

Staff Handbook

Welcome

Calgary Villains Football Club (the “Club”) is committed to ensuring a sports environment where participants, spectators, volunteers, and staff, are treated with respect and dignity.

We use the term “Staff” throughout this Handbook to reference Club employees and contractors.

We are a team of committed individuals who work hard to promote the sport of soccer. The Club expects our board and staff to adhere to the highest standard of conduct and will do its best to maintain a positive working environment. We are collaborating to create a safe, supportive, and positive working culture both on and off the pitch.

The Club is devoted to fostering and providing a Grassroots, Development and High-Performance Soccer environment to give all players, coaches, referees and managers every opportunity to enjoy the game of soccer and to help them achieve their maximum potential as participants in this sport. We have distinct programs in our club:

- Young Villains U3-U8
- Development U9-U19
- Development U9-U10
- High-Performance U14-U17
- Adult Program U19-Over 55
- League 1 TBA - U17- Adult

We seek to teach participants the fundamental skills of soccer and to make soccer a pleasant, fun, and safe experience for all involved.

CVFC is devoted to developing competent coaches and adequate physical facilities suitable to the organization and conduct of the game.

The Club also promotes local, provincial, national, and international competition through contacts with Canadian Universities and US Colleges and affiliations with International and Professional clubs.

All players are important regardless of ability because everyone is allowed to participate in a soccer program as part of a team. The Club is committed to promoting soccer and developing its players, coaches, and referees to their highest potential level of achievement.

In addition to this Handbook, the Club has policies you must review and comply with.

We have created this Handbook to help set out our culture and our expectations of you as a community member.

Calvin Campbell

Club General Manager
www.cvfc.ca

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Inclusion, Diversity, Equity

The Club is committed to ensuring a sport environment that fosters diversity, equity, and inclusion and that is equally accessible and inclusive to all. We want to actively remove barriers and empower each of our Club members.

As an employee/contractor, you are expected to uphold and model these values. We ask that you familiarize yourself with the Club's Accessibility & Inclusion Policy.

Performance and Conduct expectations

Respectful Workplace

The Club does not condone disrespectful comments or conduct towards our membership, staff or to each other. As representatives of the Club, you are expected to model respectful behavior on and off the pitch. We also expect that you will encourage the same behavior of the athletes and spectators/parents.

Bullying, harassment, and discrimination are prohibited.

All Staff must complete the Respect in the Workplace training. The cost of such training is covered by the Club and the Club will provide Staff members with the link to the program.

Please review the Anti-Bullying Policy, Code of Conduct, and the Accessibility & Inclusion Policy. You are required to understand and commit to the obligations within those policies.

Conflict of Interest

Staff must disclose to the General Manager any conflict or potential conflict of interest. A conflict might include involvement with another soccer organization that directly competes with the Club.

Safety

Drug and Alcohol

Staff must attend work fit to perform their duties and may not be impaired by drugs or alcohol.

The use of drugs and alcohol (or any other illegal substance) is prohibited at any Club event.

Emergency Preparedness

It is essential to be aware of your surroundings and prepared for emergencies. The training center has 6 exits. In the case of a fire, leave the building as quickly as possible. 3 exits are on the field, 1 exit is off the pitch behind the nets in the mechanical back hallway. We also have 2 main entrances and exits with our parent and player entrances.

In the event of an earthquake, find immediate cover, make yourself as small as possible and cover your head. Stay in this position until tremors stop but remain covered for a full minute to allow for potential aftershocks. Give similar direction to any visitors in the vicinity.

Upon evacuating the building, please convene at the designated regrouping area. Our designated regrouping area is in the training center parking lot.

If there is an emergency while training at a field or school gym, evacuate the area (and support the evacuation of athletes and spectators), and call 911.

Police Clearance

All Staff must maintain an up-to-date Police clearance to work with youth. The club reimburses all required staff, coaches, and managers for achieving a police clearance.

Staff are required to obtain either a Police Information Check (PIC) or Policy Vulnerable Sector Check (PVSC). The Club will determine the level of security check required for each position.

A PIC or PVSC must be obtained every 36 months and proof of the check must be submitted every three years.

Personnel may obtain a PIC or PVSC by (i) visiting or contacting an RCMP office or police station, (ii) submitting two pieces of government-issued identification (one of which must have a photo), and (iii) completing paperwork. More information can be found online: <https://www.calgary.ca/cps/public-services/police-information-checks.html>

Fingerprinting may be required if there is a match with the individual's gender and birth date.

Usually within 30 days, the RCMP or local police will issue the individual a document identifying one of the following:

- a. **Negative.** A criminal record does not exist.
- b. **Records match.** A criminal record exists.
- c. **Incomplete.** There was a match with the gender and birth date of the individual and fingerprinting is required.

Staff should submit their documentation to the Office Manager at villainsregistrar@gmail.com. The club will store PIC and PVSC appropriately.

Compensation and Separation

Employees are entitled to the minimum employment standards outlined in the *Alberta Employment Standards Code*.

Contractors' entitlements are outlined in their service agreement. Staff must have signed the contract before being paid for any services. Contractors must submit monthly hour time sheets via email to the Office Registrar at villainsregistrar@gmail.com by the 5th day of the following month.

Employees and contractors are asked to provide a minimum of four weeks' notice of their employment or contract termination. The Club commits to giving the same notice where possible.

Time Off

If you require time off (outside the scheduled training breaks), please give the General Manager as much notice as possible.

If you are unable to attend a training session with short notice, we ask that you make attempts to find another Staff member who can attend on your behalf.

Raising a Concern

We have developed a process for raising a concern. We encourage you to review our Dispute Resolution Procedure.

The Club has an open-door culture. If you do not feel the Dispute Resolution Procedure is responsive to the situation you are facing, please reach out directly to the General Manager to discuss.

