



Galt Football Club

Club Policies | 2026

CODES OF CONDUCT

Galt Football Club use the Ontario Soccer and Canadian Soccer Code of Ethics as the reference point for all Club Code of Conduct Policies. Please find further resources through the [Canada Soccer Guide to Safety](#).

Galt FC Code of Conduct for Players

Obligations toward the player.

A player should:

1. Ensure they are meeting the academic expectations, goals, and assignments from their teacher(s).
2. Make every effort to develop their own sporting ability, in terms of skill, technique, tactics and stamina.
3. Give maximum effort and strive for the best possible performance during a game, even if the team is in a position where the desired result has already been achieved.
4. Set a positive example for others, particularly young players and supporters.
5. Avoid all forms of gamesmanship and time-wasting.
6. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
7. No use of inappropriate language.

Obligations towards the Team

A player should:

1. Make every effort consistent with Fair Play and the Laws of the Game to help the team win.
2. Resist any influence that might, or might be seen to, bring into question commitment to the team winning.

Respect for the Laws of the Game and Competition Rules

A player should:

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should:

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards Referees

A player should:

1. Accept the decision of the Referee without protest.
2. Avoid words or actions that may mislead a Referee.
3. Show due respect towards the Referee.

Respect towards Team Officials

A player should:

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters.

Galt FC Code of Conduct for Coach/Manager

A Coach/Manager must:

1. Be committed to improve the performance of the players and the team physically and mentally.
2. Provide a high-quality soccer program for players with a positive environment/atmosphere.
3. Be thoroughly acquainted with FIFA Laws of the Game and they must keep attuned to the sound principles of coaching.
4. Respect all human beings i.e. players and referees. Opponents and referees must be treated with respect.
5. Encourage players to win within the laws of the game, grow through mistakes, and develop as players and people as the priority.
6. Be enthusiastic and positive. They must ensure that they are generous with praise when deserved.
7. Maintain the high standards of personal conduct and fair play.
8. Never be involved in any circumstances that are offensive or suggest sexual connotations.

The Club will ensure that Coaches and Managers are made aware of and agree to

adhere to the Code of Conduct for Coaches and Managers. All Coaches and Managers are required to sign the Galt Football Club Coaches/Managers Code of Conduct.

Code of Conduct for Parents/Caregivers/Guardians/Spectator

Parents/caregivers/guardians/spectators expectations and attitudes have a significant bearing on a child's attitude towards:

- Other Players
- Referees
- Managers
- Spectators

This Club will ensure that parents/caregivers/guardians/spectators within the Club are always positive and encouraging towards all of the players—not just their own—and will encourage parents/caregivers/guardians/spectators to:

- Applaud the opposition as well as their own team
- Avoid coaching the children during the game
- Not to shout and scream
- Respect the referee's decisions
- Give attention to each of the children involved in soccer not just the most talented
- Give encouragement to everyone to participate in soccer

The Club will ensure that parents/caregivers/guardians/spectators agree and adhere to the [Canada Soccer Guide to Safety](#).

Galt FC follows the Policies and Procedures Guide as well as the Ontario Soccer Discipline guidelines as found on the Ontario Soccer Website, Section 12. Discipline. Galt FC will have a Discipline Committee for any review of reports of misconduct. The Committee shall consist of Volunteers and Staff.

Leagues:

Many of the various regional and provincial leagues have their own discipline procedures. Galt FC will offer support to all Players or Coaches that have reached a hearing stage with the Discipline Committees of those leagues.

House League:

1. Any House League player ejected (red card) from a game by the Referee is automatically suspended from participating in the remainder of that game and for the next game. The length of the suspension may be extended by the Discipline Committee if deemed appropriate.
2. Any House League player accumulating THREE (3) cautions (yellow cards) during the season is automatically suspended from participating in the next game of the season

whether this be a league game or a cup game.

Parents:

Parents must adhere to the rules and regulations specified in the Galt FC Policies and Procedures Guidelines. Any incident reported will require the Parent to attend a Discipline meeting.

