

CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

POLICY MANUAL

LAST UPDATED: May 23, 2018





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1. HARASSMENT POLICY

The CWSA Harassment Policy is not intended to be the remedy of first resort nor is it intended to be an appeal process. The CWSA is committed to providing a sport and work environment that is civil, decent and respectful. This policy shall be deemed to be embodied in and part of the CWSA Rules.

This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants involved with the CWSA.

This policy applies to harassment that may occur in the CWSA workplace or other activities or events where CWSA employees may be involved on behalf of CWSA, during the course of all activities and events of CWSA and its members, and to all harassment occurring outside those situations when the harassment involves individuals covered by this policy.

The CWSA will not tolerate disrespectful behaviour, harassment, abuse or damage to people or property. In this policy, Harassment means any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. Harassment can take many forms, and may be verbal or physical, but generally involves conduct, comment, or display in any form, including Social Media,¹ that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise cause offence, discomfort, or personal humiliation or embarrassment to a person or group of persons. This includes (but is not limited to) negative comments regarding a person's or a group of persons' appearance, race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, a conviction (whether pardoned or not) or sexual orientation (hereinafter referred to as "characteristics"). This includes (but is not limited to) negative comments about officiating, dialogue that could disparage any Member, any opponent, or anyone generally within the wider soccer community. Harassment may be a single incident or a series of incidents.

The CWSA recognizes and supports its Members' rights to freedom of speech and expression including the use of Social Media. In this context, however, each member must remember that playing and competing for the CWSA is a privilege, not a right. All Members are deemed to represent the CWSA and are expected to portray themselves, their team(s), their club(s), the CWSA League, the ASA (Alberta Soccer Association) and the CSA (Canada Soccer Association) in a positive manner at all times. Any online postings must not be in breach of the CWSA Harassment Policy.

The CWSA encourages Members to use the following guidelines to ensure proper Social Media behaviour of all Members in relation to any CWSA League related online postings:

- Any online postings must be consistent with the CWSA's Harassment Policy;
- The CWSA Logo cannot be used without the CWSA Board of Directors' approval;
- All posted content is subject to review; and
- The CWSA encourages its Members to use Social Media, but reminds Members that at any time, they are spokespersons of the CWSA.

A person does not have to intend to harass for the behaviour to constitute harassment. Examples of harassment are:

¹ In this policy, Social Media refers to freely accessible online tools used to produce, post and interact using text, images, video, and audio to communicate, share, collaborate, or network. Social media includes blogs, social networks, videos, and photo file sharing, tagging, podcasting and vodcasting, wikis, and other similar tools.



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- Verbal or physical abuse;
- Derogatory posts or comments on Social Media;
- Hostile verbal or non-verbal communications, including yelling and screaming;
- Use of terminology that reinforces stereotypes based on a person's characteristics;
- Any form of discrimination, including derogatory or demeaning comments, jokes, slurs, innuendos, taunts, posters or cartoons, etc., that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting a person's performance;
- Condescending, paternalistic or patronizing behaviour linked to a person's characteristics, which undermines self-esteem or diminishes or adversely affects performance or adversely affects working conditions;
- Any form of hazing; and
- Sexual harassment.²

HARASSMENT POLICY VIOLATIONS/PROCEDURES

If you are the subject of harassment involving persons covered by this policy, you should:

1. Tell the harasser that his or her behaviour is unwelcome and ask him or her to stop.
2. Keep a record of the incidents (dates, times possible witnesses, what happened, your response). You do not have to keep a record of events in order to file a complaint; however, a record may help you remember the details over time.
3. You may file a written complaint with the CWSA in care of the CWSA Executive Director, or the employee or Director of the CWSA delegated responsibility by the CWSA Board of Directors (the "Board") to receive such complaints.

