

THUNDER BAY CHILL SOCCER CLUB



Operations Manual

Approved by the Board of Directors at the October 2023, AGM.

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ACKNOWLEDGMENT

The Thunder Bay Chill Soccer Club would like to thank the following for their support and assistance in preparing, editing, and revisions to this document.

Special thanks go out to staff at the Canadian Soccer Association for the direction and support to align our document. The Chill Board of Directors strongly believes that this type of document is essential for our club and should be used as a communication tool between the Club management and stakeholders.

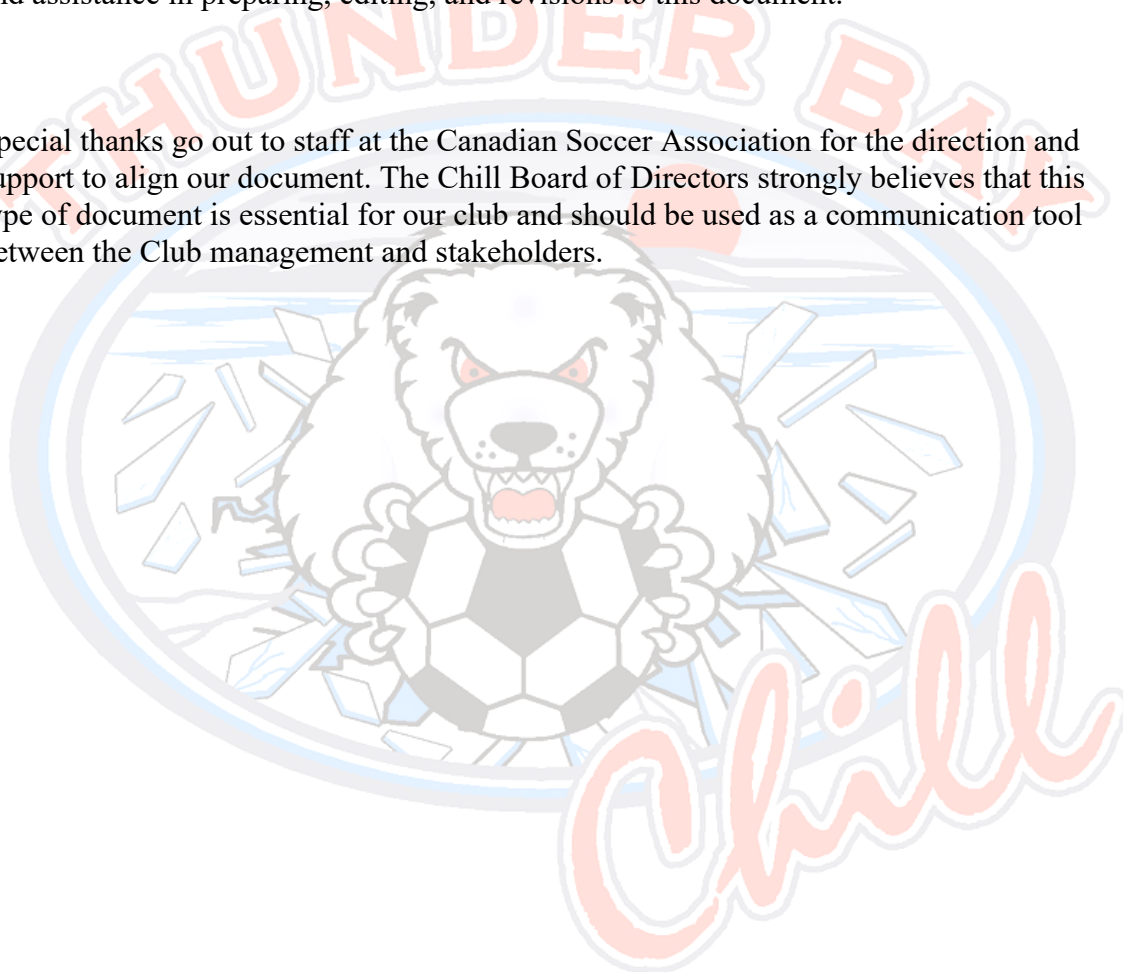


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By-Laws

Article 1: NAME

The name of this Club shall be the **THUNDER BAY CHILL SOCCER CLUB**, hereinafter referred to as the Club. The headquarters of the Club shall be located within the District Boundaries of the SOCCER NORTHWEST ONTARIO Soccer Association, hereinafter referred to as the District Association.

Article 2: OBJECTIVES

The Club shall have the following objectives:

1. To promote and develop the game of soccer within its boundaries.
2. To help individuals to develop their character as resourceful and responsible Members of their community by providing opportunities, through the game of soccer, for their mental, physical, social and leadership development.

Article 3: AFFILIATIONS

The Club shall be a Member of the SOCCER NORTHWEST ONTARIO and shall follow the published rules of the District Association and Ontario Soccer, hereinafter referred to the OSA. The Club is subject to the published rules in declining order of authority of the following bodies to which it is affiliated:

1. Ontario Soccer (Provincial)
2. Soccer Northwest Ontario (District)
3. Thunder Bay Chill Soccer Club (Club)

Article 4: MEMBERSHIP

The Club will be comprised of voting and non-voting members.

- i) The Board of Directors are voting members of the club.
- ii) Upon receipt of a membership application and fee, as determined by the Board of Directors, and with approval of the Board of Directors, any individual with an interest in the game of soccer may be a voting member of the club
- iii) All duly registered participants are non-voting members of the club.
- iv) Volunteers are non-voting members of the club.

The fee noted in ii) above shall be identified on the membership application to be submitted. The Board of Directors has the discretion to determine and adjust the fee from time to time.

A member shall agree to abide by the regulations of the Club and the rulings of the Board of Directors and its committees. A breach of this condition of membership shall be subject to a vote by the general membership of the Club who will determine the appropriate penalty to be imposed for such breach.

A person shall become a regular Member upon election or appointment by the directors of the Club. An administrator is an individual who is registered with The OSA to be responsible for one or more of the functions required to operate a Club. For purposes of this definition, an Executive Director and shall be classified as an administrator.

Fees

Membership fees for regular Members shall be set annually by the Board of Directors and ratified or amended by the Membership at a general meeting of the Club.

Discipline of Member

A Member may be fined, censured, suspended, or expelled from Membership for cause and only after charges have been laid in accordance with the Club's published rules/Code of Conduct and a hearing held in accordance with the Club's and OSA's published rules. An individual whose Membership has been suspended loses all rights of Membership until the suspension has been terminated.

