

2009

Competitive Division Policies



The Newmarket Soccer Club
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L3Y 4T9

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1.0 COMPETITIVE PROGRAMS

Thank you for your willingness to step forward and offer your time, expertise and energy for the benefit of the Club and our youth. We appreciate the amount of time and energy that coaching a competitive team requires. As a Club the Directors are looking for Coaching/Teams to come forward who are best prepared and able to ensure the players have a great experience representing the Club.

This manual is to assist in the application and operation of a competitive team for the Newmarket Soccer Club. There will always be additional items and questions and the resources page in this book should give you a number of contacts for reference.

For new coaches this package is designed as a guide to assist you in your goal of being awarded a Competitive team with the Newmarket Soccer Club. For the returning coaches this package should assist in re-application process. In general the Board of Directors is looking to formalize the process of team awards and provide some controls and accountability to award process.

2.0 N.S.C. SOCCER VISION, PHILOSOPHY AND OBJECTIVES

Newmarket Soccer Club Mission Statement

To provide organized soccer for all ages and to develop players to reach their maximum potential.

To accomplish this, we will do it with....

Promotion – to promote a “Club” atmosphere where people can come together over a common love of soccer. And to promote our Club to the community in a positive and a “go forth” manner.

Resources – to ensure that the Club has the financial, physical and voluntary resources to meet the needs and demands for high quality soccer programs

Integrity – provide moral standards and principals to coaches and players who represent the club

Development – development of players, coaches and officials in the sport of soccer by offering them ongoing development

Encouragement – to advance players in all levels with positive reinforcement and to improve their skills and knowledge of the game.

By coming together as a club and community we can accomplish this vision.

The Newmarket Soccer Club / Newmarket United Competitive program aims to:

“Foster and assist in the development of players aiming to compete at the highest levels of play as defined by the Pyramid of play Principles set out by the Ontario Soccer Association”

By definition, any team which competes in League or tournament play against other club teams is included in the Competitive Program. This falls under the management of the coaching committee and following the direction of the Board.

Programs (players, coaches and team officials) falling within this definition include, but are not limited to the Rep and All-Star programs.

Relationships of Teams; by definition, each team is a development team for the teams above it as it falls within the principals of Pyramid Play.

It is the responsibility of the coaching committee to create, develop and enforce the rules and procedures which enable the club to meet its mission statement.

The Objective of the N.S.C program is to provide our player-athletes with the opportunity to develop further the following skills:

Sportsmanship	Leadership	Cooperation	Team play
Discipline	Commitment	Time Management	Friendship
Confidence	Integrity	Respect	Excellence
Pride	Tolerance	Knowledge	Skills Development
Community spirit	Fitness		

The main Objective of our coaches is to provide a safe and non-threatening environment for practice and games. Despite our best efforts in this regard, there is a possibility of injury. N.S.C and its staff will take all reasonable precautions in this regard, including proper practice and game warm up and cool downs. Potential risks must be identified to the participants.

3.0 TERMINOLOGY

N.S.C	Newmarket Soccer Club
R.D	R.D
T.D	Technical Director
Y.R.S.A	York Region Soccer Association
O.S.A	Ontario Soccer Association
O.Y.S.L	Ontario Youth Soccer League
C.S.L	Central Soccer League
C.G.S.L	Central Girls Soccer League
N.C.C.P	National Coaching Certificate Program

4.0 CODE OF CONDUCT

4.1 *Statement of Philosophy*

The Newmarket Soccer Club has adopted zero tolerance of all forms of abuse: verbal, physical, emotional, and sexual.

All relationships within the Club context – whether involving members of the Board of Directors, club employees, contractors, coaches/managers, players, parents, volunteers, outside suppliers or referees – must be based on mutual trust and respect. The Club will investigate and act upon all written complaints or written reports of inappropriate behavior.

The zero tolerance policy attempts to protect individuals from real or perceived abuse.

The NSC abides by the O.S.A.'s Harassment Policy.

4.2 *Zero Tolerance Reporting Guidelines and Procedures*

Violations of the zero tolerance policy should be reported immediately to the Club headquarters by victims or those close to them (i.e., a parent, a teammate, a coach, etc.).

A complaint must be communicated in writing to a Club official or employee.

All complaints to the Club must be in written form and signed before a complaint is dealt with. However, the Club will immediately report criminal activities to the police (with the consent of the individual alleging abuse) without a written complaint.

