

MUSKOKA UNITED FOOTBALL CLUB

Policies and Procedures

Vision Muskoka United Football Club will unite the community of Muskoka by providing opportunities for the development of local youth and foster a lifelong passion for the game of soccer.

Mission

Muskoka United Football Club will collaborate to create a local, sustainable pathway for soccer by focusing on whole athlete development, emphasizing the enjoyment of the game, and providing a variety of quality programs and coaching opportunities.

Core Values

- A. Muskoka: resilience in collaboration, strength in numbers, united we thrive.

- B. Embrace all: regardless of gender, race, sexual identity or social means, everyone is welcomed.

- C. Individual needs: we strive to be athlete-centered, regardless of their development pathway.

- D. Enjoyment is paramount: having fun is the best way to learn. If we're not having fun, there's no sense in doing it.

- E. Ambassadors: we will create innovative problem solvers and responsible, respectful, passionate advocates of our community and sport.

Player Development

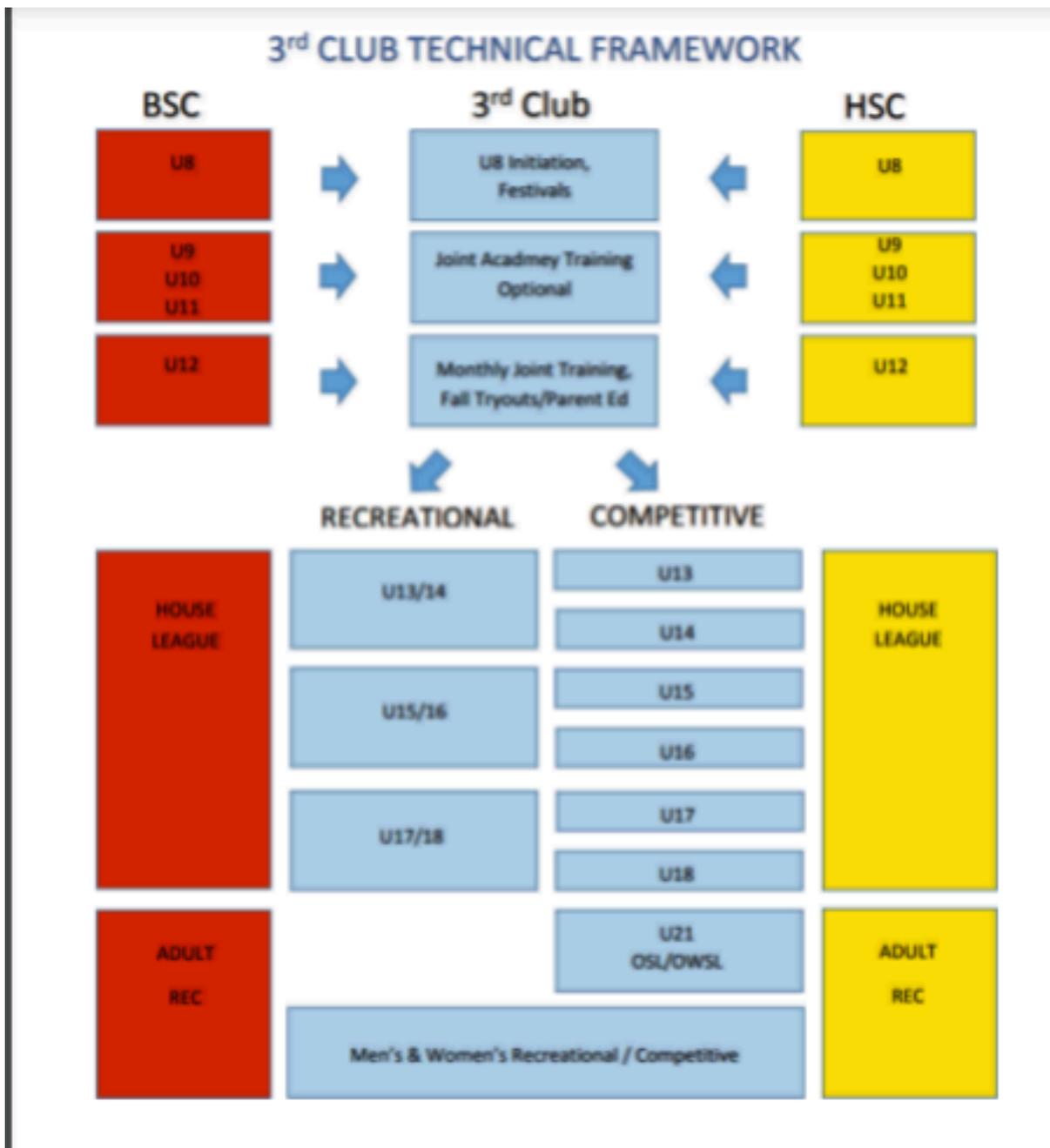
Muskoka United Football Club (MUFC) will promote healthy child and player development by providing age and skill appropriate opportunities for youth to create a life-long desire to participate in the game in some form, and enjoy a recreational activity to the fullest.