Player, team, and team official discipline for game infractions is governed in accordance with the procedures published by Ontario Soccer.

Any Member, who infringes the Articles or rules of the Club or brings the Club into disrepute, may be reprimanded, suspended, or expelled from the Club after a hearing by the Board of Directors of the Club at which hearing the Member is entitled to attend.

Termination of Membership

Membership in the Club shall be deemed to have been terminated:

1. If the Member submits a signed letter of resignation to the Club
2. If the Member is expelled by the Club's Board of Directors
3. If the Member is no longer registered with the Club

Article 5: BOARD OF DIRECTORS

A Board of Directors, which shall consist of at least Four individuals, shall govern the Club or such number not to be less than THREE, as may be amended from time to time in accordance with the Club's By-Laws. These individuals shall hold the offices of:

President
Vice- President
Secretary
Treasurer
Director of Coaching
Director of Youth
Director of Volunteers

A Director shall be 18 years of age or older, shall not be an undischarged bankrupt and shall be a Parent of a Regular Member (Player) or a Member of the Club.

A Director shall serve for a term of two years or until his or her successor is elected or appointed. Terms will begin November 1st and run until October 31st.

After an initial Board of Directors has been appointed, the positions of President and Secretary shall be elected in even numbered years while the positions of Vice-President and Treasurer shall be elected in odd numbered years.

Nominations and Elections of Officers

Nominations for offices on the Board of Directors may be made by any Director at the 1st meeting each year. Nominations and elections for offices open shall be held in the order of the positions listed in the Bylaw.

Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required, and the nominated candidate shall be declared elected by acclamation.

Most of the vote's cast shall be required to elect Officer. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

Director Vacancy

A Director has the right to resign her or his position by submitting a signed letter of resignation to the Club, which resignation may be accepted at the next Board meeting.

A vacancy on the Board of Directors and their respective offices held, caused by removal, death, or resignation, which has been accepted by the Board of Directors, shall be filled by a majority vote of the Board of Directors. The successor Director shall hold his or her incumbent's position(s) for the remainder of the term being filled.

Removal of Director

No Member of the Board of Directors shall be removed for arbitrary reasons but may be removed if:

The Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:

1. If they become incapable of performing the business of the Club
2. If they are absent from three or more meetings of the Board without satisfactory reason.
3. If they become, or is discovered to be, an undischarged bankrupt; or the Director has compromised the integrity of the Club due to, but not limited to, any of the following reasons.
4. If they have been found guilty of an offence under the Harassment Policy of Ontario Soccer.
5. If they have been found guilty of an offence involving violence under the Discipline Policy of Ontario Soccer.
6. If they have failed to properly account for monies or other property belonging to the Club
7. If they have been found guilty of a criminal offence regardless of whether the offence directly affected the Club.

A Member of the Board of Directors holding his or her respective position(s), as Director or other office, may be removed from their position as a director or from office by the Board of Directors for good and sufficient cause by a 2/3's vote of the Board of Directors present, provided 14 days' notice to remove the Director has been given to all Directors of the Club. If the Board of Directors removes a Director, the Board of Directors may appoint a successor to the position(s) for the remainder of the term(s) being filled.

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the Club provided notice to remove the Director has been given to persons entitled to attend the Members' meeting. If a director is removed at a members' meeting, the Members entitled to vote may elect a successor to

fill all position(s) held by the removed Director for the remainder of the term(s) being filled.

Duties of Board of Directors

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within the Club except for those positions elected by the Membership of the Club. This shall include the appointment of volunteer and paid positions for coach and administrator positions within the Club's operations. The selection process and the appointments shall be based on procedures outlined in the Club's published rules.

The Board of Directors may also revoke, for cause, any appointment providing that it has followed the procedures for the revoking an appointment as outlined in the Club's published rules.

Duties of Directors

President

Except as provided for in the Dispute Resolution Policy of Ontario Soccer, the President shall preside at all general meetings of the Club, and of the Board of Directors and shall be ex officio a Member of all committees, except for a nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Board of Directors; coordinate all duties of the Board of Directors, committees, staff; and shall be the spokesperson for the Club.

Vice-President

The Vice President shall act in the absence of the President and shall have other powers as assigned by the Board of Directors. The Vice-President will chair all matters of Discipline.

Treasurer

The Treasurer shall ensure that full and accurate records are kept of the accounts of the Club; shall submit a written report to the Board of Directors at each meeting; and shall submit an Annual Report to the Annual General Meeting.

Secretary

The Secretary shall maintain a record of all minutes of the organization, maintain copies of all committee reports, notify officers and committee Members of their election or appointment, furnish committees with those documents required to perform their duties, sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules), maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting, send to the Membership a notice of each general meeting, send to the Board of Directors notices and an agenda of each meeting at least 7 days in advance of the meeting date, conduct the general correspondence of the organization that is not the proper function of another office or committee, prepare, prior to each meeting in consultation with the presiding officer an order of business, and, in the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.

Other Director Positions

The Board of Directors shall determine the duties of other Director Positions.

Nominations and Elections

Nominations for Directors may be made by any Member at the annual general meeting or at a Special General Meeting called for that purpose.

Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required, and the nominated candidate shall be declared elected by acclamation.

Most of the vote's cast shall be required to elect Directors. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote shall be held.

Article 6: MEETINGS

General Meetings:

An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held, at such place, and at such date as the Board of Directors may determine. Such notification will be posted the Indoor Facility (Soccer Plex), via email, website notice or public notice or any other method determined by the Board.

Three voting Members or 75% of the voting Membership, whichever is less, shall form quorum at all general meetings of the Club. Any question shall be decided by most of the votes unless otherwise required by this By-Law or other law.

Annual General Meeting:

The Club shall hold its Annual General Meeting not later than October 31st of the following year. The agenda of the Annual General meeting shall include:

1. Call to Order
2. Conflict of Interest declarations
3. Minutes of Previous Special Members Meeting and Annual General Meeting
4. Treasurer/Auditor Report
5. President's Report
6. Officer Reports
7. Appointment of Auditors
8. Amendments to the By-Laws
9. Roll Call
10. Election of Directors
11. Any Other Business
12. Adjournment

Special General Meeting:

A Special General Meeting of the Club:

- a) may be called by the Board of Directors, or
- b) shall be called by the Board of Directors upon receipt of a written request submitted to the Club by registered mail, certified mail, trace mail, courier service, hand delivery, fax, or e-mail, signed by not less than 25 Members or 25% of the voting Membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 30 days of receipt of the written request from the Members.

