



TOP SOCCER Parents' Handbook





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Welcome!

Our commitment is to ensure your child has a safe, rewarding and memorable soccer experience. This handbook will outline the policies, procedures and any other information that is important to share with parents and participants within Top Soccer. Please read through this package prior to the first soccer session. If you have any questions or concerns, please do not hesitate to contact us.

Contact Information

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Our Mission

“To create an environment for everyone to have access to soccer at any age, level or time of year.”

Our Staff

Our coaches know how to create a fun soccer experience in an environment that is safe and fosters learning and growth! We understand the importance of building positive relationships between staff and participants. Everyone who is a staff/volunteer at Top Soccer has a Vulnerable Sector Check clearance and mandatory training modules, governed by Canada Soccer. We encourage all coaches to participate in First Aid and CPR training.

Soccer Schedule

U7: Wednesdays 5:00-6:15 pm

U9: Wednesdays 6:00-7:15 pm

U11: Wednesdays 7:00-8:15 pm

U13: Wednesdays 8:00-9:00 pm

Adults: Tuesdays 9:00-10:00 pm

The participants are welcome to arrive 15 minutes before the start of the session. In case there's an ongoing game (different age group), please use the provided seating to wait for the start. We appreciate timely drop-offs and pick-ups.



The games vs other communities shall be scheduled throughout the season.

Modified rules

Each soccer session includes a game. Our game rules are derived from the IFAB Laws of the Game (aka FIFA rules), as well as Futsal rules. The key differences to adapt the game to our gym sizes are listed below:

- U7 and U9 play 6v6 (incl. goalie), U11 play 5v5
- Rock/paper/scissors determines who starts with the ball
- Black lines are out, the ball is returned to the play by a kick-in (no throws)
- All standing kicks are indirect
- Goalies can use their hands within a generous area (depending on our gym)
- Goalies are not allowed to drop-kick, throws and kicks anywhere are allowed (except the opponent's net)
- No slide tackle is allowed

Performance tracking & recognition

All the players have a chance to accumulate goals and points throughout the season. The teams are generally different from session to session; therefore, each player accumulates the points individually in the following format:

- All players on the winning team (incl. penalty shootout, if applicable) receive 2 points
- If there's a draw, all present players receive 1 point
- Players on the losing team receive 1 point if the loss is a result of a penalty shootout
- Straight loss - 0 points

Penalty shootout is called at the discretion of the referee and may not be carried out every time there's a draw.

The players will also have a chance to demonstrate their sprint speed (14 metres, standing start) and ball control (slalom).

One trophy is distributed to one player out of each age group every season. The winner of the trophy is determined by the players themselves through an election. In case of a draw, the winner is determined by:

- Two-way draw: Final match: The winners are the captains, and both have an option to assemble a team and win the final game. The captain of the winning team wins the trophy.



- Three-(or more)-way draw: The players decide (without knowing the results), if the trophy is won by the player with the highest amount of **points** or **goals** or **speed** or **ball control**. Once the winning discipline is selected, the best performer in that discipline (out of the finalists) is announced.

Cancellation Policy

Academy programs:

- Full refund until one (1) week after the first session. No refunds after that date.

Drop-in programs:

- Full refund until one (1) day before the session. No refunds on the day of the session or beyond

Photo Release Consent

As per Top Soccer's photo release consent policy, staff are not to release children's full names when photos are taken by the media. Only you provide us with a consent to share your child's first name and likeness (at the time of the registration), we may share that with third parties for promotional purposes.

Soccer Player Information

Top Soccer will collect important information regarding (allergies, medical concerns, contact info, etc). The coach/staff/volunteers will review and be made aware of any special considerations that apply to all kids' needs. This information is confidential. **Please be aware that it is your responsibility to disclose important details pertaining to your child's abilities or needs.**

Kids' Sign In/Out

If another person is to pick up your child, please contact the staff before the start of the session that day. Staff may ask this person for ID if they are unknown to them. Please be aware that you/another designated adult is required to remain on-site during the entire session.

Parents, other designated adults are required and responsible for physically signing the child out off the site.

