



# Montgomery YMCA Capital City Streaks



## *Club Policies and Procedures*

**YMCA Mission Statement:  
To put Christian principles into practice through programs that  
build a healthy spirit, mind, and body for all.**

# Montgomery YMCA Capital City Streaks Policies and Procedures

October 15, 2010

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## Capital City Streaks Soccer Mission

**The Montgomery YMCA Capital City Streaks program stands to provide a positive learning environment where players can develop to their full potential. All players are provided with a challenging environment where their technical, tactical, physical, and mental skills are tested at varying degrees in accordance with age-specific training. The Streaks' focus is complete player development on and off the field. Players are regarded as individuals and are encouraged to maintain a positive self-image through healthy competitive spirit.**

Our priority is player and team development. We focus on developing:

- Player Skills
- Team Concepts and Understanding of the game
- Sportsmanship, Respect, and Fairness on and off the pitch
- Strong Work Ethic
- Dedication, Commitment, and Accountability

We emphasize these qualities and characteristics because they are fundamental to being successful in life. We measure the true success of CCS by using the above criteria and not the result of a game or tournament. We have a tremendous influence on these young people and thus shall never place the value of winning above the value of instilling the highest desirable ideals of character.

***CCS is successful because our philosophy is about building character. We emphasize the result of doing ones best, as a player, team and person and we de-emphasize the result of a game. This is how State Champions are fostered. And this is why CCS will continue to be capable of producing championship caliber teams.***

## CCS Colors: Blue and White

# Capital City Streaks Soccer Objectives and Goals

## ***Principal objectives:***

1. Enhance the soccer skills of our youth.
2. Enhance the coaching skills of our coaches.
3. Promote soccer in the Montgomery Area at all ages.

## ***Principal goals:***

1. Provide an environment for success that values each player, encourages player and team development, fosters fair play, promotes fun within a competitive environment and holds all players to a high standard of good sportsmanship and proper conduct on and off the pitch.
2. Provide a comprehensive developmental program for boys and girls teams at each age group, from U6 through U18; and to promote the participation of sufficient players to field a competitive team in each age and gender group from U10 through U18.
3. Provide organizational oversight and support for the successful development and facilitation of age group, competitive teams including:
  - a. Team sanctioning.
  - b. Coach selection.
  - c. Coach support.
4. Provide a fair and impartial environment that encourages players to try out for teams. A fair environment is accomplished by providing the time, the place, and the notification to all JSC members for all competitive team tryouts.

## **SECTION 1: MEMBERSHIP**

### ***1.1 Registrar***

The Registrar conducts player registration and maintains team membership records for play in a CCS season. Sanctioned USYS (United States Youth Soccer) events including tournaments and leagues may require both a valid pass for every player, permission to travel and/or an approved (by the registrar) team roster.

#### **1.1.1 Registration**

In order to participate in any CCS activity, players must fill out an approved registration form and pay a registration fee per season. For insurance purposes, players **MUST** be registered before they begin practice or play. The name on the registration form must be the same as the name on the player's birth certificate.

Registration forms for players and applications for coaches and managers should be submitted at the start of each new season. Volunteer disclosure forms are required every year for all coaches, managers and volunteers. These should be submitted with the application.

The minimum registration fee should be collected from each player when they turn in their registration form. Checks should be made out to *Capital City Streaks*. After forms have been

collected, registration information will be input into the Affinity database. The Registrar will use Affinity to disseminate the information AYSA State Office.

It is the Registrar's responsibility to forward all information to the State Office on a timely basis. Sanctions will be imposed on clubs/leagues/associations for late registrations.

**Coaches, managers, and organization officials must fill out USYS forms and volunteer disclosure statements (see attached). USYS information is passed on to the State Office; volunteer disclosure forms stay in your possession.**

### **1.1.2 Alabama Youth Soccer Insurance Claim Form**

The AYSA Insurance Claim Form is to be given to the player or their parent at the time of an injury. The form must be completed within 72 hours of the injury and sent to the state office. A copy should be kept in the Registrar's records. The manager and/or coach should have this form with them at all practices and games. The latest form can be downloaded from the AYSA website at [http://www.alabamayouthsoccer.org/docs/Forms/2010-2011-AL\\_claim\\_1011.pdf](http://www.alabamayouthsoccer.org/docs/Forms/2010-2011-AL_claim_1011.pdf)

### **1.1.3 Medical Release**

A [medical release form](#) is part of the CCS/AYSA registration form. Parent or legal guardian signatures of these sections are mandatory for all players. Coaches should make sure they are current at the beginning of the season, along with the doctor and medical emergency contacts. Be sure the alternate contact name is not from the same household.

