



Super Women Over Thirty - SWOT

Policies & Procedures

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1. Eligibility

- Sex: Female
- Age: 30 years old (turn 30 anytime during the calendar year of registration) or over
- No previous soccer experience is required
- SWOT reserves the right to decline any registration due to:
 - any default on registration fee payments
 - Any disciplinary issues and/or lack of adherence to policies and procedures
 - Any other reason that will negatively impact the operations of the League and/or put any player safety at risk

2. Communication

- General information about the league and specific season information like rules, schedules, standings, sponsor information is posted in the SWOT website. Regular updates will be provided throughout the season to keep coaches and players apprised of any changes or new developments.
- All information regarding teams, schedules, and rosters will be provided directly to the coaches and team coordinators.

3. Games

- All games are played Sunday's at 10am (unless otherwise notified) on full-sized fields, with 11 per side. For more details about games, check the SWOT rules posted in the SWOT website.

4. Player Injury insurance / Accident Claims

- All players are recommended to show up at least 20 minutes before the game to have a good warm up. This can go a long way to prevent injuries.
- Should a player be injured, the referee will stop the game and call upon the Coach to assess the extent of the injury. If the injury is serious, the Coach and player will decide on any further action. If you, or anyone else present, have first aid training, you may offer to help. If the need arises, you should coordinate calling 911 with the player and any SWOT Committee member present. An accident report should be provided by the referee to the SWOT Chair and Discipline governor within 24 hours of any injuries requiring a 911 call.

- The accident report/claim form is available in the OSAweb site (www.ontariosoccer.net/)click on “organization-administration-insurance” to find all necessary information. The link is <http://www.hkmb.com/industry/sportsent/OSA.asp>
- All SWOT players are insured against injury, death and dismemberment, providing they are operating within the SWOT participation requirements. Should an incident occur player should decide if they want to initiate claim.
- If player decides to initiate a claim, player can retrieve the insurance claim form from to the Ontario Soccer Association website:

5. Sponsorship

- The Public Relations Sponsorship board member is the single point of contact/liaison between sponsors and the club/players. Key responsible to communicate contributions As part of the Season budget sponsorship “contributions/ fees” will be set up.
- Sponsorship letter is available for any player that wants to engage a sponsor
- Players contact information or any other personal information will not be available for sponsors
- All sponsorships monies are used to cover league general expenses. This will not be allocated to cover any player registration fees.
- Sponsorship types and fees are subject to be reviewed every year as part of the budget process. Sponsor types
 1. Gold - \$500.00 – Exclusive sponsor for the indoor season. Sponsor is entitle to:
 - Sponsor logo in ALL teams jerseys
 - Sponsor logo and link to their website will be posted in the SWOT website
 - Promotional communications to all SWOT players
 - Three times a year (Fall, winter, spring/summer) can promote their business via special offers or equivalent
 - Details will be posted in the website
 - All communications will be done by PR board member.
 2. Silver - \$300 – One team sponsor
 - Sponsor logo in ONE team jersey
 - Plaque
 - Sponsor logo and link to their website will be posted in the SWOT website
 - Promotional communications to all SWOT players
 - Three times a year (Fall, winter, spring/summer) can promote their business via special offers or equivalent

- Details will be posted in the website
 - All communications will be done by PR board member
3. Bronze - \$100 – General sponsor
- Plaque
 - Sponsor logo and link to their website will be posted in the SWOT website

5. Fundraising

- Agreed to continue to support the Cancer Society- Durham .
- 100% profit for all fundraising activities will be donated to the Cancer Society - Durham
- All Team fundraising efforts shall be tasteful and in accordance with Club policies. Agreed activities are:
 - SWOT will have a team for the Relay for Life. Specific SWOT supported activities will be approved by the board
 - Indoor Cup Day
 - Outdoor Cup Day- Long weekend Victoria Day just before outdoor season starts
 - Pub Night
 - Boot Camp – Boxing
- Lottery games, games of chance or draw on a large scale require a provincial licence and are therefore not permitted. Draws involving liquor where tickets are “mass marketed” are not acceptable fundraising events;
- Events of a limited scale, such as product draws and 50/50 draws, are acceptable fundraising events.
- The sale of products are allowed.
- There shall be no cash rewards for players participating in fundraising efforts.
- The Treasurer is responsible for, and shall ensure, proper fundraising money management and banking of cash funds.

Team photographs taken at Picture Day shall be used for Team sponsor plaques and will be posted in the SWOT website.

6. Players Recruitment

Main recruitment activities are:

- Flyer is available for posting and distribution as required.: soccer clubs, fitness institutions , community centres, ethnic organizations, etc
- Ensure that Website link can be accessed through soccer clubs or soccer related institutions websites
- News Advertising coupons to provide rebate as determined in the budget

7. Complaints and Suggestions

- The purpose of the Thumbs up/Thumbs down form is to provide the opportunity for Players, Coaches, Assistant Coaches, and spectators to make suggestions concerning improvements to the program, such as parks, equipment, uniforms, etc. These forms are available on the SWOT web site **and** should be e-mailed to the SWOT general email: swotsoccer@hotmail.com
- All complaints and suggestions will be reviewed by the SWOT board of directors and responses will be provided

8. Conduct at Games

- SWOT promotes respect and fair play for all involved; coaches, assistant coaches, players, and spectators. In particular, the following actions will not be tolerated:
 1. Physical violence in any form
 2. Demeaning comments, verbal abuse, or profane language
 3. Damaging SWOT or AjaxPublicParks property
- If conduct does not promote respect and fair play, and depending on the severity of the offence, the referee may issue a caution to a spectator, coach, or player, and if the action is repeated or continued, the offender may be ejected.