Once a written complaint has been filled with the Club, a Discipline Committee consisting of at least three Board members and headed by the Discipline Director will discuss the complaint with the individual alleging abuse.

The Discipline Chair will schedule a discipline hearing within 10 business days of notice to the individual(s) whom the complaint has been filed against. The individual(s) who are named on the complaint shall be contacted by registered mail and/or electronic mail, and requested to appear at the discipline hearing.

The discipline hearing shall be heard by three Board members or Club members designated to participate in the hearing.

The Board must either uphold, deny, or amend the recommendation. Penalties for contravening the zero tolerance policy can range from a permanent suspension from the Club, suspension for a specified period of time, and a probationary period where the individual is allowed to continue with the club. All committee decisions are final and not subject to appeal.

Individual(s) who are charged with a criminal offense involving Club-related incidents shall be immediately suspended from the Club pending resolving of the charges. No discipline hearing shall take place with an individual facing criminal charges for Club-related incidents. Club members who are convicted of a Criminal Code of Canada offense are subject to immediate suspension/removal from the Club.

Any individual who is convicted of a criminal offense resulting from sexual or physical abuse shall be banned for life from the Club.

Individual(s) who violate the zero tolerance policy for non-criminal activities may apply for re-instatement to the club in writing one month prior to the end of a time specified penalty.

If the abuse continues, the referee will cancel the game. He/she must immediately report the incident to the Club and fill out a special incident form. In cases of physical abuse on a referee, a "referee assault form" must be completed by the referee.

4.3 Application

This zero tolerance policy applies to:

- All elected club officials
- All club employees
- All coaches
- All managers
- All players
- All parents/guardians
- All referees
- All volunteers
- All service providers having contact with anyone associated with the Club
- All spectators

All elected club officials, volunteers, club employees, coaches, managers, and referees must all sign a form acknowledging their understanding and acceptance of the zero tolerance policy.

This zero tolerance policy shall be posted on the club's website at all times and communicated to parents and players at the beginning of every program cycle. Ignorance of the zero tolerance policy shall not be considered a valid defense against a complaint.

5.0 COMPETITIVE TEAMS RULES & REGULATIONS

5.1 General

These Rules and Regulations govern Representative ("Rep") teams that have been authorized for play by the Board of Directors.

By definition Development Teams and Select Teams are covered by these Rules and Regulations.

The objective of the Competitive Program is to develop rep teams from Select and Development Programs, to enter at minimum one team in each age division of a competitive league commencing at the U8 age group for boys and girls.

Any omissions from this document – OSA guidelines will apply.

5.2 Conduct for Coaches and all Team Officials

The conduct of Coaches and team officials shall be exemplary and in accordance with the Aims and Objectives of the Club and the Club Code of Conduct.

Coaches and team officials shall ensure that all players, parents/guardians, and spectators associated with the team, conduct themselves in a way that is consistent with the Code of Conduct Club, these Rules and Regulations, the Laws of the Game, and the generally accepted standards of good sportsmanship.

Coaches and team officials are mandated to refrain from smoking during, games, practices or other team events.

All Coaches and team officials of Newmarket United teams must complete the forms, provide identification and submit to a Police Record check as required.

The Board reserves the right to remove any Coach or team official who does not meet guidelines of the Newmarket Soccer Club.

Coaches and team officials shall not play nor allow to practice nor conceal from officials of the Club any ineligible player.

Coaches and team officials shall not leave any youth player unattended at a field or gymnasium following a practice or game.

Coaches and team officials should never be alone with a player in a non-public environment.

Coaches and team officials are not responsible for transporting players to or from practices, games or team events. The Club accepts no responsibility or liability for such actions or consequences arising from such action.

Coaches who are calling up players from their “B” teams, Select teams or House league (where applicable) or from a younger age Rep team must first contact that team’s Coach and/or Manager advising them of their intentions before contacting the player.

Coaches and team officials and parents who fail to demonstrate and promote good conduct by their players on or off the field risk suspension from the Club.

5.3 Team Name

All Representative (competitive) teams will be named NEWMARKET UNITED.

5.4 Leagues

Teams playing in competitive leagues are bound by the Constitution, Rules and Regulations of said League.

Competitive External Leagues are responsible for the administration of discipline over Club teams while playing under their authority. Any and all disciplinary action taken by such leagues against Club members shall be reported to the Club.