Only the business set out in the notice of the Special General Meeting shall be considered.

Voting at General Meeting:

Every regular Member aged 18 and over shall have the right to attend and speak at Members' meeting of the Club.

Every registered player, coach, manager, administrator with the Club under the age of 18 shall have the right to attend and speak at Members' meetings, via a parent or guardian who shall also have the right to attend and speak on behalf of that Member at Members' meetings.

Proxy Voting at General Meeting:

Elected Members entitled to vote at a meeting of the Board may by means of a proxy appoint a person, who need not be a member, as the Member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.

An individual may only hold one proxy.

The formats for the proxy, and the issue, or issues, for which the proxy may be cast are as defined in the Rules and Regulations.

Board of Directors Meeting:

The Board of Directors shall meet at least 2 times per year, upon 14 days' notice given by the President and Secretary, at such place and time as the Board of Directors may determine.

Most of the Members of the Board of Directors shall form a quorum at all meetings of the Board. Questions arising at any meeting shall be decided by most votes where each director is entitled to cast one vote.

Article 7: COMMITTEES

The Membership at any general meeting, or the Board of Directors at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of the Club.

Article 8: PROCEDURES GOVERNING MEETINGS

All meetings of the Club shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in this By-Law or other Rules and Regulations of the Club.

Article 9: BY-LAWS AND AMENDMENTS

a) By-Law amendments to:

Article 1: the Club's name, and the name of the District Association with which the Club is affiliated.

Article 3: the name of the District Association with which the Club is affiliated.

Article 4: the Regular Member Types only and the applicable paragraph for each.

Article 5: the number of Directors on its Board of Directors, the additional positions a director may hold and the election year for the additional positions, and the description of "Other Director Positions".

Article 6: the method of notification of a General Meeting.

Article 9: the method of notification about proposed amendments to the By-Laws; and

Article 12: the financial year-end of the Club

May be proposed by the Board of Directors, or submitted by a registered affiliate (player, coach, manager, administrator) to the Club in writing at least 21 days prior to a general meeting of the Club; and

1. Must be approved by a majority vote of the Board of Directors, and by a
2. 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose
3. Subject to the foregoing, all By-Laws of the Club shall be adopted or amended by a majority vote of the Board of Directors, and by a 2/3's vote of the Membership voting in person or by proxy at a meeting of the Club duly called for that purpose, provided such By-Laws or amendments conform to The OSA published rules
4. By-Laws or amendments thereof required by changes to Ontario Soccer published rules shall be considered at the next Members' meeting of the Club following at least 45 days after notification of the required change has been published by Ontario Soccer.

All Members entitled to vote shall be notified with the Club's notice of the said Members' meeting about By-Law amendments referred to in subparagraph (a) and proposed By-

Laws or amendments referred to in subparagraph (c). Such notification shall be posted on the Boards at the Club trailer, or the Indoor Facility (Soccer Plex), via email, website notice or public notice or any other method determined by the Board.

Article 10: RULES AND REGULATIONS

The Board of Directors may approve and publish Rules and Regulations, which are not inconsistent with this By-Law or inconsistent with the Rules, and Regulations of a higher-level governing organization.

Amendments to the Rules and Regulations may be made by a majority vote of the Board of Directors or the Members at a General Meeting.

Article 11: INDEMNITY

Members of the Board of Directors or other servants to the Club, their heirs, executors, administrators and estate and effects respectively shall be always indemnified and saved harmless by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.

Article 12: FINANCE

The accounts of the Club shall:

- a) Be audited annually by a Chartered Professional Accountant (CPA) if the annual Gross Revenue is greater than \$750,000; or
- b) Be reviewed annually through a Financial Review Engagement completed by a CPA, if the Annual Gross Revenue is \$750,000 or less; or
- c) With the consent of all its members, be exempt from any audit or Financial Review Engagement if the Annual Gross Revenue is less than \$750,000.

The audit or the Financial Review Engagement statement shall be presented to the Annual General Meeting for adoption.

At the Annual General Meeting of the Club, a chartered accountant firm shall be appointed to perform the audit or the Financial Review Engagement.

The fiscal year of the Club shall end on October 31 of each year, unless otherwise ordered by the Board of Directors.

Article 13: DISPUTE RESOLUTION

The Club shall adhere to the Dispute Resolution process as published and approved by Ontario Soccer from time to time.

Any Member of the Club may initiate the Dispute Resolution process by communicating in writing to Ontario Soccer, with a copy to the Club and District Association, the nature, and facts of the dispute. Ontario Soccer, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.

The Dispute Resolution process shall not to be used for game discipline, which follows the normal discipline and appeals process.

The Club shall make available to any Member the Dispute Resolution process when requested.

Article 14: HARASSMENT

The Club shall adhere to the Harassment Policy as published and approved by The OSA from time to time.

The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, and game officials, administrators, players, Members, and registrants of the Club.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading, or offensive. It includes, but is not limited to, sexual harassment.

The Club shall make available to any Member the Harassment Policy when requested.

Article 15: APPEALS

- a) Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision. A non-Member may appeal the denial or termination of Membership in the Club.
- b) A decision of the Club may be appealed to the District Association with which the Club is affiliated. The appeal shall be conducted in accordance with The Ova's and District Association's published rules.
- c) An individual shall not appeal a decision made by the Board of Directors regarding the appointment, non-appointment, re-appointment, or revocation of an appointment of an individual to any coach or administrator position within

the Club's operations, except where the selection, appointment and revocation process outlined in the Club's published rules has not been followed.

