

SUN PRAIRIE SOCCER CLUB

HANDBOOK OF POLICIES, GUIDELINES AND RECOMMENDATIONS

08/08/08
First Draft
Distribute to Board of Directors

Sun Prairie Soccer Club

The Sun Prairie Soccer Club is an organization dedicated to provide for the practice of Soccer in the Sun Prairie community and to support life long players of the game. SPSC Vision is to develop Soccer to become the most participated and accomplished sport in the community.

SPSC is driven by the following values: Community, Global, Fairness, Health and Integrity. (to be defined)

SPSC is dedicated to providing a high quality soccer experience for players in the Sun Prairie community and surrounding areas.

SPSC is funded through participation fees, Corporate sponsorship, and Fundraising.

SPSC is made up of at least three foundational programs, as defined in the SPSC Constitution: In-House, Girls and Boys.

Each program has 3 representatives in the Board of Directors.

Each program can also have independent volunteers dedicated exclusively to each program, as needed.

Each program is an integral part of SPSC and needs to be managed according to the overall benefit of the club.

The Board of Directors

The Board of Directors manages the overall SPSC and establishes the overall policy. SPSC is governed by the Board of Directors and consists of the following members: 4 officers, (President, Vice President, Secretary, Treasurer), plus 6 other members that will take responsibilities according to the Board of Directors own needs and internal proceedings.

TEAMS

Each team shall have 3 registered adults: 1 Head Coach, 1 Assistant Coach and 1 Team Representative/Team Manager.

HEAD COACH RESPONSIBILITIES:

Attend coaches training as needed throughout the year.

Create a schedule of practices and games

Develop players' soccer skills.

ASSISTANT COACH RESPONSIBILITIES:

Assist coach.

Attend meetings when coach is unavailable

TEAM MANAGER RESPONSIBILITIES:

Maintain a current team roster and contact list

Attend SPSC Team Representative meetings and Parent Advisory Committee meetings.

Coordinate all documents and money related to the team

Distribute paperwork to players/families as needed.

Coordinate registration/payment for any tournaments team plan to attend.

THE GAME

LENGTH OF GAME AND BALL SPECIFICATIONS

MAYSA Specification

FIELD OF PLAY

MAYSA Specification

PLAYING TIME GUIDELINES

The following guidelines have been approved by the SPSC Board of Directors, and provide our players, parents and coaches with a set of expectations with regard to playing time.

Recommendations:

U9/U10 – Players should play at least half of each game and players should have the opportunity to play all positions (forward, defense and goalkeeper) during the course of the season.

U11/U12 – Players should play at least half of each game and players should have the opportunity to play all field positions (forward, midfield and defense) during the course of the season.

U13 and Up – Playing time guidelines will be determined and communicated by the coach to the team and parents at the beginning of the season. Playing time will be at the coach's discretion in accordance to his/her criteria.

WEATHER GUIDELINES AND GAME CANCELLATION POLICY

MAYSA Policy located on their website at www.maysa.org

RESCHEDULING OF GAMES

MAYSA Policy

PETS

For the safety and sanitation of our players, coaches, parents and guests, SPSC recommends that pets are not kept at soccer functions. If a pet is exhibiting disruptive behavior, the coach can request the pet to be removed from the grounds.

DISCIPLINARY ACTION

Any member of SPSC may be subject to disciplinary action for a serious violation of the SPSC rules, policies and regulations or for conduct prejudicial to the best interests of SPSC.

A Policy for Disciplinary Action will be proposed by the Board of Directors before the next Annual Club meeting.

REFUNDS

A written request must be submitted to the Board before a refund will be approved or released.

The amount of any refund will be the cost of registration, less any administrative expenses. The Board will determine the administrative expense dependent on the situation.

Refunds, beyond stated policies, must be approved by the Board of Directors.

