



SEXSMITH FOOTBALL CLUB

POLICIES AND PROCEDURES

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GENERAL

Definitions

“AGLC” means the Alberta Gaming and Liquor Commission;

“Club” means the Sexsmith Football Club;

“AGM” means the Annual General Meeting of the Club;

“Board” means the Board of Directors of Sexsmith Football Club;

“By-laws” means the By-laws as amended or restated and all other by-laws of Sexsmith Football Club in full force and effect;

“Director” means a person elected to the Board of Sexsmith Football Club;

“Manual” means the Sexsmith Football Club Policies and Procedures Manual;

“SFC” means the Sexsmith Football Club;

“Meeting” means any meeting of the members, including an Annual General Meeting, Special Meeting and Board of Directors Meeting;

“League” means and League the SFC plays in, Grande Prairie Bantam Football League, Grande Prairie Pee wee Football League and Atom Football League.

Overview

The Policies and Procedures Manual, as described herein, shall serve to assist the SFC Board and its members in carrying out the Articles and By-Laws of the Sexsmith Football Club. Where a conflict exists between the By-Laws and the Policy and Procedures Manual, the By-Laws shall have precedence.

The SFC Board may, from time to time, revise the Policies and Procedures Manual, as they deem necessary. Revisions shall be done by passing an amendment to the Manual at a Board Meeting. The SFC Secretary shall document any changes in the meeting minutes, and revisions shall be made to the Manual accordingly. Such revisions shall be posted on the Sexsmith Football Club website, and effort shall be made to make the Manual available to the members of the Club.

It is noted that there may be events or circumstances that give rise to a need for further policies or procedures. Persons involved in that situation are encouraged to bring that issue to the SFC Board for consideration, and in particular to address the need for revisions, additions or other changes to the Manual. The addition of policies and procedures shall be completed in the manner set out herein for changes to the Manual.

If a situation arises where the Manual does not address how to deal with that situation, then the SFC Board shall make determinations and proceed in a fashion consistent with the mission statement of the Club and consistent with the terms of the Manual. Where such a unique situation arises, it shall not be deemed to be a breach of the Manual to address that situation as set out herein.

Annual General Meeting

The Annual General Meeting and other Special General Meetings (the “Meetings”) shall be held in accordance with the SFC By-Laws. Business to be conducted shall be as is described in the By-Laws. In addition, at the Annual General Meeting, each Director shall present a report covering activities in his area of responsibility. An effort shall be made to limit voting at the Meetings to:

- The election of Directors;
- Changes to the By-Laws;
- Major policy matters;
- Approval of financial statements; and
- Such other items as the By-Laws may contemplate.

Voting by the general membership on general policy and procedural matters at the Meetings is not encouraged, but it is noted that a SFC Board decision may, from time to time, be made to put particular matters to the general membership. Still, generally, these matters should be discussed thoroughly at the Meetings with the SFC Board taking under advisement the comments of the membership.

The decisions of the SFC Board, if any, should be made through the normal voting procedures for Board meetings as set out in the By-Laws.

A quorum for the Annual General Meeting or Special Meeting is as set out in the By-laws. If at any time this Manual is inconsistent with the By-Laws then the terms of the By-Laws shall prevail.

Board of Directors

Positions

Executive Positions: President, Vice-President, Secretary, Treasurer, Director at Large (1), Publicity and Communications, Resolution Coordinator

Meetings of the Board of Directors

Frequency

Regular Board meetings are generally held as required with a minimum of one (1) Board meeting per month during the football season.

Quorum

A quorum will consist of four (4) directors.

Procedures

All meetings shall follow an agenda as prepared by the President and distributed at the start of the meeting. The President will chair the meeting; in his/her absence the Vice President will act as Chairperson. The agenda should include a report from each Director unless special circumstances exist.

Meeting Minutes

The Secretary shall record the minutes of the meeting. If the Secretary is unavailable, the President shall appoint another person in attendance to record the minutes of the meeting. Minutes from the previous meetings shall be distributed no later than one week following the date of the meeting. The minutes from the previous meeting shall be either adopted or amended by the Directors.

All minutes shall expressly set out any motions made at the meeting and shall indicate the number of voting members present and outcome of motion, either as carried or denied. Details will be held on file with the Secretary. The minutes will also indicate who made the motion and who seconded each motion.

Finally, all minutes shall include:

- An attendance list for both voting and non-voting members at the meeting, including a list of any members that attended by telephone;
- The time and place of the meeting; and
- The time meeting was adjourned.

Once the Board meeting minutes are approved, the minutes of the meetings shall be posted on the SFC website for the Membership to access.

Motions

All matters of Policy and those involving finances shall be presented in the form of a motion; the motion must then be seconded before proceeding forward to a vote. The motion is then decided upon by a vote of the Directors present if quorum is met.

Voting

All motions and other voting matters properly brought forth before the Board shall be decided by a simple majority with the motion being defeated in the event of a tie. A quorum must be present to vote on any motion.