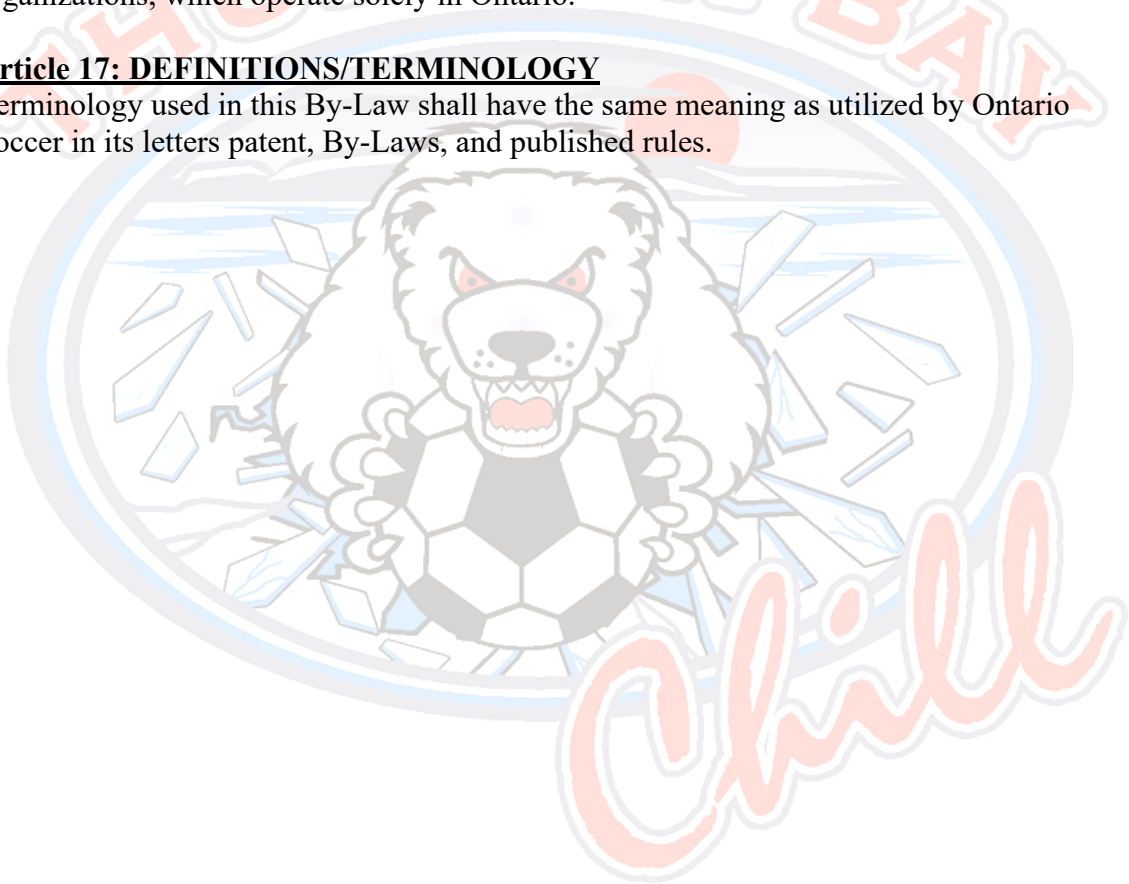
- d) An individual shall not appeal a decision made by the Club regarding a player's team assignment.

Article 16: DISSOLUTION

In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Board of Directors to one or more not-for-profit soccer related organizations, or any not-for-profit athletic community organizations, which operate solely in Ontario.

Article 17: DEFINITIONS/TERMINOLOGY

Terminology used in this By-Law shall have the same meaning as utilized by Ontario Soccer in its letters patent, By-Laws, and published rules.



Policy & Procedures

1. Membership

- i. Application for registration with the Ontario Soccer Association shall be made annually on a form provided by Soccer Northwest Ontario.
- ii. Voting Members shall complete and application form to the Executive Director and approved by the Board of Directors in accordance with the Thunder Bay Chill By-laws.

2. Players

- i. Registration of players, coaches, team liaisons and administrators will be in accordance with the published rules of Soccer Northwest and the Ontario Soccer Association.
- ii. For balancing the level of all recreational programs and ensuring that a holistic development environment exists, the Club will assign players to teams for all programs.
- iii. The Club will operate recreational programs for all players age U4 to U18 in all four (4) seasons during the calendar year (Spring, Summer, Fall, Winter). Open registration will be announced, and invitation is open to all players in accordance with Chill Policies.
- iv. The Club will operate competitive programs for age groups U8 to U18 annually. Open registration and invitation are open to all players in accordance with Chill Policies. Players will be placed into appropriate age or developmental levels.
- v. Player movement is permitted to all players to play with friend, allow players to work with other coaches, and to ensure that a weekly game meets the needs of the player.
- vi. All recreational players shall play equal amount of time each game.
- vii. Player to Coach Ratio
 - U6 & U8 (8:1)
 - U10 & U12 (12:1)
 - U13 & up (14:1)

3. Teams

- i. The Club will operate Recreational and Competitive teams subject to available competition.
- ii. Players will be assigned to teams at the discretion of the Club.

4. Staff

All Coaching staff

- i. Appointed by the Technical Director.
- ii. Have the required level of certification
- iii. Required to take coaching courses as suggested by the Club.
- iv. Responsible for quality and age-appropriate training sessions and the well-being of the players
- v. Adhere to all Club policies.
- vi. Approved by Executive Director.

5. Referees

- i. Referee assignments shall be in accordance with the published rules of Soccer Northwest and the Ontario Soccer Association.
- ii. Referees shall receive fees as set by the Club and approved by Soccer Northwest annually.
- iii. If a game is cancelled at the site because of inclement weather, the attending referee shall receive half the usual game fee.

6. Playing Formats

	U4	U6 & U8	U9 & U10	U11 & U12	U13 to U18
PLAYERS ON FIELD AND ROSTER	8 ON A TEAM STATIONS	6 ON A TEAM 3V3 NO GK	12 ON A TEAM 7V7 GK	14 ON A TEAM 9V9 GK	18 ON A TEAM 11V11 GK
BALL SIZE	3	3	4	4	5
SIZE OF GOALS	N/A	4' X 6'	6.5' X 18.5	7' X 21'	8' X 24'
FIELD SIZE	Length 25-35 Width 15-25 (Yards)	Length 25-35 Width 15-25 (Yards)	Length 55-65 Width 35-45 (Yards)	Length 70-80 Width 45-55 (Yards)	Length 115-120 Width 65-70 (Yards)
LENGTH OF GAME	No Game - Child and parent	2X15	2X25	2x30	2x35
COACH PLAYER RATIO	1 COACH	1 COACH	2 COACHES	2 COACHES	2 COACHES
REGISTRATION	OPEN	OPEN	OPEN	OPEN	OPEN/INVITATION

7. Training Session Duration

- i. As per LTPD (Long Term Player Development)
- ii. Recreational programs will operate for 10 weeks
- iii. Competitive programs will operate on an annual basis with proper breaks during training blocks.