The Long-Term Player Development (LTPD) program developed by Canada Soccer and Ontario Soccer will be followed to assist in developing players.

Player Development will be driven by the development of quality coaches.

The Club strives to offer programs at the following levels, based on community needs and success in past programs:

- District level recreational (Huron District recreational leagues)
- District level competitive (Huron District or York Region competitive leagues)
- Regional level competitive (Central Region competitive leagues)



Code of Conduct

MUFC is committed to ensuring all players are protected and safe. Our Code of Conduct is an important part of creating safe environments for players, team officials and spectators. The safety, rights and well-being of players and volunteers participating in our programs is a priority in our daily operations.

All players, parents/guardians and team officials will review and sign the Code of Conduct document at the beginning of each season:

Code of Conduct: Coaches and Team Officials

- I will show respect for all players, all teams staff, all officials, and all

spectators at all times. ● I will work in cooperation with match officials for the benefit of the game.

- I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will ensure any questions I direct at officials will be constructive in nature.
- I will ensure that all players receive equal instruction and support.
- I will provide each player with playing time subject to factors such as attitude, attendance, the weather, fitness levels, positions played, and the needs of the game. In particular, players on recreational teams should receive equal playing time.
- I will arrive early and be prepared for games and practices.
- I will teach my players to play fairly and to respect the rules, themselves, match officials, opponents, and spectators.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities. ● I will be reasonable when rescheduling games and practices, remembering that the players and their families have other obligations.
- I will never take part in a practice, game or team event while under the influence of drugs and/or alcohol.
- I will obtain proper training and upgrade my coaching skills and knowledge of the game, according to the standards of Ontario Soccer and/or MUFC.
- I will inform parents/guardians of any injuries their son/daughter may have suffered.
- I will dress appropriately at all games and practices, so that I present a professional image and can be easily identified.
- I will follow all policies of the Muskoka United Football Club

Code of Conduct: Players

- I will play soccer because I want to, not because others want me to.
- I will play by the rules of soccer, and in the spirit of the game.
- I will show respect at all times for all coaches, all match officials, all players, all spectators, and all club officials.
- I will control my temper. I will not fight or use foul or abusive language or inappropriate gestures.
 - I will be a team player.
- I know that winning isn't everything - having fun, playing fair, improving my

skills, making friends and doing my best are all important.

- I will acknowledge all good play - that of my team-mates and of my opponents.
- I understand that coaches are there to coach and not to improve my behavior. If I am found to be behaving badly, my coach is permitted to remove me from the event. Furthermore, the responsibility of my behavior outside of team-sanctioned events is not that of team staff but is the responsibility myself, and of my family or guardian.
- I will never take part in a practice, game or team event while under the influence of drugs and/or alcohol.
- I will not take part in any form of bullying, either to an opposing player or to a player on my team. Bullying in any form, whether in person, electronically (any form of social media) will not be tolerated.
- I recognize that practices and games are equally important.
- I will arrive at the field before practices and games according to the standards set by my team coach.
- If I cannot make a game or practice, I will notify the team coach at least 48 hours in advance so that arrangements for substitutes can be made.
- I realize that players who attend practices may get priority in the game starting line-up. Starting line-ups are based on several factors including attendance at practices, player's position, effort, attitude, etc.
- I will turn off all electronic devices (cell phones, video games, etc.) before arrival at my practice, game or team event and leave them off until I am finished.
- I realize that playing time is not always going to be equal despite my coaches' attempts to equalize. In fact, some teams (higher level competitive teams) are permitted to use an "earned playing time" system. At the development and recreation levels, playing time shall be equitable.
- I will leave all venues as neat and tidy as I found them and will remove all refuse from my area.
- I will take good care of my uniform and wear it only on game days.
- I will ensure my jersey is tucked in at all times as required by the laws of the game.
- I will wear shin guards, socks, appropriate footwear, and bring my own water bottle to all games and practices.
- At practices I will wear approved attire, such as athletic shirts and shorts; as determined by my coach.
- I understand that; rolling up my shorts to reduce their size, wearing short tops to expose my midriff, or exposing my bare shoulders is inappropriate

soccer attire.

- I will abide by MUFC rules and remove all jewelry for practices and games (except for medically approved bracelets and eye wear).
- I will follow all policies of the Muskoka United Football Club.

Code of Conduct: Parents and Guardians

- Through submitting the membership application for my child, I have accepted the Terms and Conditions of membership and am therefore subject to the rules and regulations of the governing organization(s) to which MUFC belongs and to MUFC's rules.
- I will be responsible for my child at every practice and game. MUFC is not responsible for unsupervised players.
- My child plays soccer for his or her benefit, not mine.
- I will not give instructions to players -- that is the coach's role.
- I will never question the referee's judgment, integrity or honesty.
- I will support all efforts to eliminate verbal and physical abuse from the game of soccer.
 - I will not approach the team coach prior to or during a session
 - I will show respect for all players, all coaches, all officials and all spectators at all times
 - I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
 - I will never take part in a practice, game or team event while under the influence of drugs and/or alcohol.
 - I will make my child feel like a winner by offering praise for competing fairly and doing their best.
 - I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
 - Children learn by example. I will applaud good plays by both my child's team and their opponents.
 - I will make sure that my child arrives for practices and games at the time designated by the coach, ready to begin.
 - I will not take part in any form of bullying, whether that be to a parent, player, team coach, match official or club representative. Bullying in any form, whether in person, electronically (any form of social media) will not be tolerated.
 - I will not discriminate on grounds of race, gender, or sexuality.
 - I realize that the team can be penalized for my behavior. I will obey a request by a referee or from the team's coach to leave the vicinity of the

field.