### **1.1.4 Credentials and Player Passes**

After teams have formed; Player, Coaches, and Manager Passes and rosters will be distributed to each team. Tournaments have similar but not always identical credential requirements. It is the coach's responsibility to ensure compliance with tournament requirements.

#### Coach's Roster Book

A three-ring binder with plastic sheet protectors is recommended for coaches or managers to keep team paperwork. Use a single sheet protector per player (arranged alphabetically) with one side having the AYSA registration form and the other side the medical release with a copy of the proof of age in between. Many tournaments ask to see these forms so it is handy to have them arranged this way.

For **Alabama State Cup** each binder should contain the following:

1. Player passes
2. Birth certificates/copies
3. Medical release (can be on the registration form)

#### Player passes:

1. Players must have the pass signed exactly as the name is typed on the pass and in cursive. Team managers should make sure that signed passes have a picture from Affinity, laminated and returned to the coaches before any competition. Do not give the passes to the players! Be sure to keep the roster in a safe place.

#### Accepted Proof of Age Documents:

1. Birth certificate
2. Birth registration issued by an appropriate government agency, board of health records
3. Passport
4. Alien Registration card issued by the United States government
5. Certificate issued by the Immigration and Naturalization Service attesting to age or a certificate of an American citizen born abroad issued by the appropriate government agency

### **1.1.5 Team Travel**

Teams are required to notify the CCS Director of Soccer at least one month in advance of any tournaments for which they are applying. For out-of-state travel, teams must also receive permission from AYSA.

Any team planning on out of state games, but within Region III will need to complete a [US Youth Soccer Interregional Travel Notice](#) from the State. This form must be completed at least two weeks prior to the travel date and include a copy of the Tournament Hosting Agreement (available on most tournament websites). There is no fee for this, but it must be completed in order for the organization to remain in good standing with the State Association.

Any team planning on out of state games, but are not within Region III will need to complete an [Intent to Travel Form](#) and return it to the state. There is a \$25 charge that will need to be paid at the time the Travel Form is submitted. This form must be completed at least 30 days prior to the travel date and include an official state roster and a copy of the Tournament Hosting Agreement (available on most tournament websites).

## **SECTION 2: FINANCES**

### **2.1 Organization Fundraisers**

#### **2.1.1 CCS Fundraising Committee and Fundraising Committee Chair**

The Soccer Executive Committee shall appoint a Fundraising Committee and a Fundraising Committee Chair. The Committee Chairman and the committee are responsible for overseeing all of the club fundraising events and exploring new methods for generating revenue. Some of the club's fundraising may require special permits, such as: Food and Merchandise Permit. The Chair of the Fundraising Committee is responsible for calling meetings and making sure that club-sponsored fundraisers take place. The Committee in conjunction with the Director of Soccer is responsible for approving all team fundraisers.

#### **2.1.2. Individual Team-Sponsored Fundraisers**

2.1.2.1 Individual team-sponsored fundraisers are for players aged U10 and above in good standing (registered).

2.1.2.3 The objective of these fundraisers is to provide an opportunity for players/teams to raise funds for their competitive team accounts so that out-of-pocket expenses are kept to a reasonable level.

2.1.2.4 Teams accrue all profits from Team-sponsored fundraisers.

#### **2.1.3 Fundraisers to support all club activities**

2.1.3.1 Club Merchandise.

The Montgomery YMCA controls all use of the CCS name and logo. Income from sales of club merchandise bearing the club logo, club name, or club sponsored design is generally applied to the CCS general fund.

#### 2.1.3.2 Miscellaneous Fundraising.

Miscellaneous fundraising activities must be approved by the CCS Executive Committee and the Montgomery YMCA. The Director of Soccer and the fundraising chairman will oversee such activities.