Program Safety

In order to ensure children have the best possible experience with us, all programs must operate in a safe manner.



Emergency Procedures

A complete first aid kit is on the premises at all times, and a portable kit is taken on all excursions. Each location has a designated Emergency Action Plan on-site.

Health Standards

For health reasons, sick children are not permitted in the program. Whenever possible, please do not send a sick child to our session. If a child becomes sick while in care, parents will be notified and asked to remove the child from the session immediately. This ensures all participants and staff remain healthy.

Accident/Incident Reporting

All incidents and accidents are reported in written format and are reviewed by the administration. Parents are notified of the details regarding all incidents.

Children's Medication

We do not administer medication to children. Parents must advise the coaches if their children need medication during the sessions. A child may be old enough to take their medication, or the parent must come and administer it themselves.

Allergies / Medical Conditions

Parents should advise us of any allergies or medical conditions. It is the responsibility of the coach/staff/volunteers to review this information and know which kids have allergies or medical conditions.

Peanut butter, nuts, and all foods containing nut by-products are not permitted at Top Soccer.

Make sure your children who use Ventolin, EpiPens or other medications have them with them at all times. Most children with severe conditions will have a small pack or kit, which they may or may not always carry. We may flag the child's backpack with something obvious (or separate from the main group) so it's easily identified when it's not being worn.

What to bring to practice

Children are asked to bring a water bottle and appropriate footwear for the soccer sessions.



Code of Conduct for Players, Parents, Coaches & Disciplinary Policy

Code of Conduct: Players

This policy aims to ensure a safe and positive environment for Top Soccer players by making all individuals aware that appropriate behaviour consistent with the mission, vision, and values of Top Soccer is expected.

- I will participate because I want to, and not just because my parents want me to.
- I will play by the rules and in the spirit of the game.
- I will control my temper - fighting and shouting will spoil soccer for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything, and that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays, both those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions, show them respect and not question their decisions in public.
- I will ensure that I arrive for all practice sessions and games with the required equipment and clothing, and understand that I will not be allowed to practice or play if I do not have the required equipment and clothing.

Code of Conduct: Parents/Guardians

The purpose of this policy is to ensure a safe and positive environment within Top Soccer programs by making all individuals aware that there is an expectation of appropriate behaviour consistent with the mission, vision and values of Top Soccer.

- I will not force my child to participate in the soccer program.
- I will remember that my child plays soccer for their enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflicts without hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from my child's sporting activities.



- I will respect and show appreciation for the volunteer coaches who allow me to provide soccer activities for my child.
- I will ensure that my child is appropriately equipped for all games.

Child Discipline - Three Strike Rule Policy

Purpose: Top Soccer Inc. Coach/Staff will be trained to use positive behaviour management, but in the case where children's behaviours do not change, or cause safety concerns, staff will follow the 3 strikes rule. In the case where the direct actions of a child result in a severe injury or damage to property, children may be removed from the program immediately. Parents will be asked to meet with a staff member, and if necessary, the owner and board members.

Guidelines:

- Child discipline methods utilized in the program will be communicated to all parents via the Parent Handbook, to staff during their orientation and training and to children in person
- At no time will staff inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation or use, or permit the use of any form of physical restraint
- Confinement, isolation, denying or threatening to deny a child of a basic necessity will not be tolerated
- At no time should a child be demeaned or embarrassed in front of their peers

Procedure:

- Coach/Staff will be familiarized with child discipline procedures and guidelines prior to working within any of the programs
- Coach/Staff ensure that the disciplinary action taken is reasonable in the circumstances
- Coach/Staff ensure that expectations and behaviour guidelines are consistently in place and that children/youth have an overall understanding of them
- Coach/Staff will use positive behaviour management through logical or creative consequences prior to using the 3 strikes system
- Coach/Staff will use redirection, choices, logical consequences, and creative approaches to deal with the outcomes of inappropriate behaviour
- Coach/Staff will talk to children/youth at eye level and focus on the behaviour and not the individual
- Coach/Staff will assist children/youth in understanding the outcomes of their behaviour
- Coach/Staff will use a fair approach when dealing with children/youth



- Coach/Staff are required to use appropriate strategies for children/youth development when handling any inconsiderate behaviours

Coach/Staff will document any behaviour issues that cause major disruptions on an Incident Report Form as necessary.