² In this policy, Sexual Harassment means unwelcome sexual advances, unwelcome requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature. Sexual Harassment may occur in behaviours by males toward females or by females toward males, between males, or between females. The behaviour does not need to be intentional for it to be considered Sexual Harassment. Examples of types of behaviour which may be Sexual Harassment include:

- Unwelcome attention or physical contact, including touching, pinching, patting, rubbing, or kissing;
- Unwelcome sexual flirtations, advances, or propositions, including repeated unwelcome invitations to socialize;
- Leering, staring, gestures of a sexual nature;
- Sexually suggestive or obscene comments or gestures;
- Sexist joke(s), comment(s), suggestion(s) or innuendo(s) causing embarrassment or offence;
- Sexually degrading words used to describe a person;
- The display of visual material such as pictures, pornographic materials, cartoons, graffiti or sayings of a sexual nature which is offensive or which one ought to reasonably know is offensive;
- Derogatory or degrading remarks about a person's gender or sexual orientation;
- Unwelcome inquiries or comments about an individual's sex life or sexual preferences;
- Persistent unwelcome contact or attention after the end of a consensual relationship or otherwise;
- Promise or threats contingent on the performance of sexual favours;
- Decision-making affecting an individual that is contingent on the performance of sexual favours;
- Conduct that creates an intimidating, hostile or offensive environment;
- Verbal abuse or threats of a sexual nature;
- Sexual assault; and
- Stalking.



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Once the CWSA receives your written complaint, the Board will appoint a committee of three Board Members for the purpose of reviewing and attempting to resolve the complaint (the "Committee"). The Committee may also be a standing committee of the Board. The Committee will open a secure file containing all of the relevant information in respect of your complaint and undertake an investigation immediately. If the complaint involves a Board Member or Members or an employee of the CWSA, those individuals will be precluded from partaking in the Committee and from reviewing the file while the matter is being investigated.

The Committee will interview you and the alleged harasser, along with all of the individuals who may be able to provide relevant information. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately in accordance with this policy and the CWSA Rules and Regulations. Subject to the discretion of the Committee, discipline may include a fine and/or suspension from involvement with the CWSA, or permanent expulsion from any further involvement with the CWSA.

If circumstances warrant, the Committee may refer these matters to the City of Calgary Police Service, the Alberta Human Rights Commission or such other body or organization as they deem appropriate. For the purposes of this policy, threats of retaliation and retaliation by one person against another:

- Designed to dissuade an individual from reporting discrimination or harassment;
- To punish an individual who has rejected sexual advances;
- For having invoked this policy (whether on behalf of oneself or another);
- For having participated in any investigation under this policy; or
- For having been associated with a person who has invoked this policy or participated in these procedures,

will be considered a form of harassment.

Complaints found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action. In addition to any other findings or sanctions imposed by the Committee, a finding of harassment will be considered conduct likely to bring the game into disrepute under the CWSA Rules and Regulations. Once the matter has been resolved, the Board will retain the file in a secure location along with all of the other books and records of the CWSA.

No absolute confidentiality may be made by the CWSA, particularly in circumstances where the matter warrants police or other regulatory or administrative body intervention. Notwithstanding this policy, any person who experiences harassment continues to have the right to seek assistance from the Alberta Human Rights Commission or to file a complaint with the City of Calgary Police Service or such other body or organization as they deem appropriate.

This policy is effective immediately and was adopted at the February 15, 2017 CWSA Board Meeting.



2. PRIVACY POLICY

1.1. CWSA Documents

The CWSA Board of Directors is committed to protecting the privacy of its members. No information will be released to any outside agency without the expressed written permission of the member about who the information is requested.

To obtain or view any file under the control of the CWSA, the person requesting the file or any information from any file, must submit a written request to the CWSA for such access. This written request will be scrutinized by the CWSA Executive Director. Once scrutinized by the Executive Director, the request will be forwarded to the Board of Directors with recommendations to release the file or information from a file to the person requesting such information.

The request must include all reasons for the need of such information to be released and a signed information release form from all those who may be named in the requested file or information from a file. All files are to be safeguarded against intrusion by unauthorized persons to the best of the ability of the CWSA Board of Directors and any personnel employed by the CWSA Board of Directors.

Team Officials may request at any time to review their own Club and/or Team files without written request. The CWSA Board of Directors may have access to any file if it is required for them to carry out the duties of their office. In any other case, the Directors in question must follow the procedures outlined in the paragraphs above. At no time will any CWSA member of the Board of Directors or member at large be allowed to view files or read any part of a file without authorization for personal use.