8. Field Size

- i. As per Canada Soccer grassroots standards or based on availability

9. Game Types

- i. 11 v 11 soccer
- ii. Small Sided (excluding Grassroots Soccer)
- iii. Grassroots Soccer (U12 and younger)
- iv. Futsal
- v. Accessible Soccer

10. Discipline

- i. Discipline shall be in accordance with the published rules of Soccer Northwest and the OSA.
- ii. A registered member dismissed from a game for misconduct shall adhere to the DBR system or attend, if necessary, the next scheduled discipline

hearing. (DBH). The member may continue to play while awaiting the hearing, except in the case of an alleged assault of a Referee, in which case the player shall be suspended pending the hearing.

- iii. The club shall ensure its registrants comply with the conditions of any suspension imposed by Soccer Northwest through the DBR or DBH system.

11. Appeals

- i. Any decision may be appealed. Appeals shall be made in accordance with the policies and procedures of Soccer Northwest and the OSA.

12. Travel

- i. No travel for recreational teams
- ii. Maximum three (3) trips for U12 and below to festival format events only.
- iii. Maximum five (5) trips for U13 and up, not including Ontario Provincial indoor and outdoor championships.
- iv. Competitive teams U13 and up will travel based on league participation as set by schedulers for WYSL and OPDL.
- v. Teams wishing to travel to tournaments or exhibition games may only attend sanctioned events and have approval from the Technical Director.

13. Fundraising

- i. The Club does not endorse any type of fundraising in the Club unless initiated by the Executive Director and approved by the Board for the purpose of benefiting all members of the Club.
- ii. Any potential fund raising must not conflict with similar products associated with the Club without approval.

14. Sponsorship

- i. All sponsorships are directed by the Club. No member is allowed to pursue sponsorship for a specific team or individual.
- ii. The Executive Director shall set a fee for sponsors of the Club with approval from the Board of Directors.
- iii. Donations of any kind may be allowed for individuals on the condition that there are no expectations by the Club. Approval is required.
- iv. No solicitation of existing Club sponsors is allowed.

15. Club Uniform

- i. The Club will provide a uniform to each recreational player consisting of a jersey. Socks and shorts will also be provided based on availability.

- ii. The uniform remains the property of the club and must be returned upon request.
- iii. The Club colours shall be Royal Blue and White. A third colour (Black) will be used as an alternative.
- iv. Competitive travel players will receive training gear.

16. Equipment

- i. All participants must wear the appropriate equipment while training and playing in accordance with the Laws of the game.
- ii. All players will be provided soccer balls by the club.
 - 1. U8 and under – Size 3
 - 2. U12 and under – Size 4
 - 3. U13 and up – Size 5
 - 4. Futsal Balls for indoor gym training

17. Competitive Program Financial Commitments

- i. Each player will be required to pay a team fee, which is based on the expense items below. The cheque should be made payable to “**Thunder Bay Chill**”. Deadline for payments will be determined at the Annual parent meeting at the start of the Indoor Season portion of the Annual calendar. The Chill calendar will operate from November to September
- ii. The fee for the Reserve Program is \$\$\$ per Reserve player (see fee payment distributed at Meetings) and will cover the following:

Coaching Fees	Administration Fees	
Training Fees	League Fees	Equipment Fees

- i. Please be advised that any **TOURNAMENT and TRAVEL COSTS** are additional and will be the responsibility of the players travelling. These costs will involve coaches’ travel/hotel/meal expenses, tournament team & player registration.

Communication

- 1. You as a player are responsible not only for your personal success but are also a key contributor to the Team’s success.
- 2. Proper communication with staff, players, parents, and club coaches is key in establishing a quality program.
- 3. Staff will do its best to adhere to these standards. We ask only the same courtesy from the player and parent. (Due to some uncontrollable situations communication links can break down).

4. If we all respect each other, these standards can help eliminate many of the inconveniences that may occur.
5. Please notify one of the staff members with an explanation of your absence. Promptness and attendance are the key to the Reserve program.
6. It is important to communicate and report your availability. Please follow the guidelines below to report if you are available or unavailable for any of the following:
 - I. Away Competitions/Tournaments – Report availability **90** days in advance.
 - II. Home League Games – Report **14** days in advance.
 - III. Home Exhibition Games – Report **5** days in advance.
 - IV. Home/Away Team Functions – Report **48** hours in advance.
 - V. Training – Report **24** hours in advance.

All reporting must come from the adult (email) to the Head Coach or Team Liaison. Only item V. should be directly reported via email or text from the adult to the Head Coach. No player should be texting the coach unless they play for the Reserve or Jr. Reserve team and have permission to do so by the parent.

Coaching staff will determine what is acceptable.

If you have any questions regarding the program, the parent is asked to report to the Team Coach via email or phone. The information will flow to the appropriate individuals to handle your concerns. **1. Team Liaison 2. Head Coach 3. Technical Director**

Please note that questions regarding the Technical Aspect of the Program should only be addressed at the Parent Meeting or to the Technical Director and not the Head Coach.

PLAYING UP POLICY

The Club firmly believes that a player needs to be challenged if they want to improve. Our environment in training must provide a balance of challenges and success. If sessions are too easy, then players can get bored and develop bad habits, but if sessions are too hard, important skills may not develop.

We have players in our club who stand out because of their ability to be the best dribbler, most assertive, or always involved in the action. Additional reasons why parents have a motive to have their son/daughter age up:

- Fear their child is not able to learn anymore at current level.
- Parent's knowledge is better than the qualified coach.

- Coach's inability to train varied skill levels within a session.
- Parent thinks this will aid in nailing a scholarship or higher levels.

We know from research that kids play the game because of two main reasons: to play with friends and have fun. The above motives do not speak of any of these, but research clearly emphasizes that kids need to be among their peers to grow and develop. When looking at the whole player, the Club will focus on five components that revolve on the holistic approach (technical, tactical, physical, social, and psychological). Although a player may be strong in one of these components, it may be jeopardizing the other components.

Our Club believes that we must exercise patience and focus on long-term development in a player. Based on this, player will not age up, however, certain factors will be considered for each specific situation.

- Player is invited into Provincial or National Team Pools, thus, requiring additional sessions. If player is released from above Pool, then movement up will stop within the Club.
- Player is preparing for a tryout for college/university trial.
- Player is preparing for playing at a higher level after the age of sixteen.
- Roster decisions need to be filled.