## **SECTION 3: COMPETITIVE TEAM FINANCES**

### ***3.1 Team Manager Positions and Duties***

Each competitive team must have a team manager. The name, address, phone number and email for the team manager must be given to the Director of Soccer and the Registrar. Team Managers are responsible for maintaining all of the team's financial records and shall have custody of all the money, funds, and financial documents of the team. The team manager shall deposit all team funds in a bank account assigned solely for the teams usage.

The team manager shall keep accurate books and accounts of all the team transactions. These books and accounts shall be the property of the CCS and shall be subject at all times to the inspection and control of the Montgomery YMCA.

The team manager is responsible for assuring that the team's financial records are kept up-to-date and for supplying financial information to the Director of Soccer when asked. The team manager must reconcile the team bank account monthly.

### ***3.2 Competitive Team Accounting Procedures***

#### **3.2.1 Checking account.**

Each competitive team must have a checking account that is named "CCS team name". All receipts and vouchers for payments made to the team and all checks, drafts, or other obligations for the payment of money by the team shall be signed by the team manager.

#### **3.2.2 Refunds and Reimbursements.**

Refunds and Reimbursements to parents can only be for the amount prepaid (refunds) or, for the amount of receipts for eligible expenses (as defined below, reimbursements). Documented support (amount paid by parent/coach/check, receipt) for payments to parents must be kept with team financial files. No monies raised through Club or team fundraisers can ever be refunded, under federal tax rules for non-for-profit organizations.

Club registration fee: If a player resigns from the Club within one month of joining, upon request the Club will refund registration fees paid in less a \$75 administrative fee to cover overhead. The date of "joining" begins with participation in Club activities such as team practices, clinics, etc. regardless of when actual registration and payment takes place.

Exceptions: Upon request and in consideration of extenuating circumstances, such as player injury or other unforeseen circumstances occurring early in the season, the Board at its discretion may refund paid-in fees beyond the time limits mentioned above.

### **3.2.3 Eligible Expenses.**

Funds can be used to cover the costs for your coaches or team costs. Acceptable costs include: participation fees, travel to tournaments, hotel, van rental, travel team food, team t-shirt, and coaches' costs. Individual purchases or soccer expenses not being purchased by the entire team are ineligible for reimbursement.

### **3.2.4 Calculating Coaches' Expenses**

Coach's fees are based on the established travel schedule

- Mileage - \$ 0.45 per mile calculated using computer mapping program to the first playing field from the Indoor Center (300 Brown Springs Road, Montgomery, AL 36117) and back.
- Meals - \$10 per meal based on how many meals will be required during travel
- Hotels – Though it is sometimes necessary to estimate hotel expenses for your budget (use \$125/night), the reimbursement to the coach must be the true cost (lodging total plus tax). It is recommended that the manager pay for the hotel room directly from the team account rather than reimbursing the coach. Any credit/debit card can normally be used upon check-in (by the coach if arriving before you) to secure the stay. Then you, as manager, can change the payment method for that room to the team's card when you arrive

## **SECTION 4: COMPETITIVE TEAM RULES AND REQUIREMENTS**

### ***4.1 Director of Soccer***

CCS will have a Director of Soccer. The primary duties of the Director of Soccer are:

1. Assist in the development of players.
2. Select coaches.
3. Train and advise CCS coaches.
4. Assist CCS teams.
5. Advise the Montgomery YMCA on program development and other soccer related issues.

Specific duties will be established by the Montgomery YMCA.

### ***4.2 Position Description & Team Rules***

All teams will be held to the same standards. Inclusion by the CCS as a team is a privilege that can be withdrawn at any time by a written notice from the Montgomery YMCA.

#### **Position Descriptions:**

Head Coach - This coach is the ultimate authority of a competitive team. The Head Coach sets the direction the team is going to take, working with the CCS Director of Soccer, assistant coach, team manager, and parents. The Head Coach is responsible for delegating

responsibilities to the assistant coach and manager and may or may not be the coach who trains the team. The Head Coach may delegate or share this responsibility with assistant coaches and may arrange for another CCS approved coach to work with the team occasionally. The Head Coach has the final say on all decisions relating to team players, such as which players are placed on the team, where they play, how much they play, and, if necessary, what disciplinary actions should be taken. **It is ultimately the responsibility of the Head Coach to ensure that all of the AYSA registration requirements are met and all CCS policies are followed.**

Assistant Coach - This coach answers to, and serves at the pleasure of, the Head Coach. The Assistant Coach takes the place of the Head Coach when he/she is not present and may be the coach who trains the team, runs practices, etc, if so delegated by the Head Coach. The Assistant Coach also helps to ensure that all of the AYSA registration requirements are met and all CCS policies are followed.

