attempts to respect diverse individual and cultural viewpoints while protecting individuals from real or perceived abuse.

Definitions of Abuse:

1. Verbal Abuse – Verbal abuse includes remarks that are rude or threatening in nature and that tend to demoralize or demean another person. Words that degrade another person constitute a form of verbal abuse. Verbal abuse includes racial or ethnic insults. All complaints of verbal abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent.
2. Physical Abuse – Physical abuse refers to inappropriate behavior such as punching, pushing, slapping, kicking, spitting or pinching another individual. All complaints of physical abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent.
3. Emotional Abuse – Emotional abuse signifies the lack of sensitivity on the part of anyone associated with the Club towards another individual. In particular, Club officials (Board members, coaches, and managers) should be aware of the power that is inherent in such positions and strive for sensitivity in dealing with individuals in positions of supervision (players, Club employees, volunteers) and with parents. Emotional abuse includes racial or ethnic insults. All complaints of emotional abuse will be investigated by the Club.
4. Sexual Abuse – Sexual shall be defined as:
 - a) sexual intercourse or other forms of physical sexual relations between at least one individual associated with the Club and another person where the activity is not consensual
 - b) any and all sexual intercourse or other forms of sexual relations with a minor
 - c) touching of a sexual nature and
 - d) behavior or remarks of a sexual nature

The Club will immediately report all complaints of sexual abuse to the police.

POLICY 18-3 – GENERAL ZERO TOLERANCE REPORTING GUIDELINES AND PROCEDURES

1. Violations of the Zero Tolerance Policy should be reported immediately to the Club headquarters by victims or those close to them (a parent, a teammate, a coach etc.)
2. A complaint can be communicated verbally to a Club official or employee. If the complaint involves physical or sexual abuse, the Club official or employee will contact the police if the individual alleging abuse has not already done so and with the individual's consent.
3. All complaints of abuse will be immediately investigated by the Club.
4. All complaints to the Club must be in written form before a complaint is dealt with. However, the Club will immediately report criminal activities to the police (with the consent of the individual alleging abuse) without a written complaint.
5. Once a written complaint has been filed with the Club, a Discipline Committee consisting of at least three Board members will discuss the complaint with the individual alleging abuse (note: in the case of sexual abuse, the Club may designate a Club official of the same gender as the individual alleging abuse to contact the victim).
6. A Board member assigned to lead the investigation into the complaint will schedule a Discipline Hearing within ten (10) business days of notice in the individual(s) whom the complaints has been filed against. The individual(s) who are named on the complaint shall be contacted by registered mail and requested to appear at the Discipline Hearing.
7. The Discipline Hearing shall be heard by three (3) Board members.
8. The committee shall hold a hearing and invite the individual named on the complaint to be present at the hearing. Only individuals called by the committee shall be allowed to participate in a hearing. The committee shall then deliberate incamera following the meeting with the individual(s) who are named on the complaint and submit a written recommendation to the Board via e-mail. The Board shall render a

decision at its next Board meeting or, upon request from the Chair of the Hearing, an electronic vote shall be conducted via e-mail. A decision shall be communicated to the individual alleging abuse and the individual named in the complaint within ten (10) working day of the Hearing.

9. The Board must either uphold, deny, or emend the recommendation. Penalties for contravening the Zero tolerance Policy can range from a permanent suspension from the Club, suspension for a specified period of time, and a probationary period where the individual is allowed to continue with the Club. All committee decisions are final.

10. A decision of the Discipline Committee endorsed or revised by the Board can be appealed by the individual whose conduct is deemed to have contravened the Zero Tolerance Policy to the Board as outlined in Article XI, 9.01 of the PYSC Constitution.

11. Individual(s) who are charged with a criminal offense involving Club related incidents shall be immediately suspended from the Club pending resolving of the charges. No Discipline Hearing shall take place when an individual is facing criminal charges for Club related incidents. Club members who are convicted of a Criminal Code of Canada offense are subject to suspension or removal.

12. Any individual who is convicted of a criminal offense resulting from sexual or physical abuse shall be banned for life from the Club.

13. Individual(s) who violate the Zero Tolerance Policy for non-criminal activities may apply for re-instatement to the Club in writing one month prior to the end of a time specified penalty.

Handling Incidents of Abuse During a House League Game (physical, verbal or emotional abuse)

1. The referee must stop a game if an abuse incident involving a coach, player or parent/spectator occurs during a game.

2. If a coach is the source of the abuse, the referee will advise the coach that the game will be cancelled and the Club informed. If a parent/spectator is the source, the appropriate coach will be informed that the game will be abandoned unless the abuse ceases. If the spectator is not associated with either team, both coaches will ask the spectator to leave.

3. The game will be restarted by the referee if the abuse ceases.

4. If the abuse continues, the referee will cancel the game. He/she must immediately report the incident to the Club and fill out a Special Incident Form. In cases of physical abuse on a referee, a "Referee Assault Form" must be completed by the referee.

The Club will report all incidents of a criminal nature immediately to police.

Application – This Zero Tolerance Policy applies to:

1. All elected Club officials
2. All Club employees
3. All coaches
4. All managers
5. All players
6. All parents
7. All referees
8. All volunteers
9. All service providers having contact with anyone associated with the Club

All elected Club officials, volunteers, Club employees, coaches, managers, and referees must all sign a form acknowledging their understanding and acceptance of the Zero Tolerance Policy. This Zero Tolerance Policy shall be posted on the Club's website at all times and communicated to parents and players at the beginning of every program cycle. Ignorance of the Zero Tolerance Policy shall not be considered a valid defense against a complaint.

**CHAPTER XIX
INTERPRETATION**

POLICY 19-1 – INTEPRETATION OF POLICIES

In these policies and in all other policies of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be and vice versa and references to persons shall include firms and corporations.

POLICY 19-2 – MATTERS NOT COVERED

Any matter not herein covered or in conflict shall be judged in accordance with the Constitution and By-Laws of the Ontario Soccer Association.