Directors Accessibility

All Directors are required to provide a contact email and phone number to the SFC Board. Directors may choose to make their phone numbers, and email addresses available within the SFC community should members need to contact them. The Club will not pay for any telephone costs associated with the Director's position within the Club.

Finances

Signing Authority

The SFC Board shall approve 3 signing officers from the current Board members list. The list must include the Treasurer and President. Two Board approved signing officers are required to sign all cheques.

Payment Procedures

All payments shall be drawn on the appropriate bank accounts of the Club. Payments of invoices shall be done, at a minimum, bi-monthly during the football season and monthly during the offseason.

In addition to the Treasurer, one Board member must sign off on all "in the budget – standard" invoices to be paid.

In addition to the Treasurer, two Board members must sign off on all "over budget – non-standard" invoices to be paid as well as all items outside the budget set forth for the season.

Banking Arrangements

The Treasurer shall establish the necessary banking arrangements including managing and updating signing authorities from year to year. All monthly financial statements from the bank shall be delivered to the Club's post office box.

The Treasurer shall review current banking fees and make any recommendations for change for improvement to the SFC Board. A monthly financial report, including current balance sheet and income statement for the month, is to be prepared and forwarded by email to the SFC Board for review prior to each monthly meeting.

Financial Review

An annual review of the Club's finances shall be made promptly after the conclusion of the fiscal year end, December 31st. The Treasurer will engage the services of a bookkeeper or Certified Accountant for an external review of the year-end financials. The Treasurer will read into the Minutes at the next AGM the statement provided by the engaged accountant.

Registration Fees, Fundraising Activities

All registration fees and fundraising activities are set by the SFC Board and are to be reviewed annually.

NSF Cheques

A fee of \$25 will be levied against all NSF cheques. This fee shall be reviewed each year and be reassessed as required to reflect current charges levied by the bank. Those members, whose cheques are returned NSF, must make all future payments by certified cheque, money order, cash or credit card (personal cheques will no longer be accepted).

Communication

The Sexsmith Football Club shall communicate to its members and the community at large through any of the following communication means:

- Club Website;
- Email Notifications;
- Newsletters;
- Information handouts;
- Other social networking sites as deemed appropriate by the Board;
- Bold or other similar outdoor signs; and
- Written and Verbal communication at monthly Board meetings and the Annual General Meeting or Special Meetings;
- President, Vice President, and or designated Board members directly or indirectly through committee chairs, coordinators, coaches, and team managers;
- Any other communication medium as determined by the Board.

General

All correspondence written or verbal to any SFC Board member and/or SFC Football member on matters of significance should be reported at the following monthly board meeting. If required, a request may be made in writing to expedite the handling of a matter along with the reasons to expedite (this would be considered and applied only under extenuating circumstances). All correspondence of significance shall be kept on file with the Secretary.

Correspondence should be written and shared with SFC Board members when deemed appropriate and sent in advance to the meeting to allow for review at the time of the next board meeting for further action.

Responses, when deemed appropriate, should be made known to all SFC Board members in advance as to ensure open, clear, and well-communicated information is delivered in a timely and professional manner.

SportsEngine

SFC uses an online portal to handle payment, registrations and communication. This platform will assist the club in communicating with all members of the club. Members are encouraged to download the SportsEngine App to improve their experience with the club.

SFC will strive to direct all communication through the SportsEngine Software. The software will forward information to members in their preferred communication method including email, text, app or website.

Grande Prairie Leagues

Copies of all written correspondences to and from Grande Prairie Football Leagues (Bantam, Peewee and Atom) should be made available to all SFC Board members as soon as it is convenient to do so. The Secretary shall keep correspondence on file.

Members of Sexsmith Football Club should not communicate matters directly to Grande Prairie Football Leagues; rather, all matters shall be communicated in writing to the appropriate Director, Team Manager or Head Coach, who shall, in turn, bring forward to the SFC Board. In the event that the matter falls outside the scope of the SFC Board, the Board or League Representative will forward the matter to the League.

Communication with the Grande Prairie Football League shall be done through the President of SFC Football or designated SFC Board member or SFC Representative.

Website

Management

The webmaster for the SFC website shall be the Administrator under the direction of the Publicity and Communications Director. The webmaster shall make available on the SFC website all SFC documents including, but are not limited to;

- SFC Board Meeting minutes
- AGM minutes
- Policies and procedures and various manuals
- Team Schedules
- Equipment Notices
- Team Fundraising Opportunities
- All documents and pertinent information as deemed necessary, upon the request of the SFC Board.

A significant effort should be made by the Administrator to protect personal information and/or confidential information in relation to the placement of any information on the website. Where possible, the Administrator shall obtain the consent of an individual. The consent can extend to unless otherwise noted, coaches, assistant coaches, managers, and board members and anyone who will be notified that their contact information will be placed on the website unless they specifically request that it not be disclosed or included on the website. Information regarding players including, but not limited to, rosters, contacts, pictures or any other personal information, will not be placed on the website without a media release to protect the players.