Team Manager - The Team Manager is the administrator for the team and is responsible for the financial aspects of team management. The Head Coach may delegate to the Team Manager such duties as making travel arrangements, fund-raising, maintenance or rosters and forms relating to travel, etc. The Team Manager duties could vary greatly from team to team depending on how the duties are delegated by the Head Coach. The Team Manager also helps to ensure that all of the AYSA registration requirements are met and all CCS policies are followed.

### **Team Rules:**

1. Coaches - Each team must have a designated Head Coach. Assistant coaches are encouraged, but not required. The Head Coach is responsible for the team and will be contacted for team related issues. CCS coaches must have the ability to coach soccer at the age level requested and interact with youth in an acceptable manner. The Director of Soccer will approve coaches they believe will provide positive and beneficial results. Coaches of teams U14 and younger are required to have a USSF State E license, or equivalent experience as determined by the AYSA. Coaches of teams U15 and older are required to have a USSF National D license, or equivalent experience as determined by the AYSA.
2. Names - All team names will begin with CCS Streaks, followed by the birth year of the players and the gender; i.e. CCS Streaks 95 Boys. Colors such as Blue, Grey, or White may be added if there are multiple teams for that age group and gender.
3. Uniforms - Each team participating in an organized event will dress in an appropriate manner. Each player (except keeper) will wear a common team uniform. The attire should consist of matching socks, jersey, and shorts. CCS team colors are Blue and White and all team jerseys for all age groups will display the CCS logo. No other logos are allowed.  
  
CCS purchases all uniform kits from Stanno USA at the time of registration. Uniforms are to be worn only for games. Practice Jerseys are available. Blue Practice Shirts will be worn during Tuesday Practice Sessions and Grey Practice Shirts will be worn during Thursday Practice Sessions.
4. Budget - Each team will be responsible for its own budget.
5. Fund-raising - Each team will secure its own funds, primarily through donations, service-oriented fund-raisers, or team member contributions.
6. Tournament Requirements - Teams will be responsible to meet all tournament prerequisites. Any resulting infractions brought to the attention of the Director of Soccer

will be discussed with the coach. Teams will be responsible to complete all the necessary forms in a timely manner and will be held responsible for the integrity of the information provided.

7. Conduct & Attendance - Every coach is asked to provide adequate adult supervision for their teams, particularly important when traveling. When participating in a team activity the players will be the responsibility of the coach. The coach will assure there are adequate chaperons, enforce curfews, monitor, and control behavior using appropriate discipline. The Club requires coaches who are of the opposite gender from their players, to have an accompanying assistant coach, manager, or adult chaperone of the players' gender. CCS has adopted a club Code of Conduct which is to be signed by all players and parents upon registration. Each team may also adopt its own Code of Conduct for players, coaches, and parents as well as a disciplinary policy. Team disciplinary policy and Code of Conduct must be approved by the Director of Soccer. CCS encourages coaches to be flexible with players involved in other activities, and to work with parents and their players to resolve schedule conflicts. Attendance policies must be approved by the Director of Soccer.
8. Complaint Procedure - We hope that there will be few grievances in the Capital City Streaks, and we will do everything we can to make sure players and parents do not have to make complaints. However, we recognize sometimes it may be necessary for complaints to be considered and for that reason the club has developed a complaint procedure. The procedure can be found in Section 5.3 of these Policies and Procedures
9. Disciplinary Procedures - CCS has developed Player Disciplinary Procedure Steps and Guidelines which can be found in Section 5.4 of these Policies and Procedures.
10. Travel Arrangements - Each traveling team will be responsible for their own travel and logistical arrangements.
11. Chaperones - A minimum of 3 adults should be assigned as chaperones for each team. Chaperones are recruited by the head coach or the designee. The head coach will assign the chaperone duties which normally involve driving team vehicles, helping to oversee activities when not playing soccer, helping to serve meals or snacks, taking care of injured or sick players, and general oversight and administration of the policies of the team and of the club. Coaches, Assistant Coaches, and Managers may serve as chaperones.
12. Practice Arrangements - The Director of Soccer will reserve field time for CCS purposes, including competitive team practices, player and coaches training programs, and special events or tournaments.
13. Multisport Players - In the event of conflicts with activities other than soccer, the coach shall work with the players and their families so that participation in those activities can be accommodated and the goals of the team can still be met. In order to allow CCS players the opportunity to participate in activities, the following guidelines should be adhered to:  
  