- I realize that failure to abide by the Code of Conduct may result in my removal of myself, and potentially my child, from the vicinity of the playing field and potentially further sanctions by the club.
- I will follow all policies of the Muskoka United Football Club.

Discipline

Any player who receives a fine or suspension from a match official will be solely responsible for paying the fine or serving the suspension as set out by OSA Standard Penalties for Misconduct.

Any play/parent/guardian/coach/team official found to be in breach of the Code of Conduct may be removed from programming on a progressive approach.

1st Offense Player/parent/guardian will be asked to refrain from attending or participating in the next one (1) scheduled game (and practices at MUFC's discretion)

2nd Offense Player/parent/guardian will be asked to refrain from attending or participating in the next three (3) scheduled games (and practices at MUFC's discretion)

3rd Offense Player/parent/guardian will not be permitted to participate in future soccer activities with MUFC for the remainder of the season. The board may also refuse participation in future participation.

Discipline and Dispute Resolution

Discipline Issues

These are issues related to the actions and behaviors of players, parents, club officials, etc., that are not dealt with by match officials and leagues, which deal with issues arising from game situations. Club Discipline issues could relate to things such as player behavior at a training session, parent actions at a game, etc. Verbal abuse of match officials will not be tolerated.

Dispute Resolution

These are issues relating to disagreements about MUFC policies and guidelines, including what they are or are not, as well as concerns about how they are being implemented.

These procedures should be followed by any parties with concerns:

1. Allow a 24-hour cooling off period before taking any action.
2. First approach is to discuss with the head coach in which concern has arisen.
3. If the coach has not satisfied concerns, concerns should be put in writing to the Club's Board of Directors.
4. If concerns have not been appropriately addressed, contact MUFC's President, who will bring the issue to the next board meeting to prescribe the further/final actions that will be undertaken.

Policy on Verbal Abuse of match officials

MUFC is a strong supporter of making sport safe for all participants. Any players, team officials, family members or spectators that engage in any form of abusive conduct toward a match official during a MUFC game will be dealt with based on a set of policies developed by MUFC. MUFC will take appropriate action in any incidents, ranging from minor to major in scale, including assisting match officials in submitting specific reports to Ontario Soccer. Initially, any incidents will be dealt with by the Club Head Referee. Major incidents will be referred to the District and Provincial Associations.

The following table identifies the actions that will be taken to deal with any incidents of verbal abuse of match officials. The Club Head Referee will make the initial determination of the level of severity of the incident (examples of incidents include: Minor - verbal inappropriate language not directed at any one individual; Moderate - verbal inappropriate language directed at an individual; Major - physically inappropriate behavior anywhere at or near the soccer facility). This process only applies in instances where the game officials have not filed a Special Incident Report with Ontario Soccer.

	Event	Action
Minor Incident		
	1st Offense	Verbal Request from Club Head Referee to refrain from unsatisfactory behavior.
	2nd Offense	Written warning from Club Head Referee that the unsatisfactory behavior must cease or further disciplinary action will be taken in accordance with club bylaws and policies.
	3rd Offense	Disciplinary Action as decided by the Board of Directors
Moderate Incident		
	1st Offense	Written warning from Club Head Referee that the unsatisfactory behavior must cease or further disciplinary action will be taken in accordance with club bylaws and policies.
<p style="text-align: center;">2nd Offense Disciplinary Action as decided by the Board of Directors</p> <p>3rd Offense The Board of Directors will refer the matter to the OSA for resolution and/or disciplinary action.</p> <p style="text-align: center;">Major Incident</p>		
	1st Offense	The Board of Directors will refer the matter to the OSA for resolution and/or disciplinary action.

Racism, Bullying, Sexual Harassment and Disrespectful Behavior

All players/coaches/parents/guardians and spectators who participate in MUFC's programs are expected to treat others in a respectful manner. The club is committed to zero tolerance for bullying, racism, sexual harassment, substance abuse and disrespectful behaviour. All volunteers/staff are expected to take preventative measures at all times and are to intervene appropriately as required. Cases that cannot be resolved may result in removal of a non compliant participant from the program or facility.

All volunteers/staff must:

- Treat all children with respect and dignity
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization.

All interactions and activities with children:

- Should be known to, and approved by the board, where applicable, and the parents of the child
- Tied to your duties, and
- Designed to develop the child's skills in the sports program.

Examples of unacceptable behavior toward a child:

- Embarrassing
- Shaming
- Blaming
- Humiliating
- Putting them down.