Teams that are issued disciplinary fines by external leagues are responsible to pay said fines through their team accounts. The Club is not responsible to pay for player, coach, parent or team disciplinary fines. In the event that the Club is fined for the actions of a team, player or parent the fine will be paid through the team account.

5.5 Field Access

Teams are not permitted to use any fields without permission of the Club. Any teams found on the fields without permission are subject to discipline and fines as per policy 18.21.

UNSANCTIONED USE OF SOCCER FIELDS

POLICY 18.21 April 2005

The Newmarket Soccer Club has developed a strong and sound relationship in the co-ordination and maintenance with the Town of Newmarket for the use of the all the soccer fields. In order to maintain this partnership and avoid any potential strained relationships the Newmarket Soccer club has enacted the policy of accountability to all our coaches who fail to comply with the unsanctioned use of soccer fields. Therefore it is incumbent of the club to discharge its duties to all its coaches in following this directive effective April 1st 2005.

Town of Newmarket:

Will inform the Newmarket Soccer Club and or the clubs Match Secretary on any field closures either by telephone, correspondence, fax or email to the affect that the field(s) have been closed.

The N.S.C./Match Secretary:

Upon receiving the information of field(s) closures will inform its coach(s)/or coaching staff through emails and posting on the clubs website. Teams should notify their opposition on game nights of the cancellation out of courtesy. The club will contact the leagues.

Coaches/Coaching Staff or their Representatives:

It is the responsibility of the coaches, coaching staff, or their representatives notified to follow up on the notification of its players. Barring protocol of notification, in situations when consistent unstable weather conditions is present it is up to the coach, coaching staff and or their representatives to follow up with the club to ensure that there was no directive issued by the town on any field closure.

Penalties:

Any coach whom contravenes this directive will be brought before a discipline hearing. Penalties will be levied ranging from a caution and \$75.00 (dollars) first offence, to \$150.00 for repeated offenders, to suspensions.

Teams are responsible for their own clean-up at all games and events this includes bench areas, spectator areas and the change rooms. A failure to do so may result in action against the team and fines or fees.

5.6 Correspondence Address

In all cases the team should use the Club office as the correspondence address for official communications. Use of residential addresses of the Coach or team officials is not allowed.

Individual team folder will be provided for each team at the Club office.

5.7 Parent/Player Complaints

Any player or parent who has a complaint regarding the conduct or decisions of the Coaches should first discuss the issue with the Team Manager. The Manager will then discuss the issue with the Coaches and report back to the person issuing the complaint.

If the issue has not been resolved to their satisfaction, the parent/player should put the issue in writing to the Director of their respective division. Action will be taken on written letters to the Club. Players/parents are encouraged to put complaints in writing. The identities of persons submitting a written complaint will be kept confidential if requested. Responses will be in writing from the Club within five (5) working days of receipt of the complaint. E-mail will be accepted if the e-mail is accompanied by full contact details.

5.8 Game, Misconduct, Penalties and Fines Policy

Payment of fines, levies and administration costs imposed by the OSA, YRSA, OYSL, CSL, CGSL or YRSL, resulting from improper conduct or failure to adhere to administrative rules before, during or after games shall remain the responsibility of the member penalized.

NSC will not pay any of the above levies under any circumstances.

The Club may impose further disciplinary action as deemed appropriate by the Discipline Committee.

Outstanding fines and /or penalties will be held from the Team Account.

In the event that the fines exceed team account balances, player's parent will be responsible to pay the balance to the club upon receipt of a club invoice.

If a invoice is not paid within two weeks of issue the invoiced amount will be carried over into the registration cost of the following year and full payment is due before player is registered and allowed to play, manage or coach for NSC or any other club or league in Ontario

6.0 COMPETITIVE TEAM FINANCIALS

6.1 Team Account

All teams must maintain an account with the Club. No other accounts pertaining to any NSC teams can be set up at any other establishment. Any coach or team officials found holding an account or monies pertaining to their NSC team outside of the club, will be removed immediately from their positions and disciplined accordingly.

At least two (2) persons must sign for transactions, and authorized by division Director or NSC Executive.

The Team Manager shall be responsible for ensuring that all transactions regarding the account are recorded and should keep complete records of all transactions.

The Manager must ensure that the account is always in a positive balance.

Managers should keep a detailed record of all transactions regarding the account and be prepared to provide copies of receipts to parents and/or the Club if required.

Payments to third parties (e.g. for equipment, fields, etc.) must be done through the Club Office and not paid directly by the team.