Players on a traveling team should not be subject to disciplinary action by their coach for wishing to participate in other activities.
14. Coach/Manager Required Forms - Every coach, manager and parent volunteer will be required to complete registration and disclosure (for background check) forms. These two forms are required by the State organization and provide coverage by the AYSA and Montgomery YMCA insurance policies. Coaches will not be approved or sanctioned prior to completion of the forms.

### **4.3 Application & Selection Process by Team Category**

The following describes the circumstances and guidelines that apply to formation of the different outdoor and indoor teams.

#### **Outdoor Youth Competitive Teams**

##### **1. Application process**

Persons desiring to coach Competitive Team will be required to submit an Application. A description of the coaches' experience and training must be included along with their coaching philosophy and a copy of the coaches' current coaching license.

The completed form must be returned to the Director Soccer. Teams are required to have a separate coach and manager. The application process must be completed in full and include the name of the team's head coach. Coaching applicants may apply to be head coach of no more than one team per year. Each season the club will seek to maintain the one team per coach preference. If necessary, the criteria may be waived by the Director of Soccer.

Coaches must submit a new application each year. Coaches will be notified of their application status.

Waivers for multiple age group teams will be considered after the team tryouts. Prospective coaches of teams in the same age group, or overlapping age groups, will be contacted for resolution. Any change in personnel must be communicated to the Director of Soccer. A team must have a coach at all times to remain active and coaching changes must be approved by the Director of Soccer. Each coach must have another responsible adult with them on the sidelines during tournament play.

Throughout the year, approved coaches are required to support development of all players in their assigned age group. Upon team selection, CCS expects coaches to be committed to the development of all players on their roster, based on the quality of time given them in practices, scrimmages, and competitive games. *Playing time during games:* because of injury, sickness, and other factors, rigid playing time requirements are not always possible. CCS recommends coaches strive for a minimum of ¼ of the game for all players on the roster. Playing time recommendations are dependent on the demonstrated commitment of individual players.

##### **2. Team Tryouts / Player Selection**

Team rosters that play in 11v11 (Age Groups U13 and up) will consist of a minimum of 11 and a maximum of 18 players. Team rosters that play in 8v8 (Age Groups U11 and U12) will consist of a minimum of 8 and a maximum of 14 players. Team rosters that play 6v6 (Age Group U10) will consist of a minimum of 7 and a maximum of 11 players. While there are times when it may be prudent to carry the maximum 18 players on the roster, CCS still expects coaches to be committed to development of all players on the roster with adequate playing time. Coaches must communicate clearly to players and parents the club playing time policy before playing, especially when guest players are invited to travel with the team.

Each team's coach will select its players each year in consultation with the Director of Soccer. Team selection will result from tryouts in June. Several tryouts may be scheduled. Tryout time(s) and place(s) will be provided to the coaches by the Director of Soccer. The Director of Soccer will provide guidance on procedures for tryouts.

The coach will have the discretion to select his or her own players in consultation with the Director of Soccer. Candidates will be judged largely on their soccer skills, but fitness, individual and team attitudes, knowledge of tactics, and ease of coaching are all collectively important. All players trying out must be notified of the results. This should be a positive and constructive process.

### 3. Age Requirements:

The CCS provides a comprehensive development program for boys and girls for age groups from U6 to U19. Competitive teams are fielded at each age group from U10-U19. Players will be required to play in their appropriate 1-year age group as of August 1 of that year.

#### **Exceptions:**

##### **A. Player-requested Exceptions**

Players may petition to play up with the next older age-group. Such exceptions will be considered on a case-by-case basis and are granted for a single season; players who desire to continue to play up must re-apply every year.