Volunteers/Staff of the organization will not:

- 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.
- Engage in any communication with a child within or outside of duties with a child that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behavior that goes against (or appears to go against) the organization's mandate, policies or Code of Conduct, regardless of whether or not they are serving the organization at that moment.
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behavior
- it is a volunteer's/staff duty to report the matter to the designated person,

Child Welfare Agency, or law enforcement, and not to investigate.

Inappropriate behavior includes:

- 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 with the organization.
- Favoritism - 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.
- Telling sexual jokes to a child, or making comments to a child that are or is in any way suggestive, explicit or personal.
- Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screensavers, 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 behavior will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by Muskoka United Football Club.

Child Protection

MUFC is committed to protecting children from abuse and is obligated by law under the Child and Family Services Act (CFSA) to report cases of suspected child abuse.

Under the CFSA the duty to report applies to any child who is, or appears to be, under the age of 16 years and in need of protection.

The CFSA recognizes that each of us have a responsibility for the welfare of children and provides protection for children. We all share a responsibility to protect children from harm including situations where children are abused or neglected in their home and outside of their home.

The club has a responsibility to protect children in our care to the fullest extent possible and we are committed to:

- Provide an environment that protects children from abuse and neglect
- Provide an environment that protects staff/volunteers from false allegations of abuse.

Reporting Abuse

Anyone who has reasonable grounds to suspect that a child is or may be in need of protection must promptly report the suspicion and the information on which it is based to the authorities (Simcoe Muskoka Family Connexions). Acting on suspicion of Child Abuse must be an immediate priority and must be treated with confidentiality. Child Welfare will make the determination as to whether the allegation or suspicion requires further investigation.

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behavior or inappropriate behavior, discuss the issue with the designated person within the club organization who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behavior directly to police and/or child welfare, no other individual can influence your decision.

In the event that the inappropriate behavior was witnessed first-hand at a club sanctioned activity, an incident report must be filled out and will be kept

confidential. MUFC will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.

Volunteer Screening

MUFC accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring we provide a sound, safe, and healthy soccer experience in our communities.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the club.

All volunteers/coaches who have an opportunity to have unsupervised access to children are required to provide a clean Criminal Background Check, and, if over 18 years of age, a clean Vulnerable Sector Check prior to their first season coaching. Coaching officials may be asked to submit an updated vulnerable sector check or sign an affidavit indicating whether they have been charged with any offenses from time to time.

Rule of Two

As defined by the Coaching Association of Canada, the Rule of Two states “that there will always be two screened and NCCP trained or certified team officials with an athlete, especially a minor player, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and a player must take place within earshot and view of a second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the player. Should there be a situation where a second screened and NCCP trained or certified coach is not available a screened volunteer, parent or adult can be recruited.”

Travel

The following guidelines are strongly recommended during travel with players:

- A Person in Authority may not be alone in a car with a player unless the Person in Authority is the player’s parent or guardian.
- A Person in Authority may not share a room or be alone in a hotel room with

a player unless the Person in Authority is the player'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

The following guidelines are strongly recommended for locker rooms,

changing areas, and meeting rooms:

- Interactions between a Person in Authority and an individual player 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
- 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.

Training / Competition Environment

The following guidelines are strongly recommended for the training and 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 player's parent or guardian. If the player is the first player to arrive, the player's parent should remain until another player or Person in Authority arrives. Similarly, if a player 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 or guardian of another player) to stay until all the players have been picked up. If an adult is not available then another player should be present in order to avoid the Person in Authority being alone with a single player.

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

Gender Identity

Every reasonable effort will be made to have a Person in Authority who is interacting with players of the same gender identity as the players whenever possible. The following guidelines are strongly recommended:

- For teams consisting of players 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 players 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.

Appropriate Dress

Eyewear

Players may wear glasses if absolutely required in order to play. If a player wishes to play with glasses, they must sign the waiver and they assume all responsibility and liability to the safety of themselves and all other participants as a result of their eyewear choice.

MUFC strongly encourages the purchase of sports glasses where possible for all players that require glasses. Match officials will not turn away players who do not have sports glasses, however, match officials may not allow the player to play if they do not sign the waiver.

Sunglasses shall not be worn by any player.

Uniform

1. Players must wear the full uniform provided by MUFC. This includes the proper shirt, shorts, shin pads, and socks.
2. Coaching staff must wear attire provided by MUFC.
3. All alternate clothing, 3rd jerseys or team swag must be approved by MUFC prior to use.

4. Players must wear shin guards for the duration of all practices and games.
5. 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.
6. No jewelry of any kind may be worn.
7. No hats may be worn.

References

Per FIFA Laws of the Game 2016/17, Law 04:

Section 1 - Safety:

“A player must not use equipment or wear anything that is dangerous.”

Section 4 - Other Equipment:

“Non-dangerous protective equipment, for example headgear, face masks and knee and arm protectors made of soft, lightweight padded material is permitted as are goalkeepers’ caps and sports spectacles.”