Teams wishing to raise or receive an amount in excess of \$1,500 through sponsorship, fund-raising, and gifts, must obtain the written approval of the NSC prior to the raising and/or accepting of the funds. Note: Non-cash donations, sponsorship or gifts must be valued at fair market value for the purpose of this clause.

Funds in Competitive Team accounts remain with the team, regardless of changes in coaching staff or players. In the event that a team folds and there is a balance in the account after the team expenses are paid the balance shall be paid to the Club and held for the development of a new rep team in that age group.

Teams must retain a balance of \$250.00 in their team account for end of season fees and/or fines.

All team assets remain with the team (team equipment, tents, etc., or any other items deemed team property). Each team should keep an inventory of team assets, a copy of which should be kept on file at the Club office. In the event that a team folds those assets must returned to the Club to be used for a new team in the age group or for use within the rep program. Teams are encouraged to maintain minimum balances at the end of the season.

6.2 Fees

The Board of Directors shall set Competitive Team Fees and payment terms by January 1st for the following year. The Rep Fees are designed to recover the amount required from each player to cover the costs to enter their team in a competitive league, provide the team and players with selected equipment and uniforms, and cover additional administrative fees (books, travel permits, etc.)

A minimum roster of 11 players with their outdoor season registration fees are payable by March 1st.

The balance of the rosters and applicable fees must be submitted no later than March 15th.

6.3 Fund Raising

All fund raising activities undertaken by a Rep Team must receive prior permission from the Club. Before starting any fundraiser, Coaches must complete a Proposal for Fundraising. Proposals must be approved by the division Director and/or staff and should be submitted in time to allow for proper review, a minimum of ten business days.

The Board may reject any proposal that is not in accordance with the Aims and Objectives of the Club as specified in the Constitution or that is deemed to be unsound or likely to bring the Club into disrepute.

All money collected through fund raising activity shall be used for team activities and shall not be distributed directly to players and parents for their personal use.

6.4 Sponsors and Donations

Teams may obtain financial support from corporations in either the form of sponsorship or donations. All money received from a sponsorship or donation must be registered in the Team Account.

In return for their financial support, a team sponsor may have their company name and/or logo on the back of the team jersey, team track suits, bags or other Club issued apparel. The Club must approve all sponsors before payment is accepted and the corporate name is put on the uniform. The logo can be one colour in contrast to the jersey, white, navy or red.

The Club is not a registered charity and as a result cannot issue official tax receipts. The Club Office will issue a receipt of payment to any company or individual making a donation or sponsorship.

6.5 Financial Report

Each team will receive a Financial Report from the Club on a monthly basis. The team should be prepared to respond with greater detail on items in the report. Also all backup and receipts must be maintained for review.

7.0 NSC PROGRESSION OF PLAY POLICY

If a player is selected for a Rep Teams and does not accept a position with the team the player and or parents will need to explain the action before being permitted to take part in any other competitive team with the Club.

No coach shall attempt to with hold or restrict a senior team or coach from selecting a player. Coaches acting in such a manner will be subject to discipline action.

7.1 Select Teams

Select teams are players selected from the Rep try-outs in the fall. This Select team plays in a "competitive recreational" league in the YRSL. They will have one practice and one home/away game per week according to their league schedule. They may participate in 2 to 3 weekend tournaments throughout the summer.

All players interested in playing Select must attend Rep try-outs. Failure to do so will result in disqualification of player eligibility to play on an All-Star team.

7.2 **REP Teams**

The NSC will form Rep Teams based on the number of qualified players available for play in a season (Registered House League Players) and as positions are available to the NSC within the York Region or other leagues sanctioned by the Ontario Soccer Association.

Team members will be selected from members in good standing who meet the registration requirements.

8.0 **COACHES SELECTION PROCESS**

Teams are awarded to Coaches by the Club. The Club reserves the right to discipline a Coach, Manager, Trainer team member or parent on any team. The Club also reserves the right to replace a coach who fails to support, endorse or operate in accordance to Club rules and policies and the best interest of the Newmarket Soccer Club as a whole.

The Technical Committee will review all requests for re-appointments Coaches applications. Review will be, but not limited to, the following criteria:

- number of years coaching,
- the level of coaching certification,
- feedback from both parents and players,
- if the coach is in good standing with the NSC,
- number of seasons in the same division,
- number of NSC teams in the same age category,
- observations from fellow coaches,
- number of infractions,
- the team financial situation,
- the annual development program
- how well the coach meets the Coaches Profile requirements.