Review procedure for Player-requested Exceptions is as follows:

1. Petitions should be submitted by the coach of the older age-group team along with evidence of the player's parents' approval. Petitions must also include evidence that the coach of the younger age-group team is aware of the petition.
2. Petitions must be submitted to the Director of Soccer either electronically or in hard copy format.
3. Petitions should clearly state the situation and how deviating from the rule would be consistent with the CCS's goals and in the best interest of the Club.
4. Petitions may be submitted as early as one month before Club season starts for an upcoming season.
5. The Director of Soccer; in consultation with the players current year coach and the petitioning coach, shall evaluate whether the player's development would be significantly impaired were the petition to be denied, considering the player's exceptional skill, exceptional mental attitude, and exceptional physical aptitude. If the DOC determines that the player does not qualify, the petition is denied.
6. The petition review process will be completed in as timely fashion as possible, but in any event shall take no longer than 30 days.

##### **B. Exceptions for Teams Needing Additional Players through Club Pass System**

The club pass system allows a player to play on another team within the same club for either a tournament or State League Game. A player must have their own coach's approval before doing so. The request for the player to play on another team must be initiated by the coach of that team, not by parents, players or a team manager to the Director of Soccer. The Director of Soccer will consider the request based on the following guidelines and communicate with the appropriate coach:

Under NO circumstances, will a club pass be approved if there is a conflict with a player's assigned team's schedule. Furthermore, a player may not play on another team if that team plays prior to their assigned team in the day.

1. The Head Coach determines that additional players are needed for a particular game and/or tournament.
2. The Head Coach makes the request directly to the Director of Soccer
3. The Director of Soccer will contact the coaches of the other teams in that age group or the younger level age groups.
4. The two coaches; along with the Director of Soccer, identify potential player(s).
5. The Head Coach or Team Manager from the players' original team contacts the parents of the potential player(s).
6. Once the permission of a player's parents has been secured, The Director of Soccer communicates the names of the player to the requesting Head Coach.
7. The requesting Head Coach notifies his/her team manager the name of the player.
8. The requesting Team Manager will be responsible for
  - Obtaining the player card
  - Making sure there's no conflict with jersey #s,
  - Adding the players to the Game Day Roster
  - Giving times, directions, and uniform requirements to the parents
  - Returning the player card to the original teams Manager

If players are interested in "playing up", the players should communicate that to their coach or have their parent(s) communicate that to the team manager or coach.

- No player from a younger age group may displace an existing age-appropriate player from the traveling team, regardless of the relative skill levels of the two players. In other words, all age-appropriate players who wish to be on the traveling team must be accommodated before any younger players can be added.
- No player can be recruited from a younger age group if the younger-age team would be negatively impacted by losing that player for the time commitment required.
- Coaches must not use this exception as an excuse for not actively recruiting age-appropriate players to fill their teams' rosters.

## **SECTION 5: MISCELLANEOUS**

### ***5.1 Policy on Abuse***

This policy applies to all non-playing attendees at Montgomery YMCA indoor and outdoor games. CCS will not tolerate any verbal or other abuse or criticism of a referee, opposing player, or coach. No coach or spectator may dissent to or otherwise verbally abuse any player, coach, spectator or referee. Abuse includes any complaints or derogatory comments made directly or indirectly to another person.

Any Montgomery YMCA Staff member or adult referee shall, if necessary, intervene if any coach or spectator is abusing any other player, coach, spectator or referee, verbally or otherwise, and take immediate appropriate action to consult with the referee in charge. The referee may take whatever action he or she deems appropriate, including directing the offender to leave the site, issuing a yellow or red card against either team, or suspending or terminating the game. Handling general dissent is part of a referee's job.

A referee shall report any incident of abuse resulting in referee's action to the Director of Soccer. This report should happen within 24 hours of the incident, if possible.

Egregious offenses (e.g. multiple abusive situations, physical contact with a referee, or exceptional misbehavior directed toward a referee) shall result in referral of the matter to the

Director of Soccer, which will determine if further discipline is warranted. An egregious offense violates the fundamental mission of CCS and requires strong action. Discipline may include, but is not limited to, suspension of the offending spectator or coach, and any playing members of the spectator or coach's immediate family, for the season, suspension for multiple seasons, or expulsion from the Montgomery YMCA program. If a single team has multiple offenses by different people, the team may be disbanded.