3. CPIC/EPIC POLICY

All team officials listed on any CWSA Open Team, and all Classics Provincial Contending Teams must have a current and valid security clearance, regardless of their occupation. This is to ensure the safest possible environment for our members, which may include minor soccer players. CPICs are current and valid if completed within the last three (3) years. Coaches and managers on Non-Provincial Contending Classics (CWSA O40) teams do not require a CPIC

For volunteers residing in Calgary, CPICs can be completed from the comfort of your own home and then shared with numerous volunteer organizations through the Calgary Police Service's online "EPIC" system. Volunteers residing outside of Calgary are still eligible to receive a volunteer letter from CWSA, which can be processed at your local police station.

CWSA is registered with the Voluntary Organization Authorization number (VOAN) which allows our applicants to be eligible to receive CPICs and EPICs free of charge. Once your application is complete with CPS, please remember to "share" your reference number - and later your results - with CWSA.

If your CPIC is expired or CWSA does not have a CPIC on file for you, you will be flagged as "ineligible". Any Team Official who is listed as ineligible (INEL) on the game sheet may not participate in any CWSA games until we have received their clearance. If a Team Official who is ineligible participates, the following will apply:

- 1st Offence: No fine, warning letter issued
- 2nd Offence: \$50.00 fine
- 3rd Offence: \$100.00 fine
- 4th Offence: Automatic Discipline Hearing



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3.1. CPIC/EPIC Process

Please follow these steps to apply for an EPIC through CPS:

1. Request a Volunteer Letter: Volunteers listed on a team roster must request a volunteer letter from CWSA before applying. Email office@mycwsa.ca to receive your letter. This letter will enable you to receive your clearance free of charge.
2. Apply Online: After receiving your letter, go to <https://policeinformationcheck.calgarypolice.ca/> and “Perform Personal Police Information Check”. *Note: you must apply within two (2) weeks of receiving your letter*
3. Complete the Application: Follow the steps online. It should only take 5-10 minutes to complete. Near the end of the process, you will be asked to upload a letter if applicable. Please upload the letter that CWSA has provided for you.
4. Send CWSA your Reference Number: Once your application is submitted, send CWSA your “Reference Number” so that the CWSA Office is aware that your application is pending.
5. Share your Results: Once you have received notification from CPS that your application has been processed and completed, you must “share” your results with us at office@mycwsa.ca. The CWSA office does not receive this information automatically from the CPS, therefore it is mandatory that you notify CWSA that you have received your results. *Note: You are not eligible to coach until you have shared the results online with CWSA.*

Note: If you already have a valid police clearance that you obtained for another volunteer organization, the CWSA will accept this clearance. Please send a copy to office@mycwsa.ca.

3.2. CPIC/EPIC Conditions

1. Team Officials must be assigned to a current CWSA team roster to apply for a security clearance and receive a volunteer letter from CWSA.
2. CWSA will not provide additional letters to Team Officials who fail to complete the CPIC/EPIC Process as described above.
3. Team Officials that do not complete the CPIC/EPIC Process are ineligible to coach and must be crossed off the game sheet. Volunteers will then be responsible for obtaining a clearance through the Calgary/District Police Services at their own expense

4. SUSPENSION FROM CWSA

Suspension from CWSA will be “from all CWSA soccer activity”. While under suspension, a member is not allowed to:

- Play for any CWSA team in a sanctioned game or tournament. Exceptions are only at the discretion of the Discipline Officer
- Sign with/for any CWSA registered team
- Communicate with any player or official with the purpose to coach or advise before/during/after any sanctioned game
- Officiate as a referee or assistant referee in any CWSA sanctioned game or tournament



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- Players and officials may attend soccer games as a spectator, but are not allowed to be within thirty (30) metres of the registered team's bench for Outdoor. For Indoor facilities, the person must remain in the spectator area, and may not enter the field area or team bench at any time
- If a person, while under suspension, violates any of the above conditions or brings the game into disrepute, or causes the game to be disrupted by their presence or actions, they will be subject to further sanctioning.

This policy is effective immediately and was adopted at the June 23, 2011 CWSA Board Meeting

5. WEATHER POLICY

5.1. Lightning

The CWSA follows The Canadian Soccer Association's "Lightening Safety/Severe Weather Policy" as described below:

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by the CSA. By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling.

When a lightning is detected, you can determine the distance of lightning in your area by counting the number of seconds between the flash and the first sound of the thunder and dividing by five (5). This will give you the distance in miles from your location. Remember, if you are in a higher elevation, the lightning can come upon you much quicker and your reaction time is greatly hindered.