If SPSC declines a registration that player will receive a full refund

INFORMED CONSENT FORMS

SPSC will take every step necessary to guarantee the safety of players and adults while on activities sponsored by the club. These steps include, but are not limited to:

- requiring all coaches/adults with significant contact with children to fill an application with contact and personal information
- require an acknowledgement from all participants, including coaches, parents and players, of the Policies, Guidelines and Recommendations, as well as Player Contract and Parent Contract as defined in the Registration process
- registering all coaches with MYSA/MAYSA
- adhering to the standards of the Kidsafe program of USSF

MAYSA CODE OF CONDUCT

SPSC will adhere to the MAYSA Code of Conduct. The Code is included in this Handbook as Appendix C.

THE PLAYER

PLAYER EQUIPMENT

Player equipment consists of the Official SPSC uniform, stockings, shin guards, and shoes. Each player is required to have an appropriate size soccer ball and water bottle. It is better to have a stitched ball rather than a molded type.

Shoes must be soft rubber molded cleat soccer shoes. Cleated baseball or football shoes with toe cleats are not permitted. Players are also responsible for wearing shin guards, which are *mandatory* equipment for participating in soccer. The stocking must cover the shin guard at all times and must not have any exposed hard edges.

JEWELRY-MALE OR FEMALE

No jewelry of any sort will be permitted, including but not limited to: earrings, necklaces, bracelets, chains, chokers, rings, pendants, pins, buttons, watches, hard plastic and metal hair combs and barrettes.

Corrective glasses and Medical notification tags or bracelets will be permitted

UNIFORMS

SPSC supports all of its teams, by choosing uniforms based on player and team feedback. Club Uniforms or alternate are to be worn by all teams representing SPSC.

The Equipment Committee is in charge of choosing, ordering, and distributing uniforms to all teams. The Equipment Committee will bring a number of uniform options to the Board of Directors for approval. Uniform style will be reviewed for the Fall season of each year.

All uniforms must have SPSC identification prominently displayed on the front of the Jersey.

An alternate white or yellow T-Shirt with SPSC identification will be offered as an alternate uniform shirt to be used when the home team must change uniforms due to color conflict.

All Teams participating in the competitive leagues representing SPSC will wear the approved Uniform.

As soon as the uniforms are in, the Equipment Committee will contact Team Managers and will make arrangements to have the uniforms picked up, unless prearranged dates have been set.

Uniforms are not to be turned in at the end of the year. Once handed out they become the property of the players wearing the uniform.

PLAYER DISCIPLINE

Each coach in SPSC is instructed to make all players and parents aware and knowledgeable of unsportsmanlike behavior. Exhibiting the following unsportsmanlike behavior *will not be tolerated*.

- 1) Abusive or foul language to a coach, parent, referee or other player.
- 2) Threatening actions or words toward a coach, parent, referee, or other player.
- 3) Aggressive physical contact with the referee with deliberate intent to harm.
- 4) Aggressive physical contact with another player with deliberate intent to harm
- 5) Striking a referee
- 6) Striking another player.
- 7) Refusing to leave the playing area after an ejection

Any Players exhibiting any of these behaviors will be immediately expelled from the game.

Additional disciplinary actions may be imposed after review of the incident by the Board of Directors.

Post-game both teams are to line up in an orderly fashion and shake hands. Verbal comments directed to the losing team will not be tolerated.

THE COACH

The coach is one of the most important individuals in SPSC. In keeping with the SPSC philosophy and by undertaking the role as coach, the Coach duties are:

- 1) Instruct and train players to develop and improve their abilities in the game of soccer
- 2) Build a positive environment
- 3) Promote camaraderie and teamwork
- 4) Develop and practice the principles of fair play and good sportsmanship
- 5) Build good character
- 6) Improve physical fitness
- 7) Help children experience the fun and excitement of competition in an organized sport.

A good coach is someone a child will remember long after the last game has ended and the season is over.

COACH'S TRAINING

Coaches must have a working knowledge of the game or aggressively pursuing an understanding of the game in order to effectively coach.

SPSC is committed to providing training and licensing opportunities for our volunteer coaches.

Through these classes coaches will receive instruction on basic skills, knowledge of the game, basic care and prevention of injuries and other relevant information.

Youth Licensing Beginning (Y1) is a mandatory license for coaches with teams on a MAYSA league.