9. Referees

- All Referee decisions are final. Coaches are expected to act as good role models by accepting Referee decisions as final, without question. Referees are in charge of the playing field and anyone interfering with, or demeaning the Referee during or after a game, may be ejected from the park by the Referee .
- Referees will first ask the coach to restore order, and if this is unsuccessful the Referee may ask the spectator leave the park. Should the spectator refuse, the Referee might be forced to stop the game and leave the field and the Club would be subject to getting fined as a result.

10. End of Season Award Ceremony

- An end-of-season awards presentation and party/dance to recognize accomplishments of teams, coaches, and individual players will be held
- Cost for players is included in the registration fees
- Coaches will attend at no cost.
- Guests will pay a fee as specified in the budget.

11. Fields

- Field Safety
 1. The SWOT Soccer Club and the Town of Ajax request that each team inspect their field prior to games. The purpose of these inspections is to ensure that the field is in proper condition (free of garbage, large divots, etc.) to allow for safe play.
 2. Coaches should involve players and spectators' families in the inspection process. The Club suggests that players stand at arm length from each other and walk the entire length and width of the playing field, including areas where the players will be seated waiting to go on the field. This will ensure that the entire field surface has been visually checked prior to game start
 3. Should, in the opinion of both Coaches and the Referee, the condition of the field or surrounding player area be considered unsafe for play, the game should be cancelled. The Coaches should alert SWOT facilities board member
 4. You may want to keep some rubber gloves and plastic bags handy to pick up any sharp objects or fecal matter
- Field Cleanup Post Game
 1. The SWOT Soccer Club and Town of Ajax also asks all teams to do a quick cleanup of their field's perimeter after every game to ensure that all discarded water bottles and snack wrappers are disposed of in the proper receptacles provided.
 2. Should there not be any or enough garbage receptacles, or should they need emptying, please report it to the SWOT Facilities board member

12. Coach's Role

- SWOT coaches volunteer their time for various reasons and among them are; 1) they have a player on the team, 2) they used to play soccer, 3) they still play soccer, 4) they enjoy teaching adults, or 5) they want to contribute to the fastest growing segment of soccer, women's recreational.

- Overall the role of coaches include teaching their players the fundamentals of soccer, and how to play together as a team. Coaches are expected to be positive role models for players. Whether the team wins or loses, the positive contributions that each player makes to the game must be emphasized. This fosters the development of confident players, and boosts their self-esteem.
- The following are some of the responsibilities you have as a SWOT Coach:

Communication

To act as a communicator is not only a role of a Coach, but also a responsibility. Effective communication is an important component of a successful soccer season.

Please be sure to pass on all information you receive from any SWOT board member. These include: changes to schedules, reminders for various activities, like pick-up games, season party, equipment orders, etc.

Equal Playing Time

As previously stated, the main objective of SWOT soccer is for women to have fun, learn skills and enjoy the game while playing in a safe and positive environment. As a coach, you are responsible for ensuring that all participants on your team get this chance by providing them opportunities for equal playing time . .

Uniforms and Jewellery

Coaches should ensure that their players wear their team jersey supplied by SWOT. Players are expected to wear black shorts and socks that fully cover their shin guards for every game. Proper rubber studded soccer shoes are highly recommended. The coach should remind players that watches and any jewellery considered dangerous by the referee will be disallowed. See SWOT rules for further details.

Team Rosters

Only players registered and listed on your team roster are permitted to play. Rosters will be provided to players and coaches, along with any changes that may arise due to injuries, refunds, etc.

Game Sheets

Coaches or team coordinators are responsible for providing their game sheets to the referee and having the referee sign the game sheet after the game. Coaches should ensure that the game sheet includes the date and time of the game, field location, the names of both teams, the signature of coaches and the referee, the correct final score and goal scorers .

Within 24 hours of the completed game, the game sheet should be given to SWOT contact name indicated in the game sheet .

13. Discipline

- Detailed discipline procedures and Code of conduct are posted in the SWOT website under the Policies and Procedures tab.
- All coaches, managers, and players should stress upon themselves, a personal discipline that minimizes the need for disciplinary actions which will be carried out by the Disciplinary Committee.
- Coaches and players are required to observe and enforce SWOT Code of conduct all DRSA, OSA, CSA rules, regulations, and bylaws.

14. Team formation and Balancing of teams

- Detailed team formation procedures are posted in the SWOT website under the Policies and Procedures tab.

15. Matters Not Included

- Any matters not included in these policies will revert to the policies of the DRSA, and OSA.