Registration

Timing and Process

The Board will set registration dates annually. Registration information will be made available to the membership by website postings, email notification, local signage in the communities and by any other means, as deemed necessary by the Board. Registration for all members is available online through the SportsEngine Platform.

Fees

Registration fees for each division will be established and approved by the Board. The registration fees for each division will be communicated to the Membership through the Club website postings. The preferred method for fee payment is online with payment made in full by accepted credit cards.

Any other fees or payments are made payable to Sexsmith Football Club.

Registration fees must be paid in full at time of registration. Full payment or submission of equipment and volunteer cheques are required prior to equipment handout.

Proof of Residency

Bantam Players may be required to provide proof of permanent residency to Sexsmith Football Club. Supporting documents must contain two elements: full name and address of parent or legal guardian residing within the boundaries as established by the Grande Prairie Bantam Football League.

- Alberta driver's license
- County of Grande Prairie property tax bill
- Utility statements, such as gas and electricity
- Income tax receipts
- Government assistance documents

A possible variance to this can be applied for with the Bantam Football League, contact the SFC President for details.

Player Withdrawal

Situations may arise where families choose to, or are required to, withdraw from the Sexsmith Football Club program for a variety of reasons. We understand that this may happen and have formalized our policy:

- The first step is to notify the President and Treasurer in writing of the desire to withdraw the registration.
- SFC will notify Football Alberta and the registration and insurance will be cancelled.
- Once this happens the individual withdrawing is no longer able to participate in any SFC activities, no exceptions.
- SFC will provide notice to the family once the withdrawal process has been completed by Football Alberta.
- Once a player has withdrawn, they are not permitted to register again until the following season. This is known as the "waiting period". If there are unique circumstances, SFC may choose to waive this waiting period requirement depending on the time of year and direction from Football Alberta.

Refund Policy

The SFC refund policy is as follows:

All refunds shall be subject to a minimum \$100 Administration fee. This fee is to be reviewed annually before registration fees are posted.

- Cancellation of registration prior to start of first practice following first game: = Full amount less \$100 Administration Fee.
- Cancellation of registration after start of first practice following first game: = No Refunds will be issued.

Late Registration

Acceptance of late registrations shall be at the discretion of the SFC President.

SFC will try to place all players wishing to play football with SFC.

The SFC Board will place players on teams and will base their decision on various factors including, but not limited to: the number of teams, the number of players per team, the player's previous football experience, and discussions with the coaches.

Proof of Age

All players registering with the Club for the first time must provide proof of age with a birth certificate, baptismal certificate, passport or other government-issued identification.

General Registration

All members must provide payment directly to Sexsmith Football Club.

Any member that has not paid their appropriate fees in full as per SFC policy or bylaws will be considered a member not in good standing and may be subject to suspension of membership from the Club.

Waivers

The Club's policy for waivers in or out of the community shall conform to the policy of Football Alberta and with any requirements for insurance.

All players must be registered online with SFC prior to participating in any SFC related activities. It is a best practice to have waivers from all players before evaluations or before participation in any field activities with SFC. The Club shall use reasonable efforts to have a waiver form available for use.

It is noted that an electronic waiver will be part of the online registration process of SFC and such acceptance of this waiver shall be accepted.

Codes of Conduct

Board of Directors/Executive Code of Conduct

The board of directors is committed to teamwork and effective decision-making. Towards this end, board members will:

- Endeavour to represent the broader interests of members and/or stakeholders.
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves.
- Refrain from trying to influence other board members outside of board meetings that might have the effect of creating sides and limiting free and open discussion.
- Be willing to be an opposing voice, endeavour to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- Once a Board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks. Be an ambassador for the club by leading by example as a parent, spectator and community member.
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest.

Player Code of Conduct

- I will participate because I want to
- I will play by the rules and in the spirit of the game
- I will respect my opponents
- I will do my best to be a team player
- I will accept the decisions of the officials and coaches and show respect
- I will remember that winning isn't everything, I am here to improve skills, do my best and have fun.

Parent Code of Conduct

- I will be a positive team supporter
- I will encourage a win philosophy and that doing your best is as important as winning

- I will encourage my athlete to play by the rules and in the spirit of the game
- I will accept the call of the officials and do my best to learn the rules of the game
- I will respect the opponents and their fans
- I will cheer not coach from the stands
- I will respect and show appreciation for the volunteers who give their time to football for my child
- I will ensure an adult accompanies my child to all practices and games.

Coaches Code of Conduct

- I will teach my athletes to play by the rules, to play fair and to respect the officials and opponents
- I will not ridicule or yell at my athletes; I will teach good sportsmanship, skills and encourage confidence in themselves
- I will encourage a win philosophy and that doing your best is as important as winning
- I will remember that my athletes need a coach they can respect
- I will never question the official's judgment or honesty in public.

Fundraising

Club Sponsorship

Club sponsorship can be made by way of cash donations or through website advertising revenue. A set list of criteria must be adhered to, and sponsorship may occur at the discretion of the SFC Board.