30/30 Rule

When you see lighting, count the time until you hear thunder. If this time is thirty (30) seconds or less, seek proper shelter. Wait thirty (30) minutes or more after hearing the last thunder before leaving the shelter. If you can not see the lighting, just hearing the thunder is good back up rule.

Additional Information

Please note the following recommendations from Environment Canada:

The existence of blue sky and absence of rain are not protection from lighting. Lighting can and does strike as far as ten (10) miles away from the rain shaft. It does not have to be raining for lighting to strike. Many lighting casualties occur in the beginning, as the storm approaches, because many people ignore initial precursors of high winds, some rainfall and cloud cover. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than thirty (30) minutes.

Lightning can strike ahead of the parent cloud – take action even if the thunderstorm is not overhead.

Be aware of how close lightning is occurring. The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment and its distance from the observer.

Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call to all. The most important aspect to monitor is how far away the



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lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter. Recognize that personal observation of lightning may not be sufficient. Additional weather information may be required to ensure consistency, accuracy and adequate advance warning.

When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased. Extending the range used to determine threat potential also increases the chance that a localized cell or thunderstorm may not reach the area giving the impression of a “false alarm”.

Know where the closest “safe structure or location” is to the field or playing area and know how long it takes to get to that safe structure or location.

Safe structure or location is defined as:

Any building normally occupied or frequently used by people, i.e., a building with plumbing and / or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.

In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. Do not touch the sides of any vehicle!

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body's surface area and the ground! Do not lie flat! If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

When considering resumption of any athletics activity, it is recommended that everyone should ideally wait at least thirty (30) minutes after the last flash of lightning or sound of thunder before returning to the field.

People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

For additional information, visit www.weatheroffice.gc.ca



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5.2. Snow

In the event of a highway closure, games will be rescheduled. This includes all teams that must travel to or from Okotoks, Airdrie, Cochrane, and Red Deer.

In the event of a “sudden and intense” snow storm as determined by CWSA, teams that are unable to field a team will forfeit the game but not be fined the applicable fee.

Games will be rescheduled if the applicable facility is closed.

5.3. Rain

In the event of a game cancellation or field closure due to rain, please email and notify the office at derek@mycwsa.ca with the original game information so that the game can get rescheduled to a new date and time.

6. RESCHEDULING POLICY

Under important circumstance or due to an unforeseen event, a team (called ‘the team’) may request that a game be rescheduled. All requests must initially be submitted via email to the CWSA Office at least five (5) weeks prior to the game date at derek@mycwsa.ca stating the reason for the reschedule.

Note: Stampede week, players on vacation, and because the coach cannot attend are not valid excuses for rescheduling.

If this initial request is approved, the team requesting the reschedule must follow the steps below:

1. The team needs to contact the opposition team and obtain consent for the rescheduling. If the opponent is in agreement, the rescheduling request needs to be submitted in writing to the office at least 30 days prior to the original game date in order to reuse/return the field and notify the referee.
2. Find a new date, time and field for the rescheduled game. Only if the office is able to return or reuse the original field will CWSA pay for the new game field.
3. Email all of this info (the original game information AND the new game information) to the CWSA office no later than 3 business days prior to the new game time. Please ask your opponent to confirm it. If approved, teams will receive a game update email, and the game will be changed on the website schedule. It is NOT approved until the website is changed.

7. MANDATORY MEETINGS

Annual General Meetings (AGMs) and Spring and Fall Special General Meetings (SGMs) are mandatory, and any team that does not have a team representative in attendance will be assessed a fee of one hundred (\$100) dollars.

In regards to the AGM and SGM, CWSA Bylaws state:

- 3.11 Voting Privileges – Members in Good Standing will have the following voting rights at a Special Meeting or at the Annual Meeting: (a) Team Members registered for the immediately preceding or current Season may appoint an Individual Member to attend the meeting (“Team Delegate”) and such Team Delegate is entitled to 1 vote per Team; and (b) Individual Members, Board Members, and Life Members may attend meetings but may not vote.
- 3.12 Identity of Team Delegates – Team Members shall register with the Association the name of its Team Delegate, along with the names of up to 3 alternate delegates no less than 5 business days prior to a Special Meeting or



Annual Meeting. Exceptions to the 5 business days requirement are only to be provided in the President's sole discretion.