Team Selection

Registration

1. All Players and Team Officials must be registered with MUFC on the Ontario Soccer Association’s (OSA) computerized system.
2. Players will be registered to their respective teams by MUFC 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 MUFC (via the Technical Committee).

Coach Selection

Coaches wishing to coach competitive teams must submit their application to the Technical Committee following the timeline below. The Technical Committee will review applications and make recommendations to the board prior to training beginning.

1. Outdoor Season (March to September)
 - a. Submission of Applications - date to be determined
 - b. Approval of Final Recommendations by Board – date to be determined
 - c. Commencement of Outdoor Season – Indoor Try-outs & Training – date to be determined

2. Indoor Season (September to March)
 - a. Submission of Applications – Date to be determined
 - b. Approval of Final Recommendations by Board– Date to be determined
 - c. Commencement of Indoor Season - Training – Date to be determined

Player Selection (Try-Outs)

The Technical Committee will meet prior to registration and determine which age groups will be entered into which league based on player and coach availability and how the team performed the previous season.

Age Groupings

1. All policies relating to players registering on teams out of their age group shall fully support the structure of teams within MUFC, and be subject to the Published Rules of Ontario Soccer.
2. It is strongly encouraged that all players compete in their own age group as provided by MUFC's teams, in order to ensure the best overall development of teams and players.
3. Youth players who have demonstrated the capability of playing at a higher level than their own age group are allowed to do so if they are moving from one level of play to a higher level of play within MUFC's Pyramid of Play structure. The capabilities of such players will be assessed by the Club's Head Coach (or Technical Committee), when specific written requests have been made for an exemption.
4. When numbers of registered players and the viability of forming rep teams warrants, players may

be allowed to play in a higher age group. This exception will be determined by the Technical Committee, in consultation with affected coaches, who must also agree on the players that will be allowed to play. Final player movement is subject to approval of the Board.

5. Call-ups of players to higher-level teams will be allowed, subject to pertinent League Rules, and the approval of the coach for the team that the player is registered to.

Girls Playing on Boys' Teams

1. This is allowable based on Ontario Soccer policies and various legal rulings. 2. Girls are strongly encouraged to play on teams of their own gender for two reasons: a. Long-term development of player

i. training and developing soccer and social skills with peers

ii. playing time

iii. ability to compete over longer-term

b. Long-term development of girls' teams – providing competitive opportunity

3. Girls will be allowed to try-out for boys teams, when a request is received in writing pending approval by the board on a case by case basis.

Transgender Athletes

Individuals participating in recreational and competitive levels will participate in the gender with which they identify and will not be required to disclose personal information beyond those of cisgender athletes, nor will there be any requirements for hormonal therapy or surgery.

Practice Players

A Practice Player is a member of the competitive team, but they do not receive a team uniform or participate in the league games or extra tournaments. Practice Players can come to all practices and all other non-league and tournament related events and functions.

They can be invited to join the team, if other full-time players cannot make a league game or tournament AND the head coach extends an invite to the Practice Player.

There is absolutely no guarantee that a Practice Player will play in a league game or tournament. It is certainly a possibility, but they should be aware and not

accept an invitation with the expectation of competitive playing time.

Process and timing of Practice Players:

1. A MUFC coach is asked to select their team at the start of the season and a roster is filed with the League.
2. Players who do not make the full-time team, but are still interested in participating with the team can be extended an invite by the coach to continue practicing with the team as a "Practice Player".
3. For HDSL League Games and Tournaments, the head coach will check RSVPs from the full-time players and see (if any) positions need to be filled for a given league game or tournament.
4. If the head coach has openings and wants to invite a Practice Player to fill them, they will look at the available Practice Players and extend invitations to the players they feel are the best fit.
5. Practice players must be registered with the OSA to be eligible to play in a league game or tournament

Finances

Withdrawal & Refunds

All requests to have a player withdraw from a program are subject to board approval and must be made in writing clearly stating the player's name, the age and team currently registered with (if known), as well as the reason for the withdrawal. All requests must be mailed or delivered to MUFC. Withdrawal and refund requests will not be handled over the telephone.

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

Situation	Refund Information	Details
Refund request received up to and including the club refund deadline, being one week after offer acceptance for	Written notification is received up to and including the club refund deadline.	Receive a refund less a Administration fee from the standard Club registration fee. All rep surcharge fees are non refundable. Admin fees are subject to change based on the Boards discretion.

13+ Rep teams and your players Registration date for U9 - U12 Development players.		
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Refund request received after the refund deadline.	Written notification is received after the club refund deadline.	No refund or credit will be issued.
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Program is canceled.	A player cannot be accommodated due to divisions being full, insufficient enrolment in a program, or other reasons as determined by MUFC.	A full refund will be made.
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Participants are removed from the program by MUFC.	A player is removed from the program by MUFC due to discipline, breach of MUFC Policies or other issues.	No refund or credit will be issued.
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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 prorated refund of MUFC registration fee for any games remaining minus any admin or league fees incurred as of the date the refund request is received, accompanied by a doctor's note.
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**Submission of a refund request does not guarantee a refund. Please allow 4 to 8 weeks for refund processing. Note that non-attendance does not constitute a notice of withdrawal.

