



Maple Leaf – Cavan FC
Club Risk Management Manual
V1.0 | 23FEB12

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Zero Tolerance Policy

Maple Leaf – Cavan FC is a strong supporter of making sport safe for our youth. Maple Leaf – Cavan FC Club supports the following program to help ensure the safety and enjoyment of soccer for all.

Policy

Any team official, player, or spectator judged by the Discipline Board to be guilty of abusive conduct toward a game official during a MLCFC game will be reprimanded in writing. A second conviction, during the same season will result in the member being restricted from all services rendered by the Club including attendance at all soccer activities within the Club. In extreme cases, as determined by the Discipline Board, a member may be reinstated subject to a review hearing.

Policy Procedures

When a game official feels that they are being abused, as per the scope of this policy, by either a coach or supporter, the official will be allowed to suspend the playing of the game. If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceed with step 4.1.

The official will then verbally advise both coaches that the game has been stopped due to the abuse and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the Club's Discipline Board will be sent in for review. If the source is a supporter, the appropriate coach will provide the official with the name of the supporter and the coach must advise the fan that the next occurrence of a similar nature will result in abandonment of the game. A report to the Club's Discipline Board will be sent in for review. If the supporter is not associated with either team, both coaches are asked to speak to the supporter and ask the individual to leave.

Once the prescribed action has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped. If the abuse continues, the official will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned and that a Special Incident Report will be forwarded to the Club's Discipline Board. The official must clearly indicate on the game sheet that the game was abandoned due to abuse and if abandoned:

- 4.1 The game official must contact either their Referee Coordinator or a member of the Executive to verbally report the incident within 24 hours.
- 4.2 A Special Incident Report, with the assistance of the Referee Coordinator or a member of the Executive, if required, must then be forwarded to the Club within 72 hours.
- 4.3 The Club's Discipline Board will then review and deal with the report as per their guidelines.
- 4.4 If the game was abandoned due to the conduct of a fan not associated with either team, the Executive will determine the status of the game.



Conflict of Interest Statement

Maple Leaf – Cavan FC

Director's Name: _____ Position: _____

I have read and understand the [OSA Conflict of Interest Policy](#) and agree to always act in accordance with it.

Any personal, professional, business activity or position that may at any time be construed as a potential conflict of interest is as disclosed below:

..

Any other soccer activity or position that may at any time be construed as a potential conflict of interest is as disclosed below:

I agree that the information provided on this form shall be provided to the Board of Directors. I agree to re-file this statement in the event of any changes to the above declaration.

Signature:

Date:

Address:

Letter for Volunteer Screening

Maple Leaf – Cavan FC

January 2012



I am requesting completion of a Police Check in order to be eligible to become a Coach or an Assistant Coach for Maple Leaf – Cavan FC (MLCFC - soccer club) for the 2012 Season.

I require:

1. A Vulnerable Sector Police Check
2. A Pardon Sexual Offender Database Check

Requested by: _____

Date: _____

Information

For the Police Check, please take this form to a police station. You will be required to provide two (2) pieces of identification, 1 Photo Identification (Driver's License, Photo Health Card, etc.)

Residents of Peterborough and Lakefield - \$6.34

Applications are accepted Monday to Thursdays 8:30 am - 4:30 pm and Fridays 8:30 am - 1:30 pm

Residents of Peterborough County – OPP – no charge

Monday to Friday – 8:30 am – 4:00 pm

Residents of City of Kawartha Lakes - \$20.00

Monday to Friday – 9:00 am – 4:00 pm

and proof of address. There will be a charge for the Police Check, Payable to the Police Force. The Police Check must be done at a Police Station within your jurisdiction prior to the start of the season.

The result of the Police Check must be given to the MLCFC Director of Coaching.

Thank you for your cooperation.

A handwritten signature in blue ink, appearing to read 'Tammy AuCoin'.

Tammy AuCoin, President MLCFC
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www.mlfc.com
P. 705-748-0526
e. info@mlfc.com

OATH OF CONFIDENTIALITY

This agreement made this _____ day of _____ 20____
(Day) (Month) (Year)

Between:

Maple Leaf – Cavan FC

and

(Name)

I understand that all information directly or indirectly received through my involvement with the Maple Leaf – Cavan FC, is to be kept strictly private and confidential. This would include all business related to the Club (i.e., financial information, personnel issues relating to staff and other volunteers, and participant/family information).

A break in this oath of confidentiality may result in my being asked to leave my position with the Club.

I have read and understand all of the above.

Dated

Name (print / sign)

Dated

Witness Name / Signature

Harassment Policy

Maple Leaf – Cavan FC will not tolerate harassment of any kind. We support the [OSA Harassment Policy](#), and encourage all coaches to review it. Our goal is to act in ways that strive to protect the health and well-being of all players, coaches, and officials. All coaches, assistant coaches and other officials shall follow these guidelines:

- Shall never be alone with a player
- Shall be a role model - no drugs, alcohol, smoking or abusive language at practices/games
- Shall demonstrate, set and maintain standards for players (e.g. respect, self-discipline, fair play)
- Shall ensure a supportive and positive atmosphere for players, where all contributions and skill levels are respected
- Shall be aware of the rules of the game and comply with these rules
- Shall respect the officials and ensure players do the same
- Shall adhere to all OSA and WMSA policies, values and principles
- All Cavan FC coaches shall adhere to the Cavan FC Coaches Code of Conduct