Coaches:

Incident reports involving Coaches will be investigated and dealt with by Club ownership. All submitted reports must be signed. Anonymous complaints will not be considered.

Appeals and Other items:

All matters not covered in the Galt FC Policy Rules and Regulations will be referred to the Ontario Soccer Association/Canada Soccer rules and regulations. Any Galt FC Policy decisions to be appealed shall follow the Galt FC Incident Report form (to be attached) and must be completed for all incidents involving members of the Club where harassment, bullying or any other reportable incident has occurred. This Incident Report form must be submitted to Galt FC within 48 hours of the incident. Please send all report information to Club leadership.

Code of Conduct to Protect Children

Introduction

The personal safety and physical/emotional/psychological well-being of the children participating in programming with Galt FC is the priority of the Club, above all else. The Code of Conduct to Protect Children has been developed to guide employees and volunteers of the Club in their interactions with children, helping them to reaffirm our values and responsibilities through our duty of care.

The safety, rights and well-being of children we serve are at the core of our daily programs, with the objective being the ability to nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Why a Child Protection Code of Conduct is important?

Our organization is committed to ensuring all children are protected and safe. A Code of Conduct is an important part of creating safe environments for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations. The intent of the Code of Conduct is to guide our staff/volunteers in developing healthy relationships with the children involved in sport programs delivered by our organization and to model appropriate boundaries for children.

Treating Children With Dignity and Maintaining Boundaries

All staff/volunteers must:

- Treat all children with respect and dignity

- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization. It is important to monitor your own behaviour towards children, and pay close attention to the behaviour of your peers to ensure that behaviour is appropriate and respectful, and will be perceived as such by others.

All interactions and activities with children:

- should be known to, and approved by the Club, where applicable, and the parents of the child
- tied to your duties
- designed to develop the child's skills in the sport program

Always consider the child's reaction to any activities, conversations, behaviour or other interactions. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the Child Protection Liason by contacting Club leadership.

Examples of unacceptable behaviour toward a child:

- embarrassing
- shaming
- blaming
- humiliating
- putting them down

General Rules of Behaviour

Staff/volunteers of the organization must not:

- Engage in any sort of physical contact with a child that may make the child or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any communication with a child within or outside of duties with the child, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behaviour that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are serving the organization at that moment
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour – it is a staff/ volunteer's duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate.

What Constitutes inappropriate Behaviour

Inappropriate Behaviour Includes:

1. Inappropriate Communication. Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For

example:

- Personal phone calls not tied to duties with the child
 - Electronic communications (email, text message, instant message, online chats, social networking including “friending”, etc.) not tied to duties with the child
 - Personal letters not tied to duties with the child
 - Excessive communications (online or offline)
2. Inappropriate Contact. Spending unauthorized time with a child outside of designated duties with the organization.
 3. Favouritism. Singling out a child or certain children and providing special privileges and attention. (for example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate.)
 4. Taking Personal Photos/Videos. Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behaviour also includes:

5. Telling sexual jokes to a child, or making comments to a child that are or is in any way suggestive, explicit or personal.
6. Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child, or making such material available to a child
7. Intimidating or threatening a child
8. Making fun of a child

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the sport organization. Whether or not a particular behavior or action constitutes inappropriate behaviour will be a matter determined by the organization having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

Reporting Requirements

All staff and volunteers must report suspected child sexual abuse, inappropriate behaviour or incidents that they become aware of, whether the behaviour or incidents were personally witnessed or not.

Where to report:

1. All allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that a staff/volunteer witnesses first-hand, **must** be promptly reported to police and/or child welfare.
2. To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behaviour that a staff/volunteer learns of must also be promptly reported to police and/or child welfare. Police and/or child welfare will make the determination as to

whether the allegation or suspicion requires further investigation.

3. All allegations or suspicions of inappropriate behaviour (see above examples), that a staff/volunteer learns of or witnesses first-hand, must be reported to the designate for the sport organization. Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party, or you may witness it first-hand.