There are appropriate avenues for coaches or spectators to share concerns about the quality of officiating. Comments or concerns should be directed to the Director of Soccer.

## 5.2 CCS Code of Conduct

### **PLEASE NOTE: Two Signatures are required, player & parent.**

In order to ensure that the principles of sportsmanship, fair play, and mutual respect among players, coaches, officials, and spectators characterize all competition sponsored by the Montgomery YMCA Capital City Streaks, the following Code of Conduct has been established. It is the obligation of all program administrators, coaches, parents, and players to create an environment that promotes this objective. Those who willfully violate this code jeopardize their participation in the Montgomery YMCA program.

#### **Coaches**

The coach's role is one of teaching soccer skills and sportsmanship to the players. The coach is responsible for communicating practice and game times to the players and parents. The coach is also responsible for monitoring the behavior of the players and parents during practice and games. All coaches within the soccer program shall promote good sportsmanship among players, foster team camaraderie, and help participants enjoy the sport while teaching players the technical skills of soccer. Unsportsmanlike conduct of coaches will not be tolerated by the program and will result in corrective actions through the Director of Soccer. Each coach agrees to the code of conduct, certifies that he/she has read the *CCS Policies & Procedures* and will abide by them and acknowledges that coaching in the soccer program is a privilege and not a right. In addition, each Coach will ensure that his/her conduct sets a good example for team members and spectators. To meet these responsibilities, the Coach is expected to:

- Know the official Laws of the Game and the *CCS Policies & Procedures* and abide by them.
- Instruct player and parents in the Laws and motivate each player to compete according to the Laws at all times.
- Ensure that *CCS Policies & Procedures* are followed by all players and spectators.
- Ensure that fans of his or her team exhibit sportsmanship and maturity at all times and assist league and game officials in maintaining control of spectators during games.
- Respect the game officials at all times. Refrain from questioning their decisions or challenging their authority.
- Respect the coaches and players of the opposing team before, during, and after the game.
- Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
- Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- Teach and practice good sportsmanship and fair play by personally demonstrating commitment to these virtues.
- Place children's physical and emotional well-being ahead of any person's desire to win.
- Instruct and remind players that, while striving to win, best effort and fair play are more important than winning.
- Work constructively with the parents of your players with regard to team management throughout the year and during and team travel.
- Promote the concept that soccer is merely a game, and that players and coaches on other teams are opponents, not enemies.

#### **Players - Every player is expected to:**

- Know and respect the Laws of the Game and *CCS Policies & Procedures* and abide by them at all times.
- Follow the direction and abide by the decisions of the coach. Dissenting with the decisions of the coach during game situations is prohibited unless the coach's direction places the physical welfare of the player (players) in jeopardy. If a player (or players) has a dispute with the decisions or direction of the coach, the player must first attempt to discuss the issues with the coach outside of (before or after) practices or games so as to avoid disruption. If the player (players) fail to get a satisfactory response to his/her concerns, the player should next bring these issues to the attention of the Director of Soccer.
- Respect and show courtesy to the game officials by following their instructions and refrain from addressing them or commenting on their decisions during or after the game.
- Co-operate with your coach and teammates, and play well for yourself and your team. When you contribute to your team's performance, you will benefit your own performance.
- Maintain control of your emotions and show good sportsmanship, avoiding the use of abusive or profane language, taunting or humiliating remarks, and/or gestures and physical assault upon another person at any time.
- Respect the coaches and players of the opposing team and display sportsmanship at the conclusion of a game and be humble and generous in victory and proud and courteous in defeat.

- Refrain from using alcohol, illegal drugs or tobacco products and respect at all times the property of others.
- Place a teammate's or an opponent's physical and emotional well-being ahead of any personal desire to win.
- Remember that soccer is a game. Treat players and coaches on other teams as opponents, not enemies.