In particular, the above does not apply to players 12 and under, who play 8v8 moving to U13 or older, which play 11v11.

PRIVATE TRAINING

No player registered in our Reserve teams can approach a Chill staff coach regarding private training. All requests must go through our Technical Director.

ACCEPTABLE BEHAVIOUR OF A CHILL PLAYER

Players must unite as a club - then team, to accomplish the goals that are set. In accepting the Club's vision and plan, players acknowledge the existence of a purpose that is higher and more worthy than they are; through recognizing that the team and not they themselves is that higher purpose, they learn to sacrifice, their own needs to those of the club/team.

Why? - Because the club/team can provide benefits for the player that he/she cannot readily achieve or receive apart from the team. The benefits vary from one player to another. For example, some players:

- Simply want to be in a Chill team uniform,
- Like the self-esteem that comes from being associated with an elite club,
- Enjoy the camaraderie and interaction with coaches and teammates,
- Want to be part of a winning team or winning program, and
- For the simplest and most obvious of reasons, play for the love of the game and relish the competitive challenges it affords them.

The club, parents, coaches, friends, and supporters think the most important reason why players play Chill soccer is- *to be part of a relatively large group of people who regard them as special.*

The club believes that being a member of this club can and will be regarded as one of the greatest and most valuable experiences in your life regardless of whether the team wins' championships or reaches more modest levels of accomplishment. Each team will build teams of closely-knit individuals who will accomplish together what could not be accomplished separately.

Four characteristics are required by each player to distinguish a club/team (family) from a team (group of individuals):

- ACCEPTANCE:** Follow the golden rule: treat teammates, as you would want to be treated, acknowledging your right to be treated as equal
- RESPECT:** Recognizing that your teammate's contributions are important to the Team and treat them with dignity.
- LOYALTY:** Supporting teammates on and off the field - in good times & bad and endeavouring to act responsibly in all situations.
- FRIENDSHIP:** Being genuinely concerned about the wellbeing of one's teammate. This is the most powerful motivator at your disposal

18. Amendments

- a) The Policies and Procedures may be amended at any meeting of the Club by a simple majority.

Thunder Bay Chill Pyramid

HIGH PERFORMANCE

USL2 Men's Team
WPSL Women's Team - 2023

RECREATIONAL PROGRAM

U4 – Parent/Child Program
U6 & U8 – Grassroots
U12 – Developmental
U13 to U18 – Soccer for Life

COMPETITIVE PROGRAM

U8 to U18
Aligned with LTPD principles

WHY BELONG TO AN ASSOCIATION?

The Thunder Bay Chill Soccer Club is a registered club affiliated with Soccer Northwest, the District Association. Below are the soccer organizations in which we are affiliated with.

- F.I.F.A - Federation International Football Association
- C. S.A - Canadian Soccer Association
- O.S.A - Ontario Soccer Association
- S.N.O - Soccer Northwest (District Association)

Belonging to a national association has many advantages for the soccer player and all members. As the player's skill and interest expand, the association becomes more important in providing more

opportunities at different levels for each child. The associations allow the local club to create and provide a quality environment for the player to develop and grow. Here are some of the benefits provided by our Associations:

- i. Organizational assistance, visual aids, and manuals
- ii. Training programs for coaches, officials through local clinics by certified instructors
- iii. Medical and liability insurance at low cost to protect players, coaches, and managers
- iv. Player development programs
- v. Access to competitions (Ontario Cup)
- vi. National Soccer Championships

CLUB PROGRAMMING

The organization and strategic plan will be the responsibility of the Executive Director who will oversee the Technical Director in action. The technical program delivery will be based on sound and proven methods connected to the Chill “We” philosophy. Standards and expectations will be transparent, schedules will be created, coaches assigned, and fees will be set.

Parents will be advised annually on program development and can address questions and concerns at this time. Parent meetings will consist of the following agenda:

- i. Coaching Philosophy - What is it?
- ii. Team Rules - What are they?
- iii. Discipline - How will you do this?
- iv. Financial Costs - How much? - Coaching Fees/Travel/etc...
- v. Your League - Who and where?
- vi. Number of Tournaments - Where and when?
- vii. Fund-Raising - Who does what and why/ Club rules?
- viii. Team Dress Code - What is it?
- ix. Parental Complaints - What is your policy?
- x. Team List - Do you have one for the parents?

xi. Q & A - Did you allow time for this?

Meetings should reveal to the team parents the following information:

Coaching Philosophy

The coach should outline their basic method of operation and any other topics related to player development and well-being. At the end of the presentation, an opportunity should be provided to the parents for any questions or concerns.

Team Rules

Expected punctuality, practices, and games, conduct of players and player discipline should be thoroughly explained to the parents.

League

Outline the teams you will be playing in your regular season; in case someone has difficulty with time commitment or a travel problem.

Tournaments

Outline your tournament plans and the number of tournaments you are planning to enter. Every season the Club receives complaints from the parents that a certain team is in too many tournaments or not enough. Any problems with your plans can be addressed at this opportune moment.

Q & A Period

Allow time at the conclusion of your presentation for any questions the parents might have, especially from new members of your team.

Team List

Provide every parent with a list of all team members, their addresses, phone numbers, and team staff phone numbers. Obtain every parents permission to publish this list.

Documentation

Every team's meeting agenda should be in writing and cover every topic to be discussed.

STAFF DUTIES & RESPONSIBILITIES

1. The Head Coach must ensure that the people you recommend and must work with, are completely compatible and agreeable with your coaching methods and philosophies. If not, it can be a very long and tedious season for you.
2. You must be very meticulous in the selection of these people. Do not recommend anyone whom you personally have even a small doubt about, as your worst fears will usually come true at some point during the year.
3. Your Team Liaison is the most important and urgent requirement. The sooner you appoint a Liaison, the sooner your team can start to organize properly. If you can't find a Liaison right away, you will be responsible for all duties pertaining to this position.
4. A good Liaison should be very energetic and pro-active, not reactive. This person should be somewhat diplomatic in their methods and be able to interface with the team parents and Club on a congenial basis.
5. A good Liaison is not secretive, unapproachable, and argumentative on just about every topic or suggestion. A good Liaison does not display a propensity for not learning or following rules and requirements. Make sure you don't get stuck with one of these types. If you don't "fire" this person, we will for you.
6. An Assistant Coach should possess the technical skills required for every aspect of the team, especially in your absence. Do not recommend any person whom you suspect might not be able to carry out their duties at a competent and fair level.