The following protocol will be used:

1. In the first documentation, parents will be made aware of the situation through a phone call or discussion upon pick-up
2. On the second documentation, parents will be asked to come in for a meeting with the staff member and the child/youth, and it will be acknowledged that on the next documentation, the child/youth will be removed from the program
3. On the third documentation, the child/youth will be removed from the program for an amount of time determined by the Top Soccer Administration.

Anty-Bullying Policy

Purpose: To prevent acts of bullying and create a positive environment for all youth involved in Top Soccer Inc., on and off the field.

Policy Definition

Bullying is defined as unwanted, aggressive behaviour among children and youth that involves a real or perceived power imbalance. The behaviour is repeated or has the potential to be repeated over time.

Environment and Impact

Children who are bullied and who bully others may have serious, lasting injuries to their physical and mental health. A safe and inclusive learning environment in our club is critical for our players to achieve success. Parents and players must be confident in knowing that Top Soccer Inc. programs are free from harassment, violence, intolerance and intimidation, all of which are forms of bullying.

Top Soccer Inc. claims to make all of our players and coaches aware of the risks of bullying and to cooperate in precluding and eliminating bullying. Top Soccer Inc. claims to properly educate our coaches about bullying so that they are aware of it and can mentor players on this issue.

Code of Conduct



Soccer Canada's Code of Conduct and Top Soccer Code of Conduct to Protect Children describe the positive behaviours expected of the club's players, coaches, officials, parents, and guardians. Along with our Code of Conduct, we expect all Top Soccer Inc. players to adhere to this Anti-Bully Policy.

Coach Education

All Top Soccer Inc. staff/volunteers and coaches are provided with our Anti-Bullying Policy. Our coaches are trained on how to be more aware of bullying so they can reiterate that awareness to their players. We expect our coaches to employ preventative measures so that bullying is not an issue for any player.

Procedure

If cases of player bullying do arise, the following protocol will be followed:

- Report any suspected bullying incidents to the coach, manager, coordinator or representative of Top Soccer Player's Wellness Board.
- Any coach, manager, or representative who is aware of a suspected bullying incident must immediately report it to the Top Soccer Player's Wellness Board.
- Parents will be informed of the suspected incident and will be asked to meet to discuss the problem.
- If necessary and appropriate, police or child welfare may be consulted.
- The bullying behaviour and/or threats of bullying shall be investigated, and the bullying must stop as quickly as possible.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action.

Recommended Actions for Resolution

If Top Soccer coaches decide it is appropriate for the players/parties involved to deal with the situation directly, they should follow a procedure including:

- Reconciliation of the incident(s) by getting the players/parties together. It may be that a genuine apology solves the problem.
- If this fails or is not appropriate, the coach(es) of the team should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity.
- The coach(es) should meet with the alleged bully and parent(s) and put the incident raised to them to answer questions and provide their view of the allegation. Minutes should again be taken.
- The coach(es) should talk to anyone else who may have been involved to gather additional information. Minutes should be taken.



- If bullying has, in their view, taken place, the players who have perpetrated the bullying behaviour should be warned and put on notice of further action. Consideration should be given as to whether a reconciliation meeting between the parties is appropriate at this time.
- All other coaches involved with both players should be made aware of the concerns and the outcome of the warning.

Accessibility, Equity, Inclusion and Diversity Policy

Purpose: Top Soccer Inc. is committed to taking all reasonable steps to promote and support accessibility, diversity, equity and inclusion.

This policy applies to all employees, volunteers, directors, board members, coaches, athletes, administrators, members and participants involved with Top Soccer Inc.

Top Soccer is committed to creating an environment that encourages and supports:

- Accessible programming for all.
- A welcoming environment for all.
- Equal opportunity for all.
- Opportunity for participation of all interested players.