9.0 **APPLICATION TIME FRAME**

9.1 **Select Teams**

All coaches wishing to coach a Select Team must submit their application by the end of February of each year. The Club will accept applications from interested individuals by sending their application to:

*NEWMARKET SOCCER CLUB
SELECT TEAM COACH APPLICANT
c/o Technical Director.*

9.2 **REP Teams**

All coaches wishing to coach a Rep Team must submit their application by the end of August of each year (deadline posted annually). The Club will accept applications from interested individuals by sending their application to:

*NEWMARKET SOCCER CLUB
REP TEAM COACH APPLICANT
c/o Technical Director*

The application will be reviewed by the Technical Director. An interview time and date if required, will be forwarded to you. In addition the Club may at its discretion require you to run a sample practice or training session for the committee or Board.

The response of the committee will be forwarded to you upon approval of the Board of Directors.

10.0 ESTABLISHMENT OF MORE THAN ONE COMPETITIVE TEAM

All competitive soccer players' age and gender specific wishing to play for a representative/Select soccer team must attend the fall try-outs and or the spring prior to the beginning of each soccer season.

Under normal circumstances, within each league/Division, the NSC will field only one (1) team at the highest level for any age level and gender.

From U11 and up, where there is more than one (1) team playing in the same age group, one team will consist of the strongest players for the various field positions, even if this results in one team being stronger than the other. The Technical Committee shall have the final say on all player selection. This could result to one (1) team being formed in this age group.

All players' age and gender specific will fall under the 1st team, until the first team head coach has released that player. Deadline for release of players to "B" team is March 1st.

No representative players will be entertained for the rep program until they have fulfilled their obligation in their attendance and try-out with the first team, age and gender specific.

Any NSC players that wish to play representative soccer after the fall try-outs must still be seen and released by the first team coach before approval to play for the 2nd team coach.

All new players residing in NSC will be directed to the 1st team coach.

The 1st team coach will direct the new player to the 1st team or 2nd team. If the player is directed to the 2nd team, the coach must notify the 2nd team coach with the player's name and phone number.

No new player will be allowed to go directly to the 2nd team, unless was released by the first team coach.

11.0 SELECTION OF REP COACHES

A Selection Committee consisting of the Technical Director or designate and appointed designates shall be considered the Coaches Selection Committee and conduct interviews accordingly. The Technical Director will present his/her recommendations to the Board of Directors for approval of coaching appointments.

In the event of more than one applicant for a Head Coach position, the Selection Committee shall select those candidates that in their opinion is best suited for the position and set up interviews. Only those candidates selected for interviews will be notified.

The criteria and or reasoning for the decision of the Selection Committee or the Board of Directors is not published or to be made public.

At the conclusion of each outdoor season the Head Coach of each team must re-apply should they wish to continue with their respective team.

The coaching staff from each team ideally should consist of at least 3 people – Head Coach, Manager, and one Assistant Coach. The responsibilities for these positions are listed below. It is not recommended that one person shall assume the duties of two of these positions. For girls teams' one member of the Coaching staff must be a woman, over the age of 18 and certified as a coach. The person must be present for each game or certified alternative must be present.

All team officials must first be approved by the Technical Committee before they can be appointed to their respective teams.

Any individual who is selected as the Head Coach of a Rep Team cannot be the Head Coach of a team with any other Club as per Policy 18.14:

*REPRESENTATIVE COACHING STAFF
COACHING IN DIFFERENT CLUBS
POLICY 18.14 JUNE 2005*

Any Newmarket Soccer Club representative head coach or bench personnel will not hold an official position in any other soccer clubs representative programs or executive club position at the same time. Anyone found contravening this act would automatically be removed from the clubs representative programs.

Head Coaches or Managers are expected to regularly attend, meetings training and information sessions presented by the Club throughout the year.

11.1 Qualifications of Competitive Team Head Coaches

Select Team Head Coaches shall have at minimum Senior Community Coaching Level 3 as specified by the Ontario Soccer Association (O.S.A.).

All Rep Team Head Coaches shall have at minimum Senior Community Coaching Level 3 and completed Laws of the Game, as specified by the Ontario Soccer Association (O.S.A.) and the York Region Soccer Association (Y.R.S.A).