SPSC encourages ALL club coaches, even if their team is not playing on a MAYSA league, to take the Y1 license and pays the fee for the head coach of each team to attend. SPSC will make an effort to offer the Y1 class in Sun Prairie prior to the beginning of the Fall season, and requires the coach to attend this or another class in the area.

Coaches for teams playing on MAYSA leagues must take the Licenses required per MAYSA rules, based on the type of league and age group.

SPSC will provide additional training in-house as possible and needed, including, but not limited to, skills sessions, refresher courses and workshops. SPSC will create a library of resources that can be consulted by coaches and strongly encourages collaboration between coaches, to provide the best possible coaching experience for all participants in the Club. Coaches are also strongly encouraged to present the Board of Directors with requests, suggestions and comments on how to improve the Club's Coaching practices.

TEAM MANAGEMENT

It is the responsibility of the Team Manager:

- 1) To attend the coach's meeting.

Prior to the start of the soccer season, the Parent Advisory Board Director (a member of the Board responsible for contact with Team Managers and parents) will contact the Team Manager to attend a meeting.

Attendance at this initial meeting is extremely important. The Team Manager will receive information necessary for the management of the team, such as the team roster, schedule, equipment and supplies. The meeting will also update the Team Manager on the various activities, which will be occurring throughout the season that deal directly with all players. It is the responsibility of the Team Manager to stay informed, communicate with the Coaches and team members (players and parents) and the Club (Board and Directors). The Team Managers will usually have a brief meeting at the start of each season to touch base, fill any player vacancies, and update your equipment supplies.

2) After obtaining the roster from the Club - Call the team members and parents.

3) Set up the first practice time and work on the parent's orientation meeting, in coordination with the Coaches.

4) At the team orientation meeting:

Introduce Team Manager and Coaches, team and coaching guidelines and objectives for the season.

Pass out relevant information (like the roster, schedule, newsletter, picture info) and relay any other information given by the Board or Director of the Club (this information is given to the Team Manager and Coaches at the initial meetings.)

Discuss Parent and Player responsibilities

Ask for volunteers or appoint an organized team representative to assist you.

PRACTICES

Coaches should have a season long plan for player development. Practices are essential learning times for players to learn the basics of the game by creatively playing the game of soccer.

Practice sessions should be conducted at least once per week and should be maintained throughout the season.

EQUIPMENT AND SUPPLIES

Before each season begins, each coach will be provided team jerseys, shorts and stockings.

Goalie shirts, practice/game balls, cones and a first aid kit are distributed in most leagues.

Player equipment consists of SPSC Uniform, stockings, shin guards and shoes.

Goalkeepers must wear colors, which distinguish them from other players and referees on the field.

At the end of each season the practice/game balls, cones and first aid kit, training material and other equipment distributed during the season must be returned to the Equipment Director/Committee.

GAME MANAGEMENT

Inspect field, insure nets and flags are present; bring game balls
Make sure players are properly attired.
Develop Line-up
Sign the referee's game card after the game.

FIELD PREPARATION

Per MAYSA Policy
All field sites will be cleaned up prior to teams leaving the playing field.

DISCIPLINE FOR COACHES AND PARENTS

Soccer belongs to the players. Adults must understand this and put the welfare of the player and the game ahead of their personal desires. Adults must never place the value of winning over the safety and welfare of the players. Winning should be the result of thorough preparation and team discipline.

Each coach is responsible for the conduct of his players, his or her parents, and supporters.

Coaches and parents have an obligation to teach good sportsmanship by both word and example.

Exhibiting the following unsportsmanlike behavior ***will not be tolerated.***

Coaches and parents will be immediately expelled from the game and additional disciplinary actions may be imposed after review of the incident with the Board of Directors.

- 1) Threatening actions or words towards players, referees or other parents.
- 2) Excessive, abusive language to players, referees or other parents.
- 3) Aggressive physical or vocal contact with another parent.
- 4) Refusal to leave the playing field after an ejection.
- 5) Constant and excessive verbal harassment of the players.
- 6) Instructing players to play in a deliberately dangerous or unsportsmanlike manner.
- 7) Coaches or parents entering the field with the intent to show descent to a player or referee.