Team Sponsorship

Sponsorship of individual teams is not encouraged, but rather donations should be used for general club purposes.

Support

All parents, players and teams are expected to support the fundraising activities initiated by the Club.

Provincial Championships

In the event that a team advances beyond the Grande Prairie League and additional cost of travel and accommodation is necessary, there may be additional fundraising required. This will be communicated to the parents as soon as possible.

Volunteer Program

Club members may be unaware of just how much volunteer work and fundraising is necessary to operate and administer a quality football program. The Volunteer Program was introduced to encourage Club members to step forward and help out. The time commitment is reasonable and the help is beneficial and appreciated. Participation in the Volunteer Program is a mandatory component of registration with the Club.

Volunteer Hours Required

A minimum number of hours (as determined annually by the Board) of volunteer work is required to fulfil each family's volunteer obligations, per player, per season. There are many opportunities to volunteer throughout the season. Volunteer hours are tracked using Dibs. Dibs is located on our website and is SportsEngine's volunteer scheduling tool. Members can 'claim' volunteer opportunities through the portal.

Value of Volunteer Program

The value of the volunteer program is set at \$200 per player, per year.

Submitting the Volunteer Program Cheque

All Volunteer deposit cheques shall be post-dated as per the instructions at registration and must be submitted to the Treasurer prior to Equipment Handout. Cheque must be written to SEXSMITH FOOTBALL CLUB. Parents who choose not to provide a volunteer cheque may have their player removed from all field activities until such time a cheque is received. Parents can choose to opt out of the volunteer program commitment and sign over the volunteer cheque commitment immediately; contact the Treasurer to exercise this option.

Some members are exempt from providing a volunteer cheque due to the extensive nature of their volunteering at the discretion of the Board.

Volunteer Credit Information

The SFC Board has determined that because of the extensive time commitment associated with the following various volunteer jobs the Volunteer Deposit Cheques will be waived. The Board reserves the right to amend this list as the season progresses to accommodate additional roles and responsibilities.

Volunteer Deposit Cheques are waived for the following positions/roles:

- Board of Directors/Executive
- Casino Volunteer
- Grounds/Field Coordinator
- Volunteer Coordinator
- Fundraising Coordinator
- Head Coach
- Team Manager

Player Evaluations and Team Placement

Player Evaluation

All players will be evaluated to ensure that they have an opportunity to demonstrate their abilities, skills and desires. The Head Coach is responsible for all player evaluations.

Evaluation Objective

The objective of the evaluation process each year is to place all players in a position where they can improve their skills, learn a new skill and achieve success on the field.

Player Placement

In the event there are sufficient players to form two SFC teams under the same League the players will be divided evenly between teams. The teams will be formed to maintain balance and competitive play where the athletes can develop and participate equitably and have fun during the season. Players will be placed on teams following new player evaluation day as recommended by each team's Head Coach and final approval of the Board.

Team Switching

Players are not encouraged to switch teams. Once placed on a team the coach commits time and effort to build a team based on players. In the event that a team switch is requested, it must be approved by both head coaches.

Family Grandfathering

Once a child is placed on a team all future siblings from that family will be placed on the same team as the first child. New siblings will be placed on the original team even if the first child has moved up a league or is no longer a member of the team.

Parents

Parents are an integral part of our program to ensure that the kids have a successful season. Thank-you for sharing your kids so we can teach them our love of the game.

Pick-up

Be timely when dropping off and picking up players. Respect the time of coaches and managers. They have families waiting at home for them and cannot leave the field until all players are safe.

Behind the Bench

Parents are to remain in the stands at all times during the game. Parents are not allowed behind or near the player's bench as it is a distraction to the players and coach. Only the designated photographer and videographer are allowed on the bench side of the field. Have a great year meeting other parents on the bleachers and cheering for your team.

Atom

Atom parents must attend all practices and games or appoint someone to attend on their behalf.

Coaches

Selection

The selection of coaches is the responsibility of the Board. The procedures and standards for conducting the coach selections shall be as set forth by criteria developed by the Board. Coach selections are finalized with a motion by the Board.

Applications

All prospective coaches will be required to submit a resume outlining their experience, qualifications and philosophy of coaching. The application must be submitted before the posted deadline date.

Certification

All coaches in all age groups must obtain the required certifications as outlined by Football Alberta for the respective Age Group level. The Club will reimburse coaches for the fees associated with certification courses. Information on certification requirements can be found on the Football Alberta Website.

The Board shall assume responsibility for establishing discretionary training requirements annually.

The SFC encourages Coaches to attend various coaching clinics / training throughout the season. All coaches must submit a request to the SFC Board for approval to be reimbursed for the cost of the clinic.

Orientation

Each football season upon the completion of the coach selection process, the President or Vice-President, will hold a meeting for all coaches to orient them with the Club's Policies and Procedures, SFC coaching philosophies, Football Alberta certification requirements and the Coaches Code of Conduct and other information as necessary.

Mentorship

The SFC will work to find Coach Mentors for each team to allow all coaches someone to turn to during the season for advice and mentorship.