Examples of the type behaviour you may learn of or witness and that you must report as set out above includes:

- a. Potentially Illegal behaviour by a Staff/Volunteer of the organization
- b. Potential Illegal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with the designated person within your organization who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or child welfare.

Follow Up on Reporting

When an allegation or suspicion of potentially illegal behaviour is reported, police and/or a child welfare agency will be notified. The sport organization will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, the sport organization will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required. In the case of inappropriate behaviour, if:

- multiple behaviours were reported
- inappropriate behaviour is recurring, or
- the reported behaviour is of serious concern

The organization may refer the matter to a child welfare agency or police.

PROCEDURES FOR INJURED/SICK PLAYERS

If you as a coach/manager have found that a player has been injured on field or away from the field and will be missing games and training due to an injury that will need doctors care, a doctor's note must be presented to allow the player back on field. If you as a coach/manager direct a player to seek medical attention for an injury or sickness, a doctor's note must be presented to allow the player back on field. A doctor's note can be from a physician or registered physiotherapist and be on a medical official's letterhead/prescription and be signed. This must be kept in your files.

1. A doctor's clearance note is required for all players that have been injured during Galt FC games, training sessions and fitness sessions that require a physician's attention.

2. A Doctor clearance note is required for all players that have been injured away from Galt FC games, training sessions and fitness sessions. require a physician's attention.
3. A Doctor clearance note is required for any sickness such as Mono, any operations, any dental work (tooth removal) or any other physician involved absence.

CONCUSSION POLICY

All active members of Galt FC shall have a Concussion Management Plan for registered players and their families. The plan shall include, but is not limited to, the following:

1. Players under the age of 14 are not allowed to head the ball. This will be the standard for Galt FC in practices and games.
2. Annually ensure players, with their parent(s)/ guardian(s) if the player is under the age of 18, are educated about the signs and symptoms of concussions. Players, with their parent(s)/ guardian(s) if under the age of 18, must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to an independent medical professional.
3. Ensure players, with their parent(s)/ guardian(s) if the player is under the age of 18, who exhibits signs, symptoms or behaviours consistent with a concussion shall be removed from athletic activities (e.g., competition, practice, or physical conditioning sessions) and assessed by an independent medical professional with experience in the evaluation and management of concussions.
4. Requires medical clearance for a player, with their parent(s)/ guardian(s) if the player is under the age of 18, diagnosed with a concussion to return to athletic activity (e.g., competition, practice, or physical conditioning sessions) as determined by the independent medical professional.
5. Requires players, with their parent(s)/ guardian(s) if the player is under the age of 18, diagnosed with a concussion to provide written evidence of medical clearance to the team's coach and also the local club, youth district, or adult league before returning to athletic activity (e.g., competition, practice, or physical conditioning sessions).

Heading Policy

Based on best practices of the game and leading medical studies, heading the ball will be prohibited for children under the age of 14. The importance of protecting the brain development of youth players is of significantly greater importance than anything that could ever happen on the pitch.

Injury Protocols, Prevention, Assessment, Treatment and Return to Play

Head Injury Protocol:

All Player and Parents when registering for each season must read and sign that they understand the Concussion Protocol Guide in the Galt FC registration process. This is a

comprehensive guide to understanding head injuries based on the links below. This guide is based on the Concussion Protocols of Soccer Canada and Ontario Soccer guidelines.

- Soccer Canada has produced a Concussion Policy - https://www.canadasoccer.com/files/2018_Concussion_Policy_Digital_2.pdf
- Ontario Soccer has adopted the Concussion Policy from Soccer Canada -
- <http://www.ontariosoccer.net/player/sports-medicine/concussions>

Injury Assessment and Return to Play Policy:

All injuries requiring an athlete to be removed from the game or training session, shall be assessed by the Athletic Therapist on-site and the necessary treatment provided. If the Athletic Therapist is not present at the game or training session, a team personnel certified in First Aid with CPR/AED will secure the athlete, provide any possible first aid, communicate with the parent (if required)

Return to Play

If you as a coach/manager have found that a player has been injured on field or away from the field and will be missing games and training due to an injury that will need doctors care, a Doctor's note must be presented to allow the player back on field. If you as a coach/manager direct a player to seek medical attention for an injury or sickness, a Doctor's note must be presented to allow the player back on field along with a Return to Play form.