Rep Teams Responsibilities for Expenses/Fines

Representative teams are responsible for the following:

- Any league fines incurred during the season, i.e., game sheets, results, no shows
- Maintaining level of supplies in first aid kits, and returning full at season end
 - Tape and pre-wrap for injuries
 - Weekly – ice and extra water at games
 - Team officials' apparel – beyond what MUFC provides
 - Optional team wear – tracksuits, bags, tops
- Tournaments or Festivals, and associated travel costs

The expense of participating in non-Club tournaments/festivals is the full responsibility of the team. Entry fees may be paid by MUFC, but a per player fee will be levied by the team to enable the costs to be covered by all participating players. It is the responsibility of team officials to collect player fees for that purpose.

Each rep team will establish its own plan for tournament/festival participation

during the season. Each team will be responsible for collecting fees from players to cover all costs associated with team entry fees. Team officials will establish a policy for payments of the fees.

Team Travel

MUFC recognizes that travel is part of recreational and competitive soccer experiences, 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 Districts of Muskoka, Simcoe, Parry Sound, and Nipissing, and may include, but is not restricted to, the following:

- District leagues, festivals and tournaments
 - Out of district competitions and/or out of province competitions
 - International events.

All team officials, players and parents must understand that they are representing MUFC and the District of Muskoka, and are expected to behave in an appropriate and responsible manner.

Team officials for Rep Teams may elect to make arrangements for carpooling, in order to ensure appropriate travel arrangements for all players to away games.

All parents are required to cooperate with team officials in organizing and implementing such a carpooling system if it is being implemented on a team-wide basis.

The guiding principle should be to ensure that all players have an equitable opportunity to participate in all games.

It should be recognized that there may be occasional and unfortunate circumstances at away games, where players are injured to the extent that they require treatment or hospitalization in a community away from home. Team officials will have the ultimate responsibility for ensuring the needs of the player are given priority, and a cooperative spirit needs to be present to ensure the interests of all players are addressed.

General Rules for Team Travel

1. Approval of the Club Head Coach (or Technical Committee) must be received prior to planning any travel activities.
2. All teams must follow the published MUFC, HDSA, OSA and CSA rules regarding team travel permission.
3. All players must have an up-to-date medical information form (for each athlete) completed prior to travel, and this information must be provided to the coach or manager and MUFC.
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 MUFC.
5. All players and team officials who travel outside Ontario with respect to a MUFC activity shall arrange and be responsible for travel health insurance and all travel authorizations in the applicable jurisdictions.
 - a. The HDSA 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 MUFC and team officials before travel.
6. All teams must arrange for an appropriate "Permission to Travel" from MUFC and the appropriate governing body.
7. Under no circumstances shall a player enter the room of another player without permission.
8. Youth players are not permitted to drink alcohol under any circumstances (even with parental permission).
9. Players must follow the team itinerary and rules at all times. (e.g., curfew, meal plans, code of conduct).
10. 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.

11. 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.

12. 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.

13. Expenses incurred will be the sole responsibility of the player and will not be reimbursed by the team or MUFC.

Out of Province and International Events

1. A detailed itinerary must be provided to MUFC, 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 a minimum of three (3) chaperones for all out-of-province travel, at least two must be of the same gender as the players.

3. Players must follow the guidance and direction of the designated chaperones at all times during the trip.

4. Where practical, all players are to travel together as a team. Any exceptions must be approved by the coach, in consultation with the Technical Committee.

Diversity and Inclusiveness

MUFC encourages participation by all individuals, regardless of race, ethnicity or physical ability, who wish to partake to develop lifelong skills and enjoyment of the sport. MUFC and its coaches will help players to be culturally sensitive and appropriate at all times, will appreciate diversity and respect that everyone belongs regardless of their background.

Participants with special needs are welcome in the program. An individual needs assessment will be done on a case-by-case basis to determine how the club can best support their development. This may include:

- Adding the player as a practice player to a team
- Allowing a support person to accompany the player to all

games/practices.

Accessibility

- MUFC will meet the information and communication needs of people with disabilities by providing, upon request, information and communications materials in accessible formats or with communication support.
- Personal assistive devices (including guide dog, service dog and/or service animals) are welcome around our fields for spectators. Please speak to a MUFC representative if you require assistance accessing the fields.

Injury/Incident reporting

Incident Report

In the event of a player injury or other incident, a team official must complete a Club Incident Report and file this report with the Board.

Injury

All serious injuries or those that require treatment at the hospital must be reported to the Board within 24 hours so that the appropriate forms can be submitted to the league.

A designated team official must maintain a log of all injuries requiring medical treatment that is beyond any first aid treatment provided at the field.

Medical Treatment and Clearance to Return to Play

Team officials may choose to require a player to seek medical attention for treatment of an injury. Players requiring on-going (more than one occasion) treatment for injuries may be required to get written medical clearance to return to training/playing with the team.

Injuries and Insurance

Injured participants may be eligible for insurance coverage. A copy of the Club/OSA insurance policy and Injury Report forms are available on the Ontario Soccer Association website: www.soccer.on.ca

It is the responsibility of the player, parent or guardian of any player requiring medical attention to have appropriate Injury Report and Insurance Claim forms completed, with the cooperation of team officials.

Concussion - Rowan's Law

MUFC is committed to the health and well-being of our players and appropriate concussion management techniques to ensure their safety.

Rowan's Law became effective on July 1, 2019 and states that each sport organization must:

- Ensure that athletes under 26 years of age, parents of athletes under 18, coaches, team trainers and officials confirm every year that they have reviewed Ontario's Concussion Awareness Resources.
- Establish a Concussion Code of Conduct that sets out rules of behavior to support concussion prevention.
- Establish a Removal-from-Sport and Return-to-Sport protocol.

Concussion Code of Conduct for Athletes and Parents/Guardians (for athletes under 18 year of age)

I will help prevent concussions by:

- Wearing the proper equipment for my sport and wearing it correctly.
- Developing my skills and strength so that I can participate to the best of my ability.
- Respecting the rules of my sport or activity.
 - My commitment to fair play and respect for all (respecting other athletes, coaches, team trainers and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- I don't need to lose consciousness to have had a concussion.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a

concussion. This means that if I think I might have a concussion, I should stop participating in further training, practice or competition immediately, or tell an adult if I think another athlete has a concussion.

- Continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others:

- I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience any symptoms of a concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to share any pertinent information regarding incidents of removal from sport with the athlete's school and any other sport organization with which the athlete has registered. This means that if I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.
- I understand that I must tell my coach about a confirmed or suspected concussion that I received from school or another sport.

I will take the time I need to recover, because it is important for my health.

- I understand my commitment to supporting the return-to-sport process. I will follow my sport organization's Return-to-Sport Protocol.
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

I will help prevent concussions, through my:

- Commitment to zero-tolerance for prohibited play that is considered high risk for causing concussions.
- Acknowledgement of mandatory expulsion from competition for violating zero-tolerance for prohibited play that is considered high risk for causing concussions. This means that I will be disqualified/expelled from play if I violate the zero-tolerance policy.
- Acknowledgement of the escalating consequences for those who repeatedly violate the Concussion Code of Conduct.

Concussions - Return to Play

Ontario Soccer's concussion protocol will be followed for all suspected concussions:

1. Recognize and Respond to the signs and symptoms of a concussion and act accordingly.

- Dazed or vacant look
- Lying motionless
- Unsteady on feet

d. Grabbing or shaking head

e. Confused

f. Headache

g. Dizziness

h. Drowsiness, sensitivity to light.

2. Remove - After a blow to the head or neck, the player must be removed from activity immediately.

Call 911 if the player is experiencing

a. Neck pain

b. Deteriorating consciousness

c. Repeated vomiting

d. Seizure

e. Weakness or tingling in extremities

f. Severe or increasing headache.

3. Re-Entry - A player who is removed from play and reports NO concussion symptoms and NO visual cues may return to play. The player should be monitored for delayed symptoms over the next 24-48 hours.
4. Refer - Once removed from play. The players with a suspected concussion must be referred to a medical doctor or nurse practitioner for diagnosis.
5. Report - Players, parents and guardians must disclose the nature of and status of all active injuries.
6. Recover and Return - Depending on severity of symptoms, players may progress through the following stages at different rates. If the player experiences new symptoms at any stage, they return to the previous stage until symptom free for 24 hours.
 - Stage 0 - Rest (No exercise for 24-48 hours)
 - Stage 1 - Daily activities that do not provoke symptoms
 - Stage 2 - Light exercise (walking, stationary bike, NO Soccer)
 - Stage 3 - Soccer Specific Exercise (Running drills, NO head impact activities) Stage
 - 4 - Non-Contact Training (Passing, change in directions, resistance training, NO head impact activities)
 - Stage 5 - Full contact Practice (normal training activities, tackling, heading)
 - Stage 6 - Return to game.
7. Reassess - A player with prolonged concussion symptoms or recurrent concussions should be assessed and managed by a physician.

Inclement Weather

Heat

Officials should be very cautious in authorizing games or facilitating practices in environments where the temperature plus humidity combined are 35°C and over. They should inquire of the participants to ensure pre-event hydration, medication use and susceptibility to heat injury (prior occurrence). Also unlimited substitution is recommended during games as are frequent fluid breaks and fluid availability on both sides of the field.

Lightning

When thunder roars, go indoors!

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Canada Soccer. Ultimately, the match official has the final say over delaying or restarting a match due to weather. Waiting to stop play, or not waiting to start play may result in a serious injury or loss of life. Match officials are expected to act responsibly when dealing with such events during matches they are controlling.

When you hear Thunder

- Stop all activity and quickly get to a safe location.
 - A safe location is a fully enclosed building with wiring and plumbing. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If no sturdy building is close by, get into a metal-roofed vehicle and close all the windows.
- Be aware of how close lightning is occurring.
 - When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased. Know where the closest “safe structure or location” is to the field or playing area and know how long it takes to get to that safe structure or location.
- If caught outdoors far from shelter, stay away from tall objects. This includes trees, poles, wires and fences. Take shelter in a low-lying area, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head.
- Do not handle electrical equipment, telephones or plumbing.
 - Stay inside for 30 minutes after the last rumble of thunder or flash of lightning.

Coaching Training and Certification

The head coach and assistant coach for all MUFC representative teams – competitive, recreational, or development teams in any league governed under Ontario Soccer (e.g. HDSL / CSL / CGSL) – must have the age-appropriate coach certification, at a minimum.

There are additional qualifications required of the head coach and other technical area officials, such as completing courses for:

Respect in Sport (RIS): (an e-learning online course)

Access to the course is available here:

[http://www.ontariosoccer.net/clubs-districts/risk-management/respect-in-s](http://www.ontariosoccer.net/clubs-districts/risk-management/respect-in-sport)

[port](#) Please note this certification is valid for 5 years, and you may have

received notice that your certification must be renewed.

Make Ethical Decisions (MED):

This course is offered through the Coaching Association of Canada, and information is available here:

[http://www.coachesontario.ca/nccp-training/competition-introduction/make-ethical decisions/](http://www.coachesontario.ca/nccp-training/competition-introduction/make-ethical-decisions/)

Making Headway in Soccer (an e-learning online course)

It is offered through the Coaching Association of Canada, and information about that course and how to access it is here:

<http://www.coach.ca/-p153487>

Soccer for Life or C License Training (NCCP)

Each coach must have the appropriate level NCCP training for the age group they are coaching. OS has made a recent push to have coaches

certified at the C License level. Interested candidates should make requests to the Technical Committee.

Sports Injury training

The coach or his/her designate should have a qualified first aid person (per Ontario Soccer guidelines) available at games and practices. The Club may organize a soccer/sports injury seminar to provide basic training for team officials, and each team should have a minimum of one official trained in this area.

Manager Training

MUFC will provide a basic training seminar for team managers, and each team will have a designated team official in attendance at the annual training session.

Additional training & development expectations

It is expected that all team coaches and assistant coaches will endeavor to improve their coaching capabilities, through participation in additional coaching training that will supplement their practical experience. MUFC will endeavor to provide extra training opportunities when possible.

MUFC will provide internal coaching training and development activities over the course of a season. It is expected that coaching officials will participate. This may include coaching sessions provided for groups of MUFC coaches, as well as team training sessions conducted by club officials that encompass both coach and player development goals.

It is expected that team coaches will regularly seek to upgrade the level and certification of training as coaches, through attendance at external courses and seminars.

Remuneration

MUFC will reimburse coaches for out-of-pocket expenses (not including food or accommodations) for required coaching certifications with prior approval from the board.

Social Media

MUFC encourages the use of social media by its directors, committee members, staff and others representing MUFC to enhance effective internal communication, build the MUFC brand, and interact with its registrants in a professional manner. Guardians will provide consent to be in any social media posts created by MUFC.

Coaches should not use web-based technology (e-mail or social media sites) to contact players on an individual basis; another team official or the player's parent should be copied on all messages. Coaches are discouraged from contacting players for non-soccer related reasons. Coaches and team officials are not permitted to take, use, copy or share photographs of participants for their own personal use - unless they are the coaches' or team officials' child.

MUFC 2024 SPONSORSHIP CATEGORIES AND DETAILS

Individual Team Fundraising:

In some cases, additional funding may be desired/required for teams to offset costs associated with attending tournaments, paying for extra team training or for the purchase of other gear or team equipment such as tracksuits, team benches/tents, etc.

The individual team is responsible for paying for additional items. These fees can be collected directly from parents, or additional sponsorship can be secured. If additional sponsorship is secured, then a small percentage of the sponsorship will go to the club to assist with club expenses. The MUFC board has agreed on a figure of 15%. *

If the team agrees, additional sponsors' logos may be affixed to any additional gear that the team is purchasing, so long as the Club's logo is on all gear. To be clear, the items provided by the Club (kits and pinnies/training shirts) cannot have other logos printed. As an example, playing jerseys can only have the official team sponsors' logos; however, if a team secures an additional sponsor(s) for tracksuits, only the club logo (mandatory) and the additional team sponsors' logos may be added to the tracksuits. The official team sponsor logo does not need to be added to the extra gear.

Teams who are fundraising for special events, such as tournaments outside of the province or overseas, may request a reduced fundraising rate. Requests must be submitted to the board in advance of fundraising planning or sponsorship securement, in conjunction with requests to the technical committee (Team Itinerary) to attend the desired event (e.g. tournament outside of Canada).

* Rationale: We want teams to be free to do fundraising but it is imperative that the Club's expenses (and growth plans) are considered. What's more, we cannot have our efforts to find Club sponsors adversely affected. This small amount tries to strike the appropriate balance. Note this amount would apply to sponsorship arrangements as well as donations.

For the Full Team Sponsorship Layout, please see the link below.

[Team Sponsorship layout](#)