Equipment and Jerseys

The Head Coach will assume responsibility for all equipment and jerseys issued to their team. It will be their duty to ensure that equipment is returned in good condition at the conclusion of the season and to report all players that are negligent in returning equipment or have returned equipment that is not in good condition. The Head Coach will receive assistance during equipment return and hand-out by parent volunteers. The Head Coach will notify the SFC Board of any missing or abused equipment, and it will be at the Board's discretion to hold the equipment bond to replace damaged or lost equipment.

Police Information Checks

All coaches must provide a Police Information Check ("PIC") performed by the RCMP every year. The Secretary will maintain the PIC records. Any negative or incomplete reports will be reviewed with the President. Upon receipt of this information, the President shall determine if the individual will be allowed to continue coaching. Guidelines for continued coaching or suspension shall be determined by the following:

Continuation in the coaching role may occur if the crime or offence listed as determined by the President will not place any player, coach, or parent, Club member, or the Club at risk.

Suspension may occur when one or more of the following crime or offence is presented:

- Violent crime of any kind;
- Pedophile or sexual crime of any kind;
- Sexual or physical abuse of any kind;
- Impaired driving (recent or multiple offences within 3 years); and
- Any crime or offence that the President determines to place any player, coach, parent, Club member, or the Club at risk.

No information regarding a derogatory Police Information Check shall be discussed or presented at any SFC Board meeting. It is critical that information concerning a derogatory Police Information Check be kept confidential. Individuals, who are deemed to be unsuitable for a coaching position due to a derogatory Police Information Check, shall be first given the opportunity to withdraw their name from consideration of a coaching position or resign.

Team Managers

In order for coaches to devote their full time to coaching, a team manager is critical to the team. The Coaching team and/or families of the team can choose these volunteers. The SFC will provide training to these volunteers by providing an orientation meeting at the beginning of the season. Further assistance will be available throughout the season as required.

Team Manager duties include but are not limited to the following:

- To assist the Head Coach and coaching team with all administrative aspects of managing the team.
- To communicate practice or game time changes to the parents.
- To act as the main line of communication between the parents and the Head Coach.
- Act as Liaison with the SFC Board.
- Communicate club events to their team.
- Report to the Board on a regular basis and in relation to any coach or team manager issues.
- Attend games to help Coaches ensure that all players meet the Fair Play Policy as set out in the League Rules.
- To handle and/or report player, parent, and coaching disputes, issues and questions throughout the year.
- To assist the Board as they might otherwise determine.

Please refer to the Team Manager's Manual for more detailed information.

Fund-Raising Coordinator

This is a volunteer position that requires an organized member to lead a team of assistants in organizing and implementing all fund-raising activities. This position will work closely with the SFC Board, attend meetings as a non-voting member, and work closely with the various Team Managers and Webmaster. This position will supervise and be responsible for all fundraising events including but not limited to:

- Providing overall direction to key fundraising volunteers who will undertake each fundraising activity for their league or team
- Applying for grants to various organizations and governments
- Seeking Sponsorships and/or donations for SFC

Volunteer Coordinator

This is a volunteer position that requires a highly organized member to manage the SFC online volunteer tracking program called DIBS, which is SportsEngine's volunteer scheduling tool.

Using Dibs you can list volunteer spots, called 'Items', for your members to claim on your website. Volunteer items are organized by session, such as a season or event, and category, such as concessions or coaching. Dibs is located on the SFC website page labeled 'Dibs'.

The person must be proficient at learning new software, encouraging members to volunteer, providing direction to volunteers where required, oversee and track volunteer duties to ensure they are completed. The position is a non-voting member that will attend meetings and work closely with the SFC Board.

Administrator

This volunteer position manages, updates and maintains the SFC website, registration forms, and all other online software.

Insurance

SFC Football officers, directors, coaches and volunteers are covered under the Football Alberta Insurance program. Details of the coverage are available on Football Alberta Website.

Equipment

Player Equipment

The Treasurer will collect a bond of \$400 for equipment from each player before equipment handout in the form of a cheque payable to Sexsmith Football Club.

Team Equipment

First Aid kits will be supplied to all teams. All First Aid kits must be present on the players' bench during all practices and games.

Purchase

All major equipment or jersey purchases exceeding \$500 shall be reviewed and approved by the SFC Board.

Disposal

Worn or surplus equipment may be disposed of to members of the Club or other community organizations. The SFC Board shall price the equipment. The notice shall be given to the Club members regarding equipment for sale, price and date of sale. If there is more than one request to purchase the equipment, the successful purchaser shall be selected by chance.

Worn jerseys may be disposed of to the members of the Club at the discretion of the SFC Board. The notice shall be given to the Club members regarding the sale of the jerseys, price and date of sale.

Banners

When a Sexsmith Football Club team wins a League Championship or Provincial Championship, a team banner denoting the championship may be raised in the team's locker room.

Anti-Bullying Policy

Sexsmith Football Club has zero tolerance for bullying.

