



Kingston United Soccer Club
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#DedicatedToDevelopment

KINGSTON UNITED AODA POLICY

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

INTRODUCTION

Kingston United Soccer Club (KUSC) is committed to providing an environment and offering services that are accessible to all. KUSC is working to become a leader in our community to providing accessible services by implementing key elements and training recommendations set out in [Canada Soccer's Guidelines to Accessibility and Inclusion](#) as well as [Ontario Soccer's Achieving Accessibility Resource](#). KUSC has read and understands the laws established in the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and supports our province in its goal of an Accessible Ontario by 2025.

KUSC strives to be an advocate and a partner with Canada Soccer and Ontario Soccer in their pursuits stewarding inclusive soccer programming which focuses on providing an opportunity for players in their own community to discover soccer, develop skills, and build friendships as part of a team, regardless of any barriers that any of our participants may face. We aid in pursuit of this goal by providing equitable opportunities for all participants, including those with disabilities, to ensure they experience the same benefits of our services as all our other customers.

POLICY

- KUSC is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:
 - Communication – The establishment of policies, procedures and practices of goods and services from KUSC to persons with disabilities
 - The use of Service Animals, Support Persons and Assistive Devices by Persons with Disabilities
 - Notice of Temporary Disruptions in Services and Facilities
 - Staff Training
 - Customer Service Feedback
 - Notice of Availability of Documents
- It is the Policy of KUSC that its working environment as well as its soccer facility environment will operate free from discrimination against those with disabilities as prohibited by the Accessibility for Ontarians with Disabilities Act, 2005. It is within this Accessibility Standards for Customer Service Policy that KUSC will ensure every employee, member and customer of the Organization receives equitable services and accessibility with regards to employment, participation and facilities.
- The Accessibility for Ontarians with Disabilities Act, 2005 which applies to both the public and private sector is a Provincial Legislation with the purpose of developing, implementing and enforcing mandatory accessibility standards in order to comply with such standards for accessibility with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises by 2025.



- Ontario Regulation 429/07 “Accessibility Standards for Customer Service” states that organizations in Ontario must comply with the standards and provide their goods and services in accessible ways to people with disabilities.

COMMUNICATION

- KUSC will communicate with people with disabilities in ways that take into consideration their disabilities. Staff will be trained on how to interact and communicate with people with various types of disabilities.
- We are committed to providing fully accessible telephone service to our customers.
- Staff will be trained to communicate with customers over the telephone in clear and plain language and to speak clearly and slowly
- We will offer to communicate with customers by another method, such as email, if telephone communication is not suitable to their communication needs or is not available.
- Customers will be offered alternative communication formats that will meet their needs in a practical manner. They will be offered in ways that fully maintain independence, dignity and equality.
- Information and documents will be available to customers in alternative formats to meet their needs.

ASSISTIVE DEVICES

- KUSC is committed to serving persons with disabilities who use assistive devices to obtain, use or benefit from the organization’s goods and services. KUSC will ensure that all staff is trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our goods and services.
- Assistive devices will be permitted and may be used by persons with disabilities when participating or benefitting from the goods and services pertaining to the KUSC.
- Assistive devices may not be permitted if the use of the device poses risk to the health and safety of the person using the device or to others using the goods and services of the organization.

SERVICE ANIMALS AND SUPPORT PERSONS

- KUSC is committed to welcoming people with disabilities who are accompanied by a service animal and/or a support person.
- Service Animals will be permitted entry for use by persons with disabilities to KUSC in all areas except for those prohibited by law such as where food is being prepared, stored or sold.
- KUSC will ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.
- Support persons for people with disabilities are allowed to enter KUSC premises. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on our premises.
- Fees will not be charged for support persons for admission to KUSC premises. Customers will be informed of this by a notice that will be posted at KUSC premises and on the organization’s website.



NOTICE OF TEMPORARY DISRUPTION

- In the event of a planned or unexpected disruption in the facilities and services of KUSC a notice will be delivered in mass forms of communication which will include all available information concerning the disruption: reason, duration, alternate services and facilities available, as well as any other appropriate measures needed to be delivered to those affected.
- Notice of the disruption will also be placed at all public entrances and service counters on our premises, as well as on the KUSC website.

STAFF TRAINING

- KUSC will provide professional and appropriate training to all employees, volunteers and others who deal with the public or other third parties on their behalf, as well as those who are involved in the development and approvals of customer service policies, practices and procedures.
- AODA Customer Service training will be a requirement of employment or that of a volunteer with KUSC in order to uphold the quality of customer service of the Club.
- On-going training will be mandatory for all existing staff and volunteers where applicable in order to stay abreast of all segments of the AODA as they change and/or develop.
- Training will be provided online and participants will be required to sign a declaration acknowledging completion and understanding of the training. The training will include:
 - The purposes of the AODA, 2005 and the requirements of the customer service standards
 - How to interact and communicate with people with various types of disabilities
 - How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or support person
 - How to assist and/or use assistive devices in order to help with the provision of goods and services to people with disabilities
 - What to do if a person with a disability is having difficulty in accessing the organization's goods and services
 - Policies, Practices and Procedures relating to the customer service standards

FEEDBACK PROCESS

- KUSC is committed to meeting and surpassing the unique needs and expectations of its customers while serving customers with disabilities. Comments on our services regarding how well those expectations are being met are welcomed and greatly appreciated.
- Feedback regarding policies, practices and procedures concerning goods and services provided to persons with disabilities can be made by email, phone, in person or by mail. All feedback should be directed to the General Manager.

NOTICE OF AVAILABILITY OF DOCUMENTS

- KUSC is committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities.
- All documents including but not limited to billing invoice, manuals, policies, procedures and practices will be provided to customers of the organization in alternative formats that will adhere to the needs and requirements of person with disabilities.
- Practices and procedures will be put in place to evaluate the necessary formats to provide documents, before execution of the formats. These formats will be communicated accordingly to



the persons with disabilities by the organization and in ways that promote dignity and independence.

RESOURCES

Accessibility for Ontarians with Disability Act, 2005

www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/OntarioAccessibilityLaw/2005/index.aspx **Ontario**

Ministry of Community and Social Services

www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/customerService/Under20.aspx

Ontario Human Rights - www.ohrc.on.ca/en/issues/disability