The Technical Director shall coordinate formal certification for Rep Coaches. All costs to obtain said certification should be initially borne by the Coach. Upon successful completion of the course, the Club will reimburse the Coach for the cost of their training program which is required to meet OSA standards. Elective certification or training programs will be at the cost of the Coach unless the program has been presented and approved by the Board of Directors.

Coaching qualifications are as per OSA rules and will be changed as per the OSA.

11.2 Responsibilities of Competitive Team Head Coaches

All team operations and actions of the team, staff, players and parents

To endorse and support the Newmarket Soccer Club and its policies at all times.

The selection of all players on the team.

Development and leading team practices.

Development of team objectives to be communicated to players and parents prior to the commencement of the season.

On-field decisions during a game.

Appointment of Assistant Coaches, and Manager once approved by Technical Committee

11.3 Qualifications of Assistant Coaches

All Rep Team Assistant Coaches shall have at minimum Senior certification Level 3 as specified by the Ontario Soccer Association (O.S.A.).

The Technical Director shall coordinate formal certification for Assistant Coaches. All costs to obtain said certification should be initially borne by the Assistant Coach. Upon successful completion of the course, the Club will reimburse the coach for the cost of the training course. Elective certification or training programs will be at the cost of the Coach unless the program has been presented and approved by the Board of Directors.

Coaching qualifications are as per OSA rules.

11.4 Responsibilities of Assistant Coaches

Assistant Coaches shall be responsible for various duties that have been delegated by the Rep Team Head Coach.

The Assistant Coach must be capable of performing the duties of the Head Coach, if required at a practice or game.

Be available to assist or fill in as needed for other Rep teams in the age group or with the All Star team in any age group.

11.5 Qualifications of the Team Managers

Rep Team Managers are not required to have a Coaching certificate, but they must be registered with the league where their team participates.

Team Managers who are not certified may not be on or near the player bench during games.

11.6 Responsibility of Team Managers

Rep Team Managers shall be responsible for:

- All financial matters including the administration of the Team Account.
- Collection of Rep Fees from players.
- Providing the Club or the designated Director with information to order Equipment, uniforms, etc. During the season the Manager is responsible for the care of Equipment belonging to the Club, as outlined and signed for on the Equipment list, and must return all said Equipment to the Club at the end of each season.
- The proper administration of all fund raising activities.
- Overseeing corporate sponsorships and/or donations for the team.
- Communications to the team players and parents regarding all issues concerning the Team including the Team Account (Note: copies of any such communication must be sent to the Club).
- Entering teams in tournaments.
- Ensuring that all players complete an Emergency Contact List will ensure that a copy is brought to each game or practice.
- Ensuring that all Rep players have a properly authorized Player Registration Card (Player Book) stamped by the OSA which includes a passport photo of the player. It is the responsibility for the Manager to coordinate the authorization of this card through the Club Office. The Manager must ensure that the authorized OSA Cards for all players are brought to each game and tournament as they may be required to present these cards to the appropriate representative.
- Ensure that all players and parent/guardians are aware of the Rules and Regulations of the Club including the Codes of Conduct.
- Submitting the team rosters to the Club Office with a copy to the Club by March 1st - 15th for the upcoming season.
- Regularly attend Rep Managers meeting called by the Technical Director throughout the year.

12.0 PLAYERS

All players participating in games and practices with the Rep Teams shall be registered and in good standing with the Club.

Players shall be selected by the Rep Team Head Coach by participating in a series of tryouts. These tryouts will be arranged by the Head Coach with input from Club and must be held on the dates designated to each team.

In an age group where there are two competitive teams, any player signed by the coach of the "A" team to their roster must play for that team for the season. Players that are signed to play for the "A" team but choose not to play for that team will be assigned to the House League and may not be used as a call-up player for either the "A" or "B" team during that season.

Note: It is the position of the NSC that the Head Coach select only as many players as they are willing and able to develop and play. Accordingly, the team roster maximum may only be increased by obtaining the permission of the Club.

Players shall be required to play within their own age group. Exceptions will only be given upon the approval of the Club. No player shall play up more than one age group higher than that of their own age without permission. Any underage player already playing at a higher level will be evaluated annually by the aforementioned committee.

Equal playing time is not guaranteed for Rep Players. The Coach's decision is final as to the amount of time a player will receive in a game.