Bullying is defined as a conscious, willful, deliberate and repeated hostile activity marked by an imbalance of power, intent to harm, and/or a threat of aggression. Bullying can occur in many forms including:

- Verbal Bullying – Name-calling, sarcasm, teasing, spreading rumours, threatening, making negative references to one's culture, ethnicity, race, religion, gender, sexual orientation, and sexual comments;
- Social Bullying – Mobbing, scape goating, excluding others from a group, ganging up on and group teasing;
- Physical Bullying – Hitting, poking, pinching, chasing, shoving, coercing, destroying or stealing belongings, sexual touching and hazing;
- Cyber Bullying – Using the Internet, digital media or text messaging to intimidate, put-down, spread rumours or make fun of someone.

These forms of bullying can leave lifelong scars with the victims involved including children feeling lonely, frightened and depressed. Our intention is to provide a respectful and safe environment for all members of the Sexsmith Football Club.

Resolution Coordinator (Director)

The SFC Membership shall elect a Resolution Coordinator to hear concerns that arise from time to time from within the general membership. The Resolution Coordinator must understand the Sexsmith Football Club policies and procedures. They will also understand the need to maintain confidentiality and act in an ethical manner.

The Resolution Coordinator will aid members in the Respectful Football Policy in order to come to a resolution of concerns.

The Resolution Coordinator must step aside and be replaced by another director, in any concern that involves them personally, involves a family member, related member or any other member that would appear to be a conflict of interest.

Respectful Football Policy

Sexsmith Football Club Culture

The Sexsmith Football Club operates as a family. Concerns should be dealt with directly with respect and consideration for all parties. On the field or in the stands, gossip is an activity that can drain, distract and downshift your football experience. In order to create a fun football family environment, we request that everyone makes a commitment to change our atmosphere to be positive and supportive of everyone.

Respectful Football Discipline Policy

Discipline is an important component of any organization. Therefore, behaviour that is inconsistent with the values of the association will result in disciplinary action being taken. This policy applies to all parents and family members as well as players, coaches, managers and executive.

Examples of this action include:

- A change in assignment,
- Suspension for a portion of a game(s)
- Expulsion from the Sexsmith Football Club

For example:

- A player (or parent) who is blatantly disrespectful to another player, parent or referee while at any SFC sanctioned event can expect to be suspended for the balance of that activity, and may be suspended further if warranted. Minor infractions will result in players being asked to leave the field for a short period, or as directed by referees/officials.
- Players who miss practice without good reason may have their assignment changed
- Repeated poor behaviour by a player or parent may result in being suspended from a game or from the program.
- Coaches not adhering to the Coaches Code of Conduct will be approached with the concerns by the President and/or Head Coach and asked to correct their conduct. Delay in correcting will result in the actions outlined above. In extreme cases, corrective action may be immediate. The Head Coach, in consultation with the SFC Board, shall determine the extent of a suspension.

The SFC may only expel a player, coach or parent with the approval of the Board of Directors with a majority vote.

Please remember that football is the ultimate team game.

Players who do not adhere to the team values are not only hurting themselves; they are hurting their whole team.

Parents who do not adhere to the club values are not only hurting themselves; they are hurting the entire club.

Coaches who do not adhere to the club values are not only hurting themselves; they are hurting the entire program.

Application of the Discipline Policy and Grievance Procedure

Applicable to all matters dealing with breaches to:

- Player Code of Conduct
- Parent Code of Conduct
- Coach Code of Conduct
- Board Member Code of Conduct

These Policy and Procedures have been adopted by Sexsmith Football Club in order to establish a process that will enable individuals participating in the activities, programs, events or business to participate, learn, work and play in a respectful environment free of discrimination, harassment, bullying or abuse.

Definitions:

For the purpose of the Grievance Procedure:

- **Complainant** – Is a person who discusses a concern or makes a complaint (an allegation made in writing) of unacceptable conduct, as that conduct is defined by the Policy;
- **Respondent** – Is a person against whom concern is raised about, or a complaint has been made;
- **Official** – Is any individual occupying a position of authority with Sexsmith Football Club including but not limited to the executive, directors, officers, team officials and game officials.

Steps to Reporting Unacceptable Conduct

A person who experiences, witnesses, or has reason to believe that unacceptable conduct has occurred is encouraged to make it known to the alleged offender following the 24-hour rule as described below. All conversations with the person should be done with respect and with the intention of improving the culture and environment of the Sexsmith Football Club. If speaking with the alleged offender is not possible or if after speaking with the alleged offender the unacceptable conduct continues, then the following process should be followed:

1. 24-Hour Rule

The 24-hour rule works this way: If you have something to say to a coach/manager/parent, or they have something to say to you (that could be contentious), please wait 24 hours after the event or the game before discussing it. By this time, you have a better perspective; they have a better perspective, and a lot of disagreements naturally are eliminated in the process. Football is an emotional game. It's best to let the emotions simmer before talking adult to adult to a coach/manager/parent, preferably away from the field.