8. REFEREE MISCONDUCT

Any alleged misconduct by a referee towards members of the CWSA, or to the Association itself, will result in a letter sent to The Referee Management and Operations Committee (RMOC) requesting that the referee in question be suspended from officiating all women's games until an ASA hearing is held.

9. REFEREE EXCLUSION

As per CWSA's Rules and Regulations:

3.1.10 A team that perceives that a referee's calling of the game was persistently biased or irresponsible may request, in writing to the C.W.S.A. administration that the same official not be assigned another game involving their team. Each team will be permitted only one such request per season and such a request will be honoured for the remainder of the current season. *November 2012*

10. SCHOLARSHIPS

CWSA will contribute \$3,000.00 into scholarships to three (3) members of the association attending post-secondary education. Recipients of the scholarship are determined by the CWSA Board of Directors Awards and Scholarships Committee.

11. NSF CHEQUE

In the event that a Non-sufficient Funds (NSF) cheque is received, all future payments from the offending party must be made by certified cheque, money order, or cash. If there is an NSF cheque for team fees, the Late Fee Payment Policy will be in effect.

12. LATE FEE PAYMENT POLICY

In the case of late fee payment, an additional charge of \$10.00 per day will be incurred until the receipt of payment.

13. TEAM DEPOSIT

A non-refundable \$500.00 deposit will be required upon registration from each team per season of play.

14. TEAM FEES – DROP OUT POLICY

Any outstanding fees owed by a team that has dropped out of the league will be divided equally among the rostered players of that team.

15. FAILURE TO PLAY

If a team fails to play a game, their fine shall be paid to the team they were to play against.

16. TEAM TRAVEL ALLOWANCES

Provincials: \$500.00

Nationals - Western Province Host: \$4,000.00

Nationals – Eastern Province Host: \$6,000.00



Nationals – Atlantic Province Host: \$8,000.00

17. AIR QUALITY

This policy is to be followed when there is an Air Quality advisory in effect for the City of Calgary and area.

The link to the Air Quality Health Index (AQHI) can be found here - <http://environment.alberta.ca/apps/aqhi/aqhi.aspx>

There is also an app on iPhone and Android platforms that can be downloaded by searching **AQHI** on your phone.

As air quality can change quickly and frequently through out the day depending on shifting wind patterns, teams are still expected to show up for their games as scheduled if the fields are open for play. If at the time of play that the AQHI is 7 or higher, the teams have the option of either playing the game, delaying kick off, or cancelling the game and rescheduling to a different date. Team officials are to speak with the match official prior to kick off to discuss air quality at the time and its potential effect. The match official reserves the final right to cancel the game if the conditions are considered dangerous, in the match official's opinion. If air quality changed dramatically during a game (ex: sudden smoke event caused by wind direction change), referees and team officials are advised to use their discretion. Record all decisions and relevant information on the game sheet.

18. FAIR PLAY

The Team Fair Play Award is intended to foster the spirit of fair play, reduce disciplinary issues and to promote healthy competition that is not linked to the outcome of the game. For each game, the assigned Referee will determine a fair play score for each team based on the sportsmanship exhibited with a maximum of 10 points. "The team" includes all players, coaches and team officials on the roster. This policy applies to all. AMSL teams are excluded from the Fair Play policy.

Deductions

From the total awarded by the Referee, teams will lose:

- 1 point for each yellow card
- 2 points for each red card

Merit Points

A team may earn additional points:

- 2 points for the completion and on-line submission of a referee evaluation within 14 days of the game.

The Prize

- At the end of the season, the top three teams with the best Fair Play scores within their division will be awarded a cash prize. The break down of the cash prize will be as follows:
 - 1st Place – 50% of prize pool
 - 2nd Place – 30% of prize pool
 - 3rd Place – 20% of prize pool
- If two or more teams are tied in first place, they will share a combination of the first and second place prize or the total prize pool for their division if it is three or more teams.
- If two or more teams are tied in second place, they will share a combination of the second and third place prize.
- Winnings will be paid by cheque at the end of the season.



- \$50 per team will determine the prize pool for the Division.

19. CONFLICT OF INTEREST POLICY

CWSA is an officially recognized organization, sanctioned by the Alberta Soccer Association, in the province of Alberta.