**Parents and Spectators**

The parents' role is one of support to the players and coaches. Parents should not engage in "coaching" from the sidelines, criticizing players, coaches or game officials or trying to influence the makeup of the team at any time. Every parent and spectator is expected to:

- Learn and respect the Laws of the Game and the CCS Policies & Procedures.
- Show respect and courtesy to game officials, coaches, and players at all times.
- Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- Recognize the value and importance of CCS Coaches and their role in your child's development.
- Cheer for your child's team in a positive manner, refraining at all times from making negative or abusive remarks about your players or the opposing team. Maintain control of your emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- Watch and enjoy the game. Let the Players play, the Coaches coach, and the Referees officiate.
- Respect the time and effort contributed by your coach. Ensure that your child is at all games and practices at the required time or help your child notify the coach of any practices to be missed.
- Demonstrate appropriate gestures of sportsmanship at the conclusion of a game, win or lose.
- Teach and practice good sportsmanship and fair play by personally demonstrating commitment to these virtues.
- Place children's physical and emotional well-being ahead of any personal desire to win.
- Promote the concept that soccer is merely a game, and that players and coaches on other teams are opponents, not enemies.

PLAYER AND PARENTS - Follow and promote this code of conduct at all times. Consequences of not observing the elements of this code can be loss of practice or playing time, or suspension from the club or from future/current travel with the team.

While on any club-sponsored trip away from Montgomery, a player is subject to immediate suspension from the team for the remainder of the trip if the player's misconduct or misbehavior, at the sole discretion of the club or club representative, warrants such action. The player, parents and/or guardian understand that they shall be responsible for making arrangements for the player's immediate return, in the event of suspension, and shall be responsible for all costs associated with the suspension, including the possible forfeiture of all costs and fees relative to the balance of the trip for the player.

Player signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **5.3 CCS Complaints Procedure**

We hope that there will be few grievances in the Capital City Streaks, and we will do everything we can to make sure players and parents do not have to make complaints.

However, we recognize sometimes it may be necessary for complaints to be considered.

We know that it can be difficult to complain because people:

- Feel embarrassed or uncomfortable about "making a fuss".
- Don't want to upset the club.
- Fear that complaining will make things worse.

However, we are determined that all complaints will be taken seriously, and dealt with promptly and sensitively. We therefore have a complaints procedure.

1. Talk to the person who has upset you. One way to approach this is to:
  - a. Choose a time and place where you will not be interrupted and see if someone else will go with you.
  - b. State your complaint clearly and slowly.
  - c. Say what you want to happen. For example: "When you shout at my child, it makes him feel uncomfortable, and I would like you to stop doing it."
  - d. When you have finished, listen respectfully to the other's response if there is one, but do not get involved in arguments. Then walk away. Alternatively, contact the person in writing or by calling.
2. If you still feel dissatisfied after contacting the person, or if you feel that you should make the complaint to someone who will look into the matter for you, then talk to the CCS Director of Soccer, who will advise you on the best way to move forward. The Director of Soccer may ask you to agree to let him/her investigate your complaint by talking about it with the person concerned or arranging a meeting about it.
3. If you have tried to deal with the complaint yourself or through the Director of Soccer and it is still not resolved, you can ask the Montgomery YMCA; Executive Director to look into it.

## ***5.4 CCS Player Discipline Procedure Steps and Guidelines***

The following steps should be taken in sequence with advancement to succeeding steps only when earlier steps are not successful in resolving the issue.

1. The coach will talk with player one on one about issue. Try to come to an agreement for future expectations.
2. Remove player from current practice session/game. Call family to discuss expectations for next practice session.
3. Suspend player from next practice session/game after notification of parents and CCS Director of Soccer about pending action so that all may assist in resolving the issue.
4. Suspend player for multiple practices/games after notification of parents, CCS Director of Soccer.
5. Suspend player from future travel with team, after notification of parents, CCS Director of Soccer.
6. Player may rejoin CCS the when the next club year begins.
7. IMMEDIATE SUSPENSION AT ANY TIME IS PERMISSABLE FOR ANY OF THE FOLLOWING OFFENSES: PHYSICAL VIOLENCE OR THREATS THEREOF, THEFT OR DESTRUCTION OF PROPERTY DURING PRACTICE OR TRAVEL, USE OF ILLEGAL DRUGS/ALCOHOL OR TOBACCO.

Beginning with step 4 (suspensions for multiple games/practices), suspensions can be appealed to the CCS Director of Soccer.