1. A Doctor clearance note OR the Canadian Soccer Association Return to play form is required for all players that have been injured away from Galt FC games, training sessions and fitness sessions.
2. A Doctor clearance note is required for any sickness such as Mono, any operations, any dental work (tooth removal) or any other physician involved absence
3. A return to play form must be filled out and submitted to the coach who will submit this to Admin.

REFUND POLICY, UNPAID REGISTRATION POLICY, and FEES IN ARREARS POLICY

1. For any refund request, a Refund Request Form must be completed and submitted in-person to the Galt FC office by the individual personally who paid the fees and is requesting a refund of same. Refund Request Forms are available at the Galt FC office.
2. Approved refunds will be issued via cheque to the individual who paid the fees.
3. A non-negotiable administration fee of \$25.00 will be charged to process all approved refunds.

Refund Policy

1. If a player withdraws from Galt FC for any reason whatsoever after 15 days of the season registration start date, there will be no refund of any fees including any deposit(s) that had been paid as of the academy membership date and the player will remain responsible for the payment of any outstanding or future fees still owed to the Galt FC including any fees

due pursuant to the Galt FC payment plan.

2. Refunds requested prior to the academy membership date will be processed less the Galt FC's administration fee of \$25.00.

3. Subsequent to accepting a place in the Galt FC program through the registration and payment process, there will be no refund at any point thereafter if a player or parent disagrees with the player's coach, team or tier placement, or team coach replacement.

4. If a player is suspended or expelled at any time, pursuant to the Galt FC's policies, rules or Codes of Conduct, there will be no refund of any fees including any deposit(s) paid to date and the player will remain responsible for the payment of any outstanding or future fees still owed to the Galt FC including any fees due pursuant to the Galt FC payment plan.

5. If a player withdraws from Galt FC due to medical reasons, the Refund Request Form must be received within 14 days from injury/illness and submitted in-person to the Galt FC office along with supporting medical documentation from a physician. In such circumstances, a player will receive a partial refund (pro-rated) if the withdrawal occurs before the season registration start date.

6. If any outstanding balance is owed to Galt FC from a player who withdraws for any reason, in accordance with Ontario Soccer policies regarding "members in good standing", the player will not be released from the Galt FC and will not be free to register with any other Club or Academy until that balance has been paid.

CAMPS & CLINICS REFUND POLICY

1. There will be no refund of registration fees that are received within two weeks prior to the commencement of any camps or clinics.

2. Refunds requested more than two weeks prior to the commencement of any camps or clinics will be subject to a \$25.00 administration fee.

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FEES IN ARREARS POLICY

If a player's fees are in arrears more than four (4) weeks Galt FC will suspend training and game play until arrears are paid and the player account is in good standing.

CIRCUMSTANCES OF FORCE MAJEURE

If there is any cancellation, modification, suspension, postponement, delay or shortening of any Galt FC soccer programs, events or travel due to any causes beyond Galt FC's reasonable control, such as an event or circumstance of force majeure, Galt FC is not liable or responsible to provide any refunds. A force majeure event or circumstance is beyond the reasonable control and without the fault or negligence of Galt FC. A force majeure event or circumstance may include, but is not limited to the following: acts of God, radiation or contamination, pressure waves, earthquakes, field closures, labour disputes, strikes, riot, war, COVID-19, diseases, pandemics, epidemics, plague, natural disasters, floods, fires, severe/adverse weather conditions, travel bans, governmental acts, interventions or regulations.

Note:

These are preliminary policies, that will be refined and have additions made to further enhance the structure of the Club and its operations with respect to the safety of children and further enhancement of Club capabilities.