Effort should be made to resolve the concern with the individual directly (informal resolution).

Concerns with a coach should be directed to the Team Manager.

The Complainant has the option to file a formal grievance if the matter is not resolved informally or if the unacceptable conduct continues / reoccurs.

2. Contact the Resolution Coordinator

Contact the Resolution Coordinator to discuss options. The complainant may choose to file a formal written grievance, try a mediated solution, or feel that the concern is resolved.

3. File a Formal Grievance

A Complainant may request the assistance of the Resolution Coordinator to draft the formal grievance.

Persons who wish to file formal concerns are encouraged to do so at their earliest opportunity. It should be noted that to be considered, all formal concerns must be filed within 2 weeks from the date of the most recent alleged violation of the Policy or Code of Conduct. At the discretion of the Resolution Coordinator extenuating circumstances could warrant an extension of time.

The formal grievance shall:

- Be submitted in writing using a printed form or online through the website. If submitted online the form will be electronically sent to the Resolution Coordinator's private email.
- Include your contact details so proper follow-up can occur.

4. Applicability of the Grievance

Upon receipt the Resolution Coordinator (with advice from appropriate persons or professionals as needed) will review the allegation(s) to determine:

- Whether the alleged conduct falls within the definitions of unacceptable conduct established by the Policy;
- The nature of the concern, including an initial assessment as to the seriousness of the alleged conduct;
- Who the concern involves.

If it is determined that the allegation(s) does not fall under the definitions set out by the Sexsmith Football Club or that the complaint does not involve any person to whom the Policy applies then the Complainant and Board shall be advised accordingly. No further action will be taken on the formal grievance.

If it is determined that the concern does not involve a member of the Sexsmith Football Club but may involve a member/participant of the Grande Prairie Football League, or if the concern raises issues within the jurisdiction of the League, the Resolution Coordinator shall refer the concern to the appropriate League Representative.

If it is determined that the concern involves a person or persons to whom the Policy applies, and the concern is initially assessed as minor in nature, and if agreed upon by the parties a resolution may be attempted through mediation. Any such resolution may provide for the withdrawal of the grievance or a portion thereof. Should mediation be unsuccessful the Resolution Coordinator shall proceed to handle the matter.

If it is determined that the concern involves a person or persons to whom the Policy applies and the concern is initially assessed as serious in nature, the Resolution Coordinator may then proceed to conduct an investigation of the concern or contact/appoint an individual with the necessary training, skills and experience related to the matter. This may be an individual external to Sexsmith Football Club.

The Resolution Coordinator shall:

- Investigate the concern, including interviewing the Complainant and the Respondent, and any other person deemed relevant to the investigation.
- Re-interview the parties of the concern, as needed, in order to provide them with a full opportunity to respond to all pertinent information gathered during the investigation.
- Carry out the investigation in a timely manner.

5. Decision

The Resolution Coordinator will deliver written recommendations to the SFC Board. The written recommendations shall contain:

- A summary of the facts,
- A conclusion as to whether or not the Policy or Code has been breached;
- The disciplinary action, if any, to be taken against the Respondent for any breach of the Policy found to have occurred;
- The disciplinary sanctions, if any, to be administered to the Complainant in the event of the finding that the grievance was clearly false, malicious, or frivolous;
- If determined to be necessary, measures to remedy the breach of the Policy found;
- Any other measures that may be necessary to properly dispose of the grievance.

The SFC Board will review the information provided by the Resolution Coordinator and, if required, revise as deemed necessary. The Board will make a motion regarding how to proceed with the matter. The SFC Board Decisions are final.

Failure by a member to comply with a sanction as determined by the Board shall result in an automatic suspension of membership in Sexsmith Football Club until such time as the sanction is fulfilled.

If a grievance is brought to the SFC President from the League, the President will start the process at an appropriate level based on the concern.

Record Keeping and Confidentiality of Records

Once a formal grievance has been disposed of pursuant to these Procedures, the Secretary shall keep a secure record of all relevant documents including:

- The formal written or electronically submitted complaint;
- Any written reply to the complaint received by the Respondent;
- Any informal or mediated resolutions (set out in writing and agreed to by the parties);
- Any responses received by the parties to the Investigator's report;
- The recommendations of the Resolution Coordinator;
- The decision of the Board;
- Any other related correspondence.

Sexsmith Football Club recognizes the sensitive nature of matters falling within the Respectful Football Policy, Discipline Policy and Grievance Procedure and, in particular, the difficulties associated with coming forward with a complaint of unacceptable conduct and with being accused of unacceptable conduct.

Sexsmith Football Club recognizes the interests of both the Complainant and Respondent in keeping any matter being dealt with under the Policy confidential. However, no absolute guarantee of confidentiality of the information and/or documentation provided to or obtained by Sexsmith Football Club pursuant to these Procedures can be provided. Disclosure of such information and/or documentation may be required to appropriately investigate, notify the Respondent that a concern has been received and that an investigation is being commenced.

