

NLSA

Supervision Policy for National/Regional Tournaments

Background

This Supervision Policy applies to the team and staff (all those listed on the Credential Form) and Provincial Rep from the time they assemble to leave from the point of departure until they arrive back at the point of dispersal.

Prior to departure for National Tournaments, the Competitions Committee Provincial Rep. shall meet with the Team Officials and Provincial Rep to review the conduct rules and the penalties involved for abuse of them. Team officials are to meet with the players and review the conduct rules and the penalties involved for abuse of them. Players are to be informed of the procedures to follow and who to contact if problems arise.

Situations involving minor infractions requiring disciplinary sanctions, occurring within the jurisdiction of the NLSA will be dealt with by the appropriate person having authority over the situation and the individual involved.

This document is broken down into several sections. These are: Youth and Senior; Accommodation and Venue Site, Excursions Away from the Hotel and Other Absences from Team Supervision. Also included is a description of minor and major infractions, disciplinary sanctions and methods for imposing these sanctions. Approved forms for various dealings with youth players are included at the end.

1. Youth

Accommodation and Venue Site U-14, U-16 and U-18

When the players are in the hotel, one or more team officials (coach, assistant coach, manager and Provincial Rep) must, without exception, be in the hotel.

Supervision by one or more team officials is required at all times. Most hotels will have regulations concerning player and team conduct. Where these regulations are in conflict with CSA and NLSA, the latter will apply.

Out of respect for other hotel guests, team staffs must ensure that appropriate attire is worn at all times. Noise from talking, TV's, radios, etc. should be kept to a reasonable level to avoid disturbing others.

Hotel Pool – Players must go to the pool in groups of no less than three and must be accompanied by a team official at all times.

Team staffs must ensure that:

- players wear their tournament accreditation at all times;
- no garbage is left in the hotel hallways/corridors, in the dressing room or at the team bench;
- there is no running in the hallways;
- no material deemed offensive is posted on doors, in hallways or in windows of the hotel;
- hotel rooms are left neat and tidy when unoccupied.

Excursions Away From the Hotel

Players must be in groups of 4 or more with a designated team official responsible for the group. The team official will decide a meeting time and location for the group.

Before leaving the hotel, an absence time or return time must be given. If any group is unable to meet the time deadline a member of the group should contact another team official at the hotel and advise him/her of the revised return time.

While at a mall, if a player becomes separated from the group, the player should find mall security or a mall information booth and request help. The first option would be to have the group supervisor paged, and the second option would be to call the hotel and talk to another team official(s). If a player is separated from the group at another location, the player should find a police officer or other security personnel and request help.

If a group fails to return to the designated meeting place, the team official responsible should contact the site security, the Provincial Representative and the other team officials to come and help search for the missing individuals. The police would be called if deemed appropriate.

Other Absences from Team Supervision

If a parent, guardian, relative or friend wishes to take a player(s) away from the venue, permission of a team official(s) must be acquired and an official form must be signed by the adult removing the player prior to the player(s) leaving the venue. Absence time and return time must be given. The parent, guardian, relative or friend must call the team official(s) if the return time is delayed. If the person taking the child is anyone other than a legal guardian of the child, the form must be signed by the child's legal guardian granting this permission.

Types of Infractions

Breaches of the NLSA Code of Conduct and Supervision Policy are divided into two types: minor and major infractions. Minor infractions are dealt with informally by the coach. Minor infractions involving coaches, managers and other team staff, as well as major infractions involving any member of the team, are dealt with more formally by the Provincial Rep and the CSA Rep.

Minor infractions include but are not limited to the following:

- A single incident of disrespectful behavior, offensive or abusive or insulting comments, directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- Single instances of unsportsmanlike conduct such as angry outbursts or arguing.
- Being late, or absent from, team activities or functions.
- Failing to follow the dress code.
- Non-compliance with any reasonable request made by a CSA Representative, Representative of the Host Province or Tournament Official.
- A minor disturbance or disruption in the Host Accommodation.
- Other similar infractions of minor severity.