House League and Select players may be used by Rep Teams on a "call-up" basis in accordance with the rules of their competitive league. The Rep Team Coach or Manager shall first inform the appropriate House League Director and House League/Select Coach of before contacting the player. House League/Select players must fulfill their obligations to the House League/Select team if there is a scheduling conflict with the Rep Team. All players promoted from House League must have an authorized OSA card before they can participate in a competitive league.

Players who are released or who leave of their own volition from a Rep Team during the season will not be allowed to play in the rep program for the duration of that season.

Players participating in Club practices or tryouts must be registered and in good standing with the Club. Players who previously did not play with an OSA club must contact the Club Office before being allowed to participate in a practice or tryout. Note that players who register with the Club and are not successful in making a Rep team and choose not to enter the House League are eligible to get their registration fee back from the Club by contacting the Club Office prior to April 15th. Players that quit a Club team on their own volition during the season, however, are not eligible to recover their registration fees.

12.1 EXPECTATIONS OF ATHLETES

There are many different opportunities for player participation requiring varying levels of ability. Players active on N.S.C Rep teams must understand that they are making a commitment to achieve the highest possible academic standard while continuing to participate fully on their Rep teams. Players are required to commit themselves to all team practices, games and tournaments. Should a serious problem arise that would affect a player's participation on his team, consultation with the coach in advance is very important.

Our policy concerning the playing of games states that a player may play for both the N.S.C and any other team sport/community team...provided that:

- The N.S.C team is at all times given first priority
- The Players academic performance does not suffer

By putting the N.S.C first the Player agrees to attend all practices and games. Should there be a conflict involving play-offs or tournaments for his/her other community team, a player may be excused from the Rep team activity at the discretion of his coach and the R.D.

Players who do not work satisfactorily within the limits of their ability because of a poor attitude and lack of effort may be suspended from the team with the approval of the R.D. They will be reinstated at such time as their attitude is deemed satisfactory.

An N.S.C. player is required to abide by the Code of Sportsmanship (see Appendix 2). Players must remember that participation on a Rep team is a privilege, not a right. Playing on a team is contingent on consistent attendance and effort in all subjects, respect for a coach and peers, as well as demonstrating good sportsmanship and exemplary behavior. Unsportsmanlike behavior will not be tolerated or condoned by the coach, R.D. or club executives. This includes criticism of officials, confrontations with other athletes and the use of profanity during practice and games. Athletes who do not represent N.S.C in a positive manner will not be allowed to continue participation on Rep teams.

Rep players are expected to compete in the appropriate age group for competition (as specified in the N.S.C guidelines). Change of division will only be allowed if both the R.D. and the technical director both agree that this change is in the best interest of the player and the teams involved. Any player who intentionally lies about their age in order to play in another age group will be required to attend a Discipline Committee hearing.

Any player may play games or match(s) at a higher age level without penalty, if required, due to a temporary shortage of players. However, no player may play in more than one age division for any playoff games/matches.

12.2 ATHLETE CONTRACT

All players are required to sign and return to the team Coach the “Contract with Player and Parents”. The Coach is not required to collect or carry these forms. Any player delinquent in submitting such forms will be identified to coaches as being unable to participate. Coaches may wish to provide students with an Athlete Contract to outline behavior expectations. An example of this is provided in Appendix 6.

12.3 ELIGIBILITY

In order to be eligible to participate on a Rep team, an N.S.C. player must

- Be eligible under N.S.C / Y.R.S.A and O.S.A guidelines
- Have an attendance record that satisfies the coach
- Have paid all registration fees
- Have attended at least three pre-season try outs
- Have no outstanding registration fees from previous seasons
- Must not be registered with any other youth soccer club
- Parent and Player have read and agreed to the expectations of being a N.S.C. Rep player and is willing to sign the contract.

12.4 TRANSFER ELIGIBILITY

Any transfer from the N.S.C. must be approved by the club executive and the transfer forms signed by the R.D. and either the President or Vice President. Once the season has started Rep Players who transfer are not entitled to a refund.

12.5 AGE CLASSIFICATION

O.S.A. - For teams with age limits, eligibility is based on a Players age as of midnight on December 31st of the current school year. Players are not eligible to play below their age category. The O.S.A age categories are U8 U9 U10 U11 U12 U13 U14 U15 U16 U17 U18 U21 open age.

13.0 PLAYER REFUNDS

All refunds are:

- Subject to a \$35.00 administration fee,
- Must be made in writing (e-mail included) to the respective Rep Director and clearly indicate the reason for withdrawal,
- All requests for a refund must be made in writing by May 1st.
- DO NOT ASK A COACH OR OTHER VOLUNTEERS TO PASS ON VERBAL REQUESTS. VERBAL REQUESTS WILL NOT BE ACCEPTED

13.1 Full Refunds

Full Refunds less the administration fee will be processed prior to May 1st based on:

- Where a player trying out for a competitive team is not selected and NSC is unable to provide a suitable alternative within the recreational program.
- Where a player suffers a season ending injury, attested to by the attending physician prior to July 1st. The refund will be prorated by the number of games up to the time of injury, less any fees paid to leagues or governing bodies.

13.2 Zero Refunds

Refunds will NOT be processed under the following conditions:

- Written requests received after May 1st
- Competitive players voluntarily withdrawing after May 1st
- Where a player transfers to another club after NSC has registered them with the governing soccer organizations,
- Where a player has been disciplined by one of the governing soccer organizations, the club or has outstanding debts to the club.

- All other refund requests will be assessed on merit.

13.3 Outstanding Fines

A player will NOT be registered for their respective league if outstanding fines or fees are not addressed.

14.0 TRYOUTS AND TEAM SELECTIONS

14.1 Attendance

Coaches must maintain an attendance register for each tryout session.

14.2 Information to parents and players

At the beginning of the tryout process, the coach is responsible to inform the parents and players of the following:

- The number of players planned for the team;
- The team and players code of conduct;
- Expectations concerning attendance at games and practices;
- A plan of activities for the upcoming season (tournaments, exhibition games, etc.);
- Potential additional costs over and above the NSC registration fee; and
- Any other appropriate information.

14.3 Tryout Process

The coaches for each age group will supervise the tryouts. All age group coaches will participate in the selection of the entire squad of players. Tryouts shall be conducted in a fair manner. To achieve a fair and equitable player review, if required the Technical Director shall assign independent assessors to the tryouts.

14.4 Team Rosters

During the process of team selection, coaches should keep in mind that mini team rosters (i.e., U10 and younger age levels) should consist of no more than fourteen (14) players and that full field rosters (i.e., U11 and older age levels) should consist of no more than eighteen (18).

14.5 Minimum Number of Sessions

Players must be given at least three (3) tryout sessions to demonstrate their skills. Players must attend at least three tryout sessions to be considered for a team.

14.6 Release Notice

Every player (parent for younger players) who unsuccessfully tries out for a position on a NSC representative/select team is to be given an explanation at the time he/she is released as to why he/she was unsuccessful.

14.7 Release Process

Coaches are reminded that there is usually a lot of stress and emotion involved in the releasing of players, particularly younger age players. The process by which players are released should be organized in a way that reduces the amount of stress and emotion. Players must be notified of release individually, in person or by telephone, and away from the tryout and not in a group setting.

14.8 Select Team Tryouts

Tryouts for Select teams will be posted on the NSC Web site.

15.0 PLAYER AND COACHES BOOKS

Player /Coach Registration Books must be completed in full for every player, Coach and Manager on your team roster. Coaches are responsible for ensuring that the player / Coach book is completed properly and completely before submission to the district office.

On the inside cover paste a passport sized picture of the player or coach, enter the player's full name and date of birth in the spaces provided.

ALL players MUST SIGN their book regardless of age,

Turn the page to the first unused documentation page as shown, enter:

Team name: Newmarket United
Age division: U10 Girls
Club Name: Newmarket Soccer Club
Club #: 2707

Enter relevant league

OYSL, CSL, CGSL, YRSL

This player book is now ready to be submitted for stamping by the York Region Soccer Association.

Each time your team plays indoor or outdoor the books need to get updated and stamped.

All player books must be returned to the Club when he or she leaves the team.

15.1 *Outdoor Pre Season Stamping*

All books must be in to the NSC Administrator by March 15th of each outdoor season. It will take 2 weeks to have the books processed.

15.2 *Individual Book or Special Requirement Stamping*

Books will be taken to the District Office once per week. It is the Coaches responsibility to assure that all documentation is complete and accurate.

The Books will be left with the District and will be picked up the following week.

Coaches, unless authorized by the Club, cannot bring their books to the District. You will be turned away as per NSC guidelines.

16.0 PLAYER COACHES AND TEAM REGISTRATION

All Rep and Select players must be listed on the team roster received in the NSC office with the player and coaches books to get stamped (See PLAYER AND COACHES)