Lightning and Weather Policy

SFC uses League Policies to cancel games due to Lightning.

Games are only cancelled because of lightning. Players can expect to play in all types of weather: sun, snow, sleet, rain, heat, cold.

Co-Ed Dressing Room Policy

- Players Atom level and down, mixed genders may change in the same room at the same time with the presence of two adults.
- Players PeeWee level and up, mixed genders may not change in the same room at the same time.
- It is the responsibility of the coach to ensure that ALL players are involved in both the pre-game and post-game activities.
- When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
- If the facility does not have separate change areas available, players shall address the issue by dressing, undressing in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing.

Distribution of By-Laws and Policies and Procedures Manual

The By-Laws and the Policies and Procedures Manual will be available to all Club members on the SFC website.

Privacy Policy

The Club is committed to protecting the privacy of personal information provided to it. Personal information includes any information that can be used to identify an individual. Similarly, the Club recognizes that its volunteers may well be provided with confidential information that certain individuals will not want to be shared publicly. It is important that our members understand that they are consenting to the collection, use, and disclosure of their personal information for the limited purpose of enabling us to operate the program.

Legislation governing the protection of privacy is relatively new, and as such the Privacy Policy may be varied from time to time as deemed necessary.

Collection of Personal Information

In order to operate the SFC Football program, we need to collect a broad range of personal information from our members including players, coaches and other volunteers. Most of the personal information collected is obtained from members when they register online or ask needed when members sign up to volunteer.

Due to the nature of the program, however, it is not always possible to collect information from an individual directly. A parent, guardian, or some other individual may provide it. We also collect personal information from, and about, volunteers and potential volunteer, for various purposes including determining appropriate use of our volunteer base.

The personal information we collect may include sensitive financial or even health-related information. That information may be collected by the member communities, the Club, a coach, or a manager and may include medical documents, birth certificates or any other documents. The Club may collect personal information in a variety of ways: in writing, in person, over the telephone, through our website, or by other electronic communication.

Use and Disclosure of Personal Information

The personal information we collect is used for the purpose of advancing and administering our football program, and as such we may disclose personal information to others in certain circumstances to properly do so.

Disclosure of personal information may take place in situations permitted under Alberta or Federal legislation. The disclosure may be required by law or by order of a Court or tribunal.

Beyond these circumstances, the personal information collected by the Club is mainly for internal use, except that, in the case of our employees and partners, we disclose personal information to bookkeepers and third-party benefit suppliers when necessary.

We take reasonable contractual steps to ensure that third parties to whom we may disclose personal information provide a comparable level of personal information protection.

Consent

Within reasonable legal limits, we collect, use and disclose personal information only with the consent of the person involved. In certain circumstances, privacy legislation authorizes the collection, use or disclosure of personal information without the consent of the individual such as to respond to emergencies or where obtaining consent would be similarly unnecessary or inappropriate. There may well be implied consent of members through signing up and providing email and other personal information. Still, care should be taken when disclosing any personal information in the Club's possession to anybody to ensure that the individual is agreeable with the said disclosure and/or understands why the disclosure is necessary.

The Club operates a website. Our Internet service provider may make a record of the individuals who visit our site and log the following information for statistical purposes: Internet address, domain name, date and time of visit to the website, pages and documents downloaded, previous website visited and type of information is only used for statistical and website development purposes. If you visit our website, you do so voluntarily and are deemed to consent to our collection of your personal information as specified in this paragraph.

Subject to reasonable and lawful conditions, an individual may withdraw or vary consent for our collection, use, and disclosure of his or her personal information at any time with prior written notice to us.

Volunteers

Some of the volunteers, for access purposes, are required to disclose some of their personal information.

Police Information Check

The utmost of care will be taken to maintain the confidentiality of these records of our volunteers. Still, it is acknowledged that some of this information may be required to disclose for the operation of the program.

Security of Personal Information

Our volunteers must be aware of the importance of maintaining the security of personal information.

In order to provide reasonable security for personal information, which is in electronic form, we attempt to ensure administrative and technological safeguards to prevent unauthorized access to the Club's network and data storage systems. It is noted that the online registration system is, we are advised, secure.

Confidentiality

There may also be information that is meant to be confidential and is shared with various board members of other volunteers. A concerted effort must be made to maintain that confidentiality except where it conflicts with a volunteer's obligations to the Club. If matters are subject to a formal meeting, it is acknowledged that those meetings must be documented and therefore become part of the records of the Club and subject to disclosure.

If there is a need to have a closed meeting to maintain confidentiality that may be considered and conducted at the discretion of the SFC Board in the interests of protecting confidentiality. Still, it is noted that discipline or complaints must be subject to some scrutiny and therefore may well be disclosed.

Evaluations conducted through our program are to be used for the operation of the program as a whole and are not to be disclosed or discussed for purposes outside of the administration of the program.

If a request is received for a reference of an individual that request may be responded to by the SFC Board on behalf of the Club or by a volunteer but only in their personal capacity. The Board may adopt a reference given by a volunteer upon review of the said reference.