Major infractions include but are not limited to the following:

- Repeated minor infractions.
- Unsportsmanlike conduct such as fighting.
- Major disruptions after curfew.
- Purchase, possession or consumption of alcohol by a minor at any time (under 19 years of age).
- Use of tobacco products by minors (under 19 years of age).

- Pranks, jokes, or other activities which endanger the safety or property of others.
- Possession or use of illegal drugs.
- An anti-doping rule violation under the Canadian Anti-Doping Program.
- Failure of coaches to enforce discipline for minor infractions.
- Other similar infractions of major severity.
- Deliberate disregard for the rules and regulations under which the Canadian Soccer Association events are conducted.

Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied, singly or in combination, by a coach, Provincial Rep, or CSA Rep. Other sanctions may be applied depending on the circumstances. These sanctions are listed generally in order of severity.

- a) Impose an earlier curfew;
- b) Issue a verbal reprimand or warning to the member. This warning must be given in the presence of a witness (other coaching staff or Provincial Rep);
- c) Issue a written reprimand or warning to be filed with the Provincial Rep. and/or CSA Rep. A written reprimand must have the signatures of two team officials and the individual involved;
- d) Require the member to make a verbal apology to the Host Committee, his or her team mates, his or her coaches, or such other parties as are appropriate. A verbal apology must be made in the presence of one of the team officials;
- e) Require the member to hand deliver a written apology to such parties as are appropriate. The member must be accompanied by a team official;
- f) Confinement to accommodation for a specified period of time;
- g) Require the member to do voluntary team service for his or her team;
- h) Suspend the member from the Competitions non-competition events such as the social;
- i) Expel the member from the team after the completion of the competition;
- j) Suspend the member from the competition;
- k) Expel the member from the competition before completion of his or her competition;
- l) Send the member home at his or her own cost following expulsion from the competition;
- m) Prohibit the member from participating in other soccer activities.

Guidelines for Sanctions

1. Copies of all written reprimands or warnings must be given to the Provincial Representative.
2. All sanctions must be recorded on the Team Infraction Report and witnessed as required.

In applying sanctions, the following aggravating or mitigating circumstances may be considered:

- The nature and severity of the infraction;
- Whether the infraction is the member's first offence or a repeat offence;
- The member's acknowledgement of responsibility;
- The member's extent of remorse;
- The age, maturity or experience of the member; and
- The member's prospects for rehabilitation.

In addition to the provisions of this Policy, officials of the team may contact the local police concerning the behavior of any team member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures by the NLSA or the CSA.

APPENDIX A – CONFIDENTIAL

Team Infraction Report

Date/Time of Infraction _____ a.m. p.m.
(date) (time)

Submitted by (Name): _____ Position: _____

Location of Infraction: _____

Team Individuals Involved

Other Individuals Involved

Description of Incident: (Be objective, concise & accurate. Use more paper if needed)

Names of Any Witnesses:

Sanction Imposed: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature of Individual(s) involved in Infraction Report:

SAMPLE FORM
Contact Information Sheet

Player Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____

Provincial Health #: _____

(Picture of player)

Parent or Guardian Information:

Mother's Name: _____

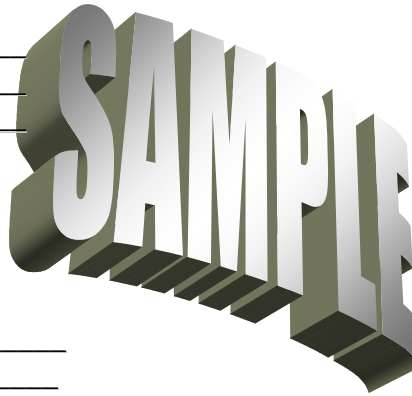
Address: _____

Phone Numbers: _____ (H)