A coach receiving a red card is expelled from the game. The Board will convene to review the information and determine any additional action deemed necessary. Continued improper behavior by a coach will result in Disciplinary Action by SPSC. Game decisions by referees may not be questioned. Public or private criticism of referees by coaches, players and parents is not permitted.

It is against the rules of SPSC for a coach, parent or player to harass, threaten or intimidate any referees in any way. This includes before, during and after all games, in sight of or in earshot.

Failure to comply will result in immediate expulsion with an additional 1 game suspension.

In keeping with SPSC philosophy, running up the score against an opposing team is strongly discouraged. Coaches of a dominating team should take the opportunity to adjust player and team positions to equal out the competition. This will enrich the player's experience and exhibit consideration toward the opponents without compromising the team's desire to win.

Players not in the game and spectators must remain at least three (3) feet back from the touchlines and within the area from the goal line to the goal line. No one is permitted behind the end lines.

Disciplinary action for players concerning missing practices, games etc. is the responsibility of the coach after consultation with the Board of Directors. Prior to taking any action the coach must first discuss it with the parents and player. Difficult situations shall be referred to the Board of Directors.

The Board of Directors may appoint one or more Directors or volunteers to act as representatives of the Board on any issues related with team management, coaching and disciplinary action. However, the Board is ultimately responsible for keeping itself informed and acting in a prompt and effective way to ensure the proper functioning of the Club.

REGISTERING A COMPLAINT

Complaints for a serious violation of SPSC rules must be reported immediately to the Board of Directors. SPSC website has contacts for President, Vice-President, Treasurer, Registrar and Web Administrator, including phone numbers and email addresses. Forms for registering a complaint are available on SPSC website and should be forwarded to the Board of Directors. A complaint form can also be found on the *appendixes* of this handbook and mailed to:

Sun Prairie Soccer Club
PO Box 439
Sun Prairie, WI 53590

Phone: 608-576-PLAY(7529)

VIOLATION OF THE RULES

It is the Board of Directors duty to follow up on any reported violation, review them and act when necessary. The Board of Directors has the authority to nominate a person or committee to investigate and take the necessary action required to enforce these rules, including the power to expel/suspend players, parents and coaches.

LEAGUE SPECIFIC RULES

See MAYSA website for rule modifications in this section

BLOOD AND BLEEDING

SPSC is concerned that all those in the league take appropriate precautions to prevent the transmission of blood borne and infectious diseases. A Player, Coach or Referee, who is bleeding, has an open wound or has blood on the uniform or body shall be prohibited from participating until appropriate treatment is administered.

Precautions for reducing the potential for transmission of infectious agents should include, but not be limited to, the following:

- 1) A bleeding player will be removed from the field of play for treatment. The player will not be allowed to reenter the field until the wound is cleaned and dressed. If any part of the uniform has blood on it, the part must be changed or covered by another article of clothing.
- 2) Routine use of gloved or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated,
- 3) Cleansing of hands and other skin surfaces, if contaminated, (in contact) with blood or other body fluids and immediately after removing gloves.
- 4) Coaches with bleeding or oozing skin conditions should refrain from all athletic care.

VOLUNTEERS

Our Soccer community is dependent upon volunteer resources. Each team is faced with the task of finding the concerned parent or individual willing to get involved to help provide a quality soccer experience for the youth of our club. At every level, team, club and state organization, there is a need for help.

Some commitments range from short to long term. In the end, watching the youth of our community learn, grow and enjoy soccer, make it worth the investment. SPSC invites all willing members to donate their time.

Without your help SPSC may need to hire individuals to fill these tasks. In an effort to keep expenses down SPSC asks for your help.

Board positions and Volunteer Opportunities

Please contact the Club president regarding these positions:

President

Vice-President

Treasurer

Secretary

Registrar

Board Director

Equipment Manager

Field Manager

Other Volunteer Opportunities

ADDITIONAL INFORMATION MAY BE FOUND AT

www.sunprairiesoccer.com

****** Notice ******

Changes/additions and deletions to this manual may be made without prior notice to the membership. Changes will be posted on the Sun Prairie Soccer Club website at www.sunprairiesoccer.com.