COMPETITIVE TEAM POLICIES AND PROCEDURES

To ensure continued success throughout the season, the following guidelines have been put in place for all members of the Thunder Bay Chill Soccer Club

Coaching Responsibility:

All team matters regarding playing time, positioning of players, team formations etc. will be at the discretion of team Head Coach. However, should a player or parent have a concern with any of these matters, they should contact the coach directly. Assistant Coach can alternatively be contacted if coach is unavailable.

Positioning:

Players will be expected to play positions requested by the Coaches. There is no guaranteed position for any player on the team. Starting positions are not as-of-right and must be earned continuously throughout the season. If a problem arises, please discuss it with the Head Coach only. Open and direct communication is the best way to resolve problems before they become major distractions.

Practices:

Depending on how well the team is gelling, particularly early in the season there may be a need for more. While we appreciate this is the vacation season for our parents/players, ideally, we would like to have all players attend all practices, especially when working on set plays. All players will be given adequate notice of practice times and locations and conversely, if any player is to be absent from practice, please let the Coach or Liaison know well in advance. Attendance will be kept. Habitual, unexplained missed practices shall be deemed a violation of team policy and could affect playing time.

Punctuality:

Please be on time for practices and games - XX minutes before a scheduled practice and XX minutes before a scheduled game. Please let the Coach or Liaison know if you will find these timelines difficult to meet due to job obligations. Habitual, unexplained lateness shall be deemed a violation of team policy and could affect playing time.

Attendance:

All players are expected to attend all league and tournament games. Of course, in extenuating circumstances, exceptions may be granted, but it is critical that the Coach be given plenty of advance notice to make player adjustments and, if necessary, arrange call-ups.

Attitude:

Players are expected to show positive attitude, and to follow directions given by the coaches in a responsible manner. The coaches will not permit whining, grumbling, or other disruptive acts during games or practices. Courtesy must be shown towards teammates at all times. Coaches will not permit name-calling, teasing, criticizing or other acts intended to hurt feelings or cause injury. Be respectful of your opposition and the referees.

Players as Ambassadors:

All players of the Pickering XXXXX team shall be good ambassadors of the Thunder Bay Chill Soccer Club. Wear the uniform with pride.

Transportation:

It is the player's and/or parent's responsibility for all player transportation to and from practices and games. The Head Coach and Coaching Staff (including team Liaison) are prohibited from driving players.

Parent Consultation:

Every effort will be made by the Head Coach to involve the parents as much as possible in all major decisions affecting the team. However, the Head Coach will have the final decision on all related issues.

Call-ups:

Call-ups are part of competitive sport and will be used where coaches deem, they are required and in accordance with League rules.

Have fun:

That is what the coaching staff will be trying to ensure in an enjoyable yet challenging environment. We look forward to this process and hope you do too!

FAILURE TO FOLLOW TEAM POLICIES AND PROCEDURES may result in appropriate discipline, including reduced playing time. For severe and uncorrected problems, players could be asked to leave the team. Players unable to comply with these policies may choose to re-evaluate their commitment to the team.

SPECIAL NOTES TO PARENTS

We would still appreciate that those who do attend games keep the following code of conduct in mind.

24 HOUR RULE - GAME OR TOURNAMENT PLAY

If a parent has any major questions or concerns about their child, please wait 24 hours after the game. Such questions or concerns should only be about their child and not another player. The lines of communication between the parents and the coach have to be open. Both parties should feel free to approach the other without feeling intimidated. However, this should NOT be done during a game or tournament. If there is a sense of urgency during games or tournaments, please speak to the Liaison about your concerns. The Liaison will then speak to the Coach.

PARENT COACHING

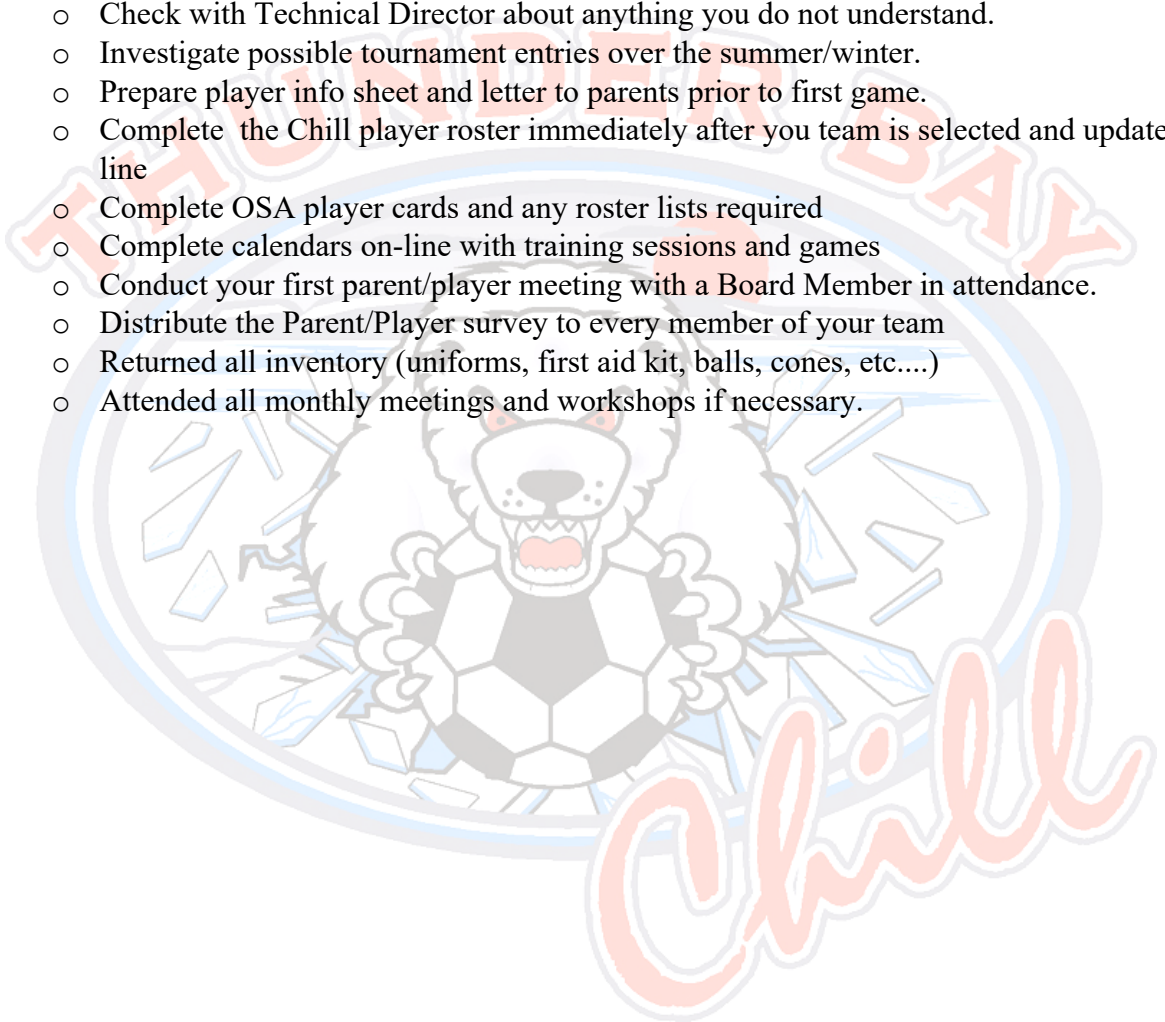
Please leave the coaching to the Coaches. The coaching staff understands and respects the knowledge of our players' parents. Soccer is a game of many philosophies. In the best interest of the team, we are trying to coach and train in a certain way. Please allow the coaches to train the technical and tactical aspects of soccer. A player with too many coaches can be confused, leading to declining performance.