_____ (W)

_____ (C)

Email: _____



Father's Name: _____

Address: _____

Phone Numbers: _____ (H)

_____ (W)

_____ (C)

Email: _____

Alternate Emergency Contact Information:

Name: _____

Relationship to Player: _____

Address: _____

Phone Number: _____ (H)

_____ (W)

_____ (C)

Email: _____

SAMPLE FORM
Medical Information Form

Provincial Health Plan Number: _____

Private Medical Insurance:

Company Name: _____
Policy Number: _____
Group Number: _____
ID Number: _____
Toll Free Phone #: _____

Alternate Insurance:

Company Name: _____
Policy Number: _____
Group Number: _____
ID Number: _____
Toll Free Phone #: _____

Family Doctor's Name: _____

Address: _____

Phone Number: _____

Dentist's Name: _____

Address: _____

Phone Number: _____



Please list any current medications taken by child: _____

Please list any known pre-existing conditions: _____

Please list all known allergies: _____

Date of last tetanus shot: _____

Does the child wear contact lenses? _____ glasses? _____

List any known restrictions or other special physical or dietary needs:

Mother's Signature: _____

Date: _____

Father's Signature: _____

Date: _____

SAMPLE FORM
Parental Permission Form

Child's Name: _____

Mother's Name: _____

Telephone: _____ (H) _____ (W) _____ (C)

Father's Name: _____

Telephone: _____ (H) _____ (W) _____ (C)

I, _____, hereby release my son/daughter _____ into
(Parent/Guardian's Name) (Name)
the custody and care of _____ from _____ to _____
(Coaches' & manager's Names) (Date) (Date)
to attend the _____.
(Name of Tournament)

*I understand that all reasonable safety precautions will be taken by the coaches and volunteers involved in this program. I recognize and acknowledge that there are certain risks of physical injury to participant[s] in the program and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child/ward may sustain as a result of participating in any activities associated with this program. I waive and relinquish all claims that I, my insurer, or my child/ward may have against the _____, its coaches, officers, volunteers and employees from any and all claims
(Association's name)
from injuries, damages or loss on account of my child/ward's participation in this program.*

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

Coach's Signature: _____ Date: _____

Assistant Coach's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

SAMPLE FORM
Method of Travel Permission Form

Child's Name:

Mother's Name:

Father's Name:

Please check what applies:

_____ My child is traveling to and from the tournament with the team.

_____ My child is traveling to and from the tournament with me but will be the responsibility of the team staff during the tournament.

_____ My child is traveling to the tournament with the team but will be my responsibility after she/he is released by the coaching staff on _____ (Date).

Mother's Signature: _____

Date: _____

Father's Signature: _____

Date: _____



SAMPLE FORM
Release of Child Form (In Province)

This form should be used if persons other than the parent may pick up the player from any soccer activity. It should also be used in cases where there are custody issues with the child.

Child's Name: _____

Mother's Name: _____

Father's Name: _____

I, _____, as parent or legal guardian of _____,
(Parent's/Guardian's Name) (Child's Name)

hereby give permission for the following people to pickup my child from soccer related activities (practices, training, games or social activities). I understand that photo ID must be shown if the authorized person is unknown to the coaching staff.

Name & Relationship:



At no time are the following permitted to have contact with or pickup my child from any soccer related activity:

Names:

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

SAMPLE FORM

Release of Child Form (Outside Town of Residence)

This form should be used if persons other than the parent may pick up the player from the tournament. It should also be used in cases where there are custody issues with the child.

I, _____, as parent or legal guardian of _____,
(Parent's/Guardian's Name) (Child's Name)

hereby give permission for the following people to have contact with or pickup my child while she/he is attending the _____ tournament in _____
(Name of Tournament)

_____. I understand that photo ID must be shown if the authorized
(Site of Tournament)
person is unknown to the coaching staff.

Name & Relationship:



At no time are the following people permitted to have contact with my child while attending the above tournament:

Names:

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____