The Calgary Women's Soccer Association (CWSA) is committed to providing an environment in which all registrants and registered organizations, clubs, or other similar entities of the CWSA and any of its affiliated or related organizations act honestly, in good faith, without bias, and in the best interests of CWSA as a whole.

This includes not acting in the best interests of one or a few groups, clubs, person(s) or organizations that may be otherwise part of or affiliated with CWSA, or associated with CWSA externally in providing the same or similar services. Such groups shall typically include those that have been sanctioned by the Alberta Soccer Association.

Activities of CWSA, and those of its registrants and member organizations, shall be conducted in a manner becoming the high ethical standard of business conduct expected of the leaders of soccer for CWSA.

Any amendments to this Conflict of Interest Policy and the applicable Operational Procedures are the exclusive jurisdiction of the CWSA Board of Directors.

General

1.1 Definitions

The following terms have these meanings in this Policy:

- Alberta Soccer Association – also referred to as ASA, the governing body for soccer in the province of Alberta.
- Calgary Women's Soccer Association – also referred to as CWSA, the organization to which this policy applies.
- Conflict of Interest – A situation in which a person or organization is involved in multiple interests, financial or otherwise, one of which could possibly corrupt or bias the motivation or decision-making of that individual or organization towards the other person, person(s), organization, or club through actions or lack of actions.
- Director – a member of the Board of Directors for the Calgary Women's Soccer Association.
- Executive Committee – shall be defined as being composed of the President, any/all Vice Presidents, Treasurer, and Secretary (should one be defined for the Board).
- Perceived Conflict of Interest - A reasonable perception by an informed person that a conflict of interest situation exists.
- Person - Any family member, friend, customer, client, sponsor, colleague, legal person or organization.



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- h) Representatives - Individuals employed by, or engaged in activities on behalf of, the CWSA, or other clubs or organizations, including but not limited to: Administrators, Coaches, Directors, Employees, Game Officials, Players, Registrants, Registrars, Team Officials, Club Representatives; contractors, volunteers, managers, committee members, and officers.

1.2 Types of Interest

There are two types of interest - pecuniary interest and non-pecuniary interest.

- a) Pecuniary interest relates to the reasonable likelihood or expectation of a gain or loss for the representative or for another person and/or organization with whom the representative is associated.
- b) Non-pecuniary interests are 'private or personal interests' that 'commonly arise out of family or personal relationship, or involvement in sporting, social or other cultural groups and associations'.

This Policy applies to all Representatives.

1.3 Interpretation

Where there is a lack of certainty or clarity in the meaning of a portion of part of this policy, or where this policy may conflict with another CWSA policy, the CWSA Board of Directors shall have the right to make a determination of its meaning, and application.

Should it be determined by the CWSA Board of Directors that a portion or part of this policy does in fact conflict with another policy, the portion shall be removed without invalidating the entire Conflict of Interest policy for interpretation purposes.

Obligation

- 2.1 Any conflict of interest, whether real, perceived, pecuniary or non-pecuniary, between a representative's personal interest and the interests of the CWSA shall always be resolved in favour of the CWSA.

- 2.2 Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the CWSA unless such business, transaction, or other interest is properly disclosed to the CWSA and approved by the CWSA, or;
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment, or;
- c) In the performance of their official duties, give preferential treatment to any person, persons, group, club, or organization, or;

Influence or attempt to influence a club, person or organization to vote a certain way, where the outcome could benefit the member in question, or their interests, while a member of the CWSA Board of Directors, or;



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Derive benefit from information that they have acquired during the course of fulfilling their official duties with the CWSA, if such information is confidential or not generally available to the public, or;

Without the permission of the CWSA, use/share the CWSA property, equipment, supplies, data, or services for activities not associated with the performance of their official duties with the CWSA, or;

f) Place themselves in positions where they could, by virtue of being a representative, influence decisions or contracts from which they could derive any direct or indirect benefit, or;

Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a representative, or;

Place themselves in a position where their judgement could be impaired or otherwise biased as a result of a prior negative relationship with a club, organization or person, or;

i) Allow their loyalty to the CWSA be compromised by their relationship to, or involvement in, another organization.

However, the appointment of a representative by CWSA to another organization is not, in itself, considered a conflict of interest.

It is recognized that a representative may be involved with more than one soccer governing organization subject to the published rules of each applicable governing organization.