Appendix A

SUN PRAIRIE SOCCER CLUB

Comment/Complaint Form

Date _____

Time _____

League: _____

Name:

Address:

Phone No: _____ (evening) _____ (Day) _____

I wish to file a complaint with regards to

Signed

Appendix B

PLAYER/ADULT/PROTECTION GUIDELINES

DEFINITIONS

For the purpose of this document, **ADULT** is defined as those persons in their roles as coach, assistant coach, board member, team manager or volunteer who work with, for or around **PLAYERS**.

This would include anyone older than the age group they are interacting with; for example, a 15-year old assistant coach of a U-11 team would be considered an **ADULT** for the purpose of the guidelines.

PLAYER is defined as any person who is a member of or plays on a soccer team. This definition does include those players who participate at the U-18 or U-19 level, even though they may be of legal age.

GUIDELINES

These guidelines recognize that the line of authority and separation between adults and players must be recognized and respected. Generally, players are children and as such deserve special protection. These guidelines provide that protection while setting levels or acceptable conduct for adults.

1) PHYSICAL CONTACT

a) **ADULTS** must be aware that any physical contact with **PLAYERS** can be misinterpreted. Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, or console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the **ADULT** in a position of power and/or intimidation; for example, taking a **PLAYER** by the shoulders and physically moving them to another field or body position.

b) Sexual contact of any kind or type is prohibited between **ADULTS** and **PLAYERS**, whether or not contact is consensual. (The exemption to this guideline would be in the event of player/coach spouses or legally declared domestic partners.)

2) SOCIAL CONTACT

a) **ADULTS** should not socialize or spend time alone with **PLAYERS** except at games, practices or team functions. An **ADULT** in a one-on-one situation with a **PLAYER** is generally inappropriate.

b) **ADULTS** should avoid instances such as driving alone with a non-family **PLAYER**. However, in the event that a **PLAYER** remains on a field waiting for transportation, the **ADULT** should wait with the **PLAYER** on the field to guarantee the **PLAYER'S** safety and well-being. (**ADULTS** should stress with the **PLAYERS'** parents the responsibility for safe and timely transportation to and from the field).

- c) During out-of-town tournaments a non-parent/custodian **ADULT** shall not share any sleeping arrangements with a **PLAYER** or **PLAYERS**.
- d) **ADULTS** should respect the privacy of **PLAYERS**. If shower or changing room facilities are available, schedules should be arranged so that **ADULTS** and **PLAYERS** have separate use. If using a changing room, **ADULTS** should provide privacy for **PLAYERS** to make necessary preparations before entering for pre/post game discussions.

3) HEALTH AND WELL BEING

- a) **ADULTS** share the responsibility for the **PLAYERS'** health while at practices, scrimmages, and games. **ADULTS** should have **PLAYERS'** release forms and medical kits with them at all times.
ADULTS are also responsible for seeing that the field conditions are safe for the **PLAYERS** and that the field equipment is in good, safe condition prior to the start of any activity.
- b) Head injuries resulting in disorientation should result in a **PLAYER** remaining out of the game.
- c) **ADULTS** transporting players must use safe driving techniques and enforce seat belt use with **PLAYERS** and other vehicle occupants.
- d) **ADULTS** need to be aware of signs of neglect and abuse (physical, emotional or sexual) of the **PLAYERS**. Observations should be reported to the local law enforcement agency.

4) LANGUAGE

- a) Offensive and vulgar language by **ADULTS** or **PLAYERS** is unacceptable. **ADULTS** should model good communication skills.
- b) Language that is denigrating in nature, content or tone or refers to one's gender, race national origin, disability, sexual orientation, or religion is unacceptable.
- c) Inappropriate language targeting officials, opponents or spectators may be grounds for **PLAYER** penalties or removal of **ADULTS** from the game and/or premises.

5) VIOLATIONS

- a) Violations of these guidelines by **ADULTS** or **PLAYERS** will subject them to disciplinary actions, including but not limited to warnings, sanctions, suspensions or release by the Affiliate Member and/or MAYSA
- b) Appropriate legal authorities may be called upon based on the nature of the violation.
- c) Anyone witnessing a violation of these guidelines should report the violation to the Board of Directors