PARENT CONDUCT

Please keep soccer in its proper perspective by understanding and displaying appropriate sideline behaviour. Soccer should not be larger than life. If the performance of players or the referee produces strong emotions in you, please suppress them. It is also important that players need to focus on the game, perform to the best of their abilities and not be distracted by sideline activities. Remember your relationship will continue with your child long after their competitive soccer days are over. By accepting a spot on this team, parents agree to abide by the Thunder Bay Chill Code of Conduct and all Club policies. Please remember that the Coach is responsible for the behaviour of the parents/spectators during games. There are severe penalties for the Coach if problems arise. Unacceptable sideline behaviour will therefore not be tolerated. A referee will stop the game and instruct the Coach to ask the parent/spectator to leave. If there is no co-operation from the parent/spectator, the Coach will be carded with a follow-up discipline hearing resulting in a severe fine to the coach and team.

TEAM LIAISON CHECKLIST

- Read the Chill Operations Manual.
- Check with Technical Director about anything you do not understand.
- Investigate possible tournament entries over the summer/winter.
- Prepare player info sheet and letter to parents prior to first game.
- Complete the Chill player roster immediately after you team is selected and update on-line
- Complete OSA player cards and any roster lists required
- Complete calendars on-line with training sessions and games
- Conduct your first parent/player meeting with a Board Member in attendance.
- Distribute the Parent/Player survey to every member of your team
- Returned all inventory (uniforms, first aid kit, balls, cones, etc....)
- Attended all monthly meetings and workshops if necessary.



PARENT SURVEY

(OPTIONAL)

TEAM: _____

(OPTIONAL)

NAME: _____

Evaluate the degree to which you achieved the following: (circle one)

	Very Much	Somewhat			Not at all
	1	2	3	4	5
<input type="checkbox"/> I had fun	1	2	3	4	5
<input type="checkbox"/> I learned something	1	2	3	4	5
<input type="checkbox"/> I want to come back next year	1	2	3	4	5

Evaluate the degree to which you believe your child changed on the following characteristics: (circle one)

<input type="checkbox"/> Physical fitness	Improved	No Change	Declined
<input type="checkbox"/> Learning to cooperate	Improved	No Change	Declined
<input type="checkbox"/> Self-confidence	Improved	No Change	Declined
<input type="checkbox"/> Learning of skills	Improved	No Change	Declined
<input type="checkbox"/> Leadership	Improved	No Change	Declined
<input type="checkbox"/> Sportsmanship	Improved	No Change	Declined
<input type="checkbox"/> Development of initiative	Improved	No Change	Declined
<input type="checkbox"/> Competitiveness	Improved	No Change	Declined

How did the coach do on the following items? (Circle one)

<input type="checkbox"/> In perspective winning	Excellent	Good	Weak	Poor
<input type="checkbox"/> Safety conscious	Excellent	Good	Weak	Poor
<input type="checkbox"/> Organised practices	Excellent	Good	Weak	Poor
<input type="checkbox"/> Communicated with you	Excellent	Good	Weak	Poor
<input type="checkbox"/> Effective teacher	Excellent	Good	Weak	Poor
<input type="checkbox"/> Encouraged my child	Excellent	Good	Weak	Poor
<input type="checkbox"/> Recognised my child	Excellent	Good	Weak	Poor
<input type="checkbox"/> Was respected by child	Excellent	Good	Weak	Poor
<input type="checkbox"/> Overall impression	Excellent	Good	Weak	Poor

How well did the Manager interface with the parents?

Very Well

Somewhat

Not at all

Do you have any constructive criticism or praise to offer?

Did or can you offer your assistance to the Coach or Director? YES NO

If YES, please provide details so that we may contact you.

PLAYER SURVEY

(OPTIONAL)

TEAM: _____

(OPTIONAL)

NAME: _____

Evaluate the degree to which you achieved the following: (circle one)

	Very Much		Somewhat		Not at all
<input type="checkbox"/> I had fun	1	2	3	4	5
<input type="checkbox"/> I learned something	1	2	3	4	5
<input type="checkbox"/> I want to come back next year	1	2	3	4	5

Please comment on the following questions:

- What did you like best about the season and why?
- What did you like least about the season and why?
- Do you have any suggestions for improving anything? (Practice, games, schedule, players, coaches, director, attitudes, etc.)

On a scale from 1 to 5, rate how satisfied you were with your:

	Not Very Satisfied			Very Satisfied	
<input type="checkbox"/> Team spirit	1	2	3	4	5
<input type="checkbox"/> Team success	1	2	3	4	5
<input type="checkbox"/> League (other teams)	1	2	3	4	5
<input type="checkbox"/> Development	1	2	3	4	5
<input type="checkbox"/> Coach	1	2	3	4	5
<input type="checkbox"/> Assistant coach	1	2	3	4	5
<input type="checkbox"/> Manager	1	2	3	4	5
<input type="checkbox"/> Director	1	2	3	4	5