The fact that a representative owes a duty of loyalty to two or more governing organizations cannot itself be considered a conflict of interest provided that the representative, when considering a matter before one governing organization that would affect the other governing organization in a meaningful manner, declares conflict of interest.

2.3 Any representative elected or appointed as an Executive Committee member of the CWSA must relinquish any Director position with any other soccer governing organization within one months of first being elected or appointed to the CWSA Executive Committee and shall not accept a Director position with another soccer governing organization while he or she remains an CWSA Executive Committee member.

2.4 In addition, an Executive Committee member of the CWSA who is elected to a position on the Board of The Canadian Soccer Association (CSA) or the Alberta Soccer Association (ASA) must resign his or her position with the CWSA within 1 month and shall not accept another position on the CWSA Board of Directors while he or she remains a member of the CSA or ASA Board of Directors.

2.5 Failure to comply with Sections 2.3 and 2.4 above shall constitute sufficient grounds for removal of the CWSA Board of Director member by the CWSA Board of Directors from its Board.

2.6 Sections 2.3 and 2.4 above are not applicable to an appointment made by the CWSA to another soccer organization unless stated in that governing organizations governing documents.



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- 2.7 A CWSA Director may not serve as a Board Member on another Alberta Soccer Association sanctioned organization at the same time, unless approved by the CWSA Board of Directors.
- 2.8 On election, re-election or appointment to a position as a Director of the CWSA organization, the individual must sign and submit to CWSA a statement acknowledging that he/she has read, understood and agreed to act in accordance with this Conflict of Interest Policy.

Such a statement must also disclose:

- a) Any other soccer activity or position; and
- b) Any personal, professional, business activity or position that may at that time, or could in the future, be construed as a potential conflict of interest. Such a statement must be updated as circumstances require.

Disclosure

- 3.1 In the event a representative has a conflict of interest in relation to a particular issue or matter of discussion, the representative shall:
- a) Declare the conflict of interest and the nature of the conflict, and refrain from voting on the issue in question, and;
 - b) Absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict, and;
 - c) Not be entitled to see, review, or otherwise have access or be in possession of information of CWSA that would in any way compromise CWSA for the issue at hand, and;
 - d) Refrain from lobbying or participating in the decision-making process.
 - e) Not disclose or otherwise relay information to others not on the Board of Directors, who might otherwise negatively impact the decision-making process.
- 3.2 Each representative is also required to declare a conflict even when the conflict for the representative arises after the contract or arrangement is made with the other company, firm, or organization in which the representative acquires an interest or significant involvement.

In this situation, the representative is to declare his or her conflict immediately after the representative becomes interested in the other company, firm, or organization.

Remuneration

- 4.1 All Directors, Officers and members of Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of



Committees may be reimbursed for reasonable expenses incurred by them in the performance of their duties. Motions, votes, or issues that would cause a Director to benefit financially or receive remuneration must be declared as a conflict of interest.

Minimizing Conflicts of Interest in Decision-Making

- 5.1 Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a representative will be considered and decided with the following additional provisions:
- a) The nature and extent of the representative's interest has been fully disclosed to CWSA that is considering or making the decision, and this disclosure is recorded.
 - b) The representative recuses him/herself and does not participate in any discussion on the matter, and on so doing, also agrees to not be in the room where discussion on the matter occurs.
 - c) The representative abstains from voting on the decision.
 - d) For board-level decisions, the representative does not count toward quorum.
 - e) The decision is determined to be in the best interests of the CWSA.
- 5.2 If no quorum exists for the purpose of voting on a matter only because a Board Member is not permitted to be present at the meeting by reason of a conflict of interest, the remaining directors shall be deemed to constitute a quorum for the purposes of dealing with the matter.

Procedures

- 6.1 Disclosure
- 6.1.1 Representatives will complete the Conflict of Disclosure Form annually or upon the discovery of a real or potential conflict of interest.
- 6.1.2 Representatives shall disclose conflicts of interest to CWSA immediately upon:
- a) Becoming aware that a conflict of interest exists, or;
 - b) For those who are nominated for election, prior to the elections, or;
 - c) Appointment to a committee or sub-committee, whose duty of loyalty is to CWSA
- 6.1.3 A representative's Conflict of Interest and the nature of the conflict must be recorded in writing.



6.2 Conflict of Interest Complaints

Any person who reasonably believes that a representative may be in a conflict of interest situation shall report the matter, in writing, to CWSA. The submission shall include the complainant's name, contact telephone number and contact e-mail address. In this case, writing can include electronic e-mail.

6.3 Conflict of Interest Process

- a) Once a complaint has been received, the details and particulars of the complaint shall be submitted for consideration at the next regularly scheduled Board of Director meeting for deliberation, consideration.
- b) Once deliberation and consideration has been done, a decision will be rendered by the CWSA Board of Directors as to its validity.
- c) Should the complaint be found to be valid, a decision will also be rendered as to any punishments to be levied, and their respective timing.
- d) Any punishments levied shall be at the discretion of the CWSA Board of Directors.
- e) Once the outcome and punishments have been determined, the person or person(s) involved shall be advised in writing, electronic or hard copy of the decision, within 10 days of the conclusion of the meeting at which the outcome was decided by the CWSA Board of Directors. Upon delivery to the individual, individual (s), group, club, organization or similar entity, it shall be determined that the entity involved is not in good standing.
- f) Should the individual(s) involved in the decision not be happy or wish to appeal the decision, they have 30 days from the date that the initial decision was sent to them to appeal.
- g) The appeal will be sent to the Alberta Soccer Association for review, in keeping with any/all defined processes to be in effect at the time of the appeal.
- h) During the time of the appeal, any punishments levied against the person, person(s), club or organization shall remain in effect.
- i) The appeal should include the name of the person, contact phone number of the person, contact e-mail of the person, and the reason or reasons for the appeal.

6.4 Conflict of Interest Possible Decisions and Outcomes

The CWSA Board of Directors may apply one or in combination the following actions for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority;
- b) Removal or temporary suspension from a designated position;



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- c) Removal or temporary suspension from certain teams, events and/or activities;
- d) Expulsion/removal from the Board of Directors of CWSA;
- e) Expulsion/removal from their designated position with CWSA where such position is of a non-Board position (e.g. Team Official, Team Representative, etc.)
- f) Implement further discipline in accordance with CWSA policies relating to discipline and/or complaints as determined appropriate by the CWSA Board of Directors
- g) Other actions as may be considered appropriate for the conflict of interest by the CWSA Board of Directors.

6.5 Conflict of Interest Compliance with Decisions

Failure to comply with an action as determined by CWSA will result in automatic Suspension from CWSA until such time as compliance occurs.

This policy is effective immediately and was adopted at the October 5th, 2017 CWSA Board Meeting.



20. PROVINCIAL DECLARATION POLICY

At the start of each season, all teams participating in a Provincial contending division will be considered for Alberta Soccer Association (ASA) Provincial Competition should they qualify.

If a team wishes to opt out of Provincials, they must submit a completed Provincial Opt-Out form prior to the league given deadline. Once submitted, they will no longer be considered eligible for Provincial Competition for that season.

Any team who has qualified for or accepted a Provincial Competition berth and chooses to withdraw past the opt-out deadline will be held to CWSA and ASA fines as stated in the table below.

Date of Withdrawal	ASA Fine	CWSA Fine	Total Fines
Prior to CWSA seasonal opt-out deadline	\$0	\$0	\$0
45 or more days prior to the start of Provincial Competition	\$100	n/a	\$100
31 to 45 days prior	\$250	n/a	\$250
30 to 15 days prior	\$500	n/a	\$500
14 days or less prior	\$2500	\$500	\$3000

All outstanding fines from Provincial Competitions must be paid in full before said team can register for future CWSA sanctioned competitions (including CWSA league and tournament play).

Should a team who has finished in a Provincial qualifying spot withdraw from contention they will be fined according to the above table, and the next eligible team will be designated as their replacement. If the replacement team chooses to withdraw as well, they will also be fined and the next team in line will be designated or fined until a suitable replacement has been found.

If any team is given **7 days notice or less** to be an emergency replacement in the Provincial Competition they will not be subject to any fines if they are unable to attend.

CWSA may occasionally obtain extra berths in the ASA Provincials Competition. Teams who have not opted out should ensure that their team is still prepared to play should an extra berth for their division become available. Teams will not be subject to a fine for declining the extra berth.

This policy is effective immediately and was adopted at the May 23, 2018 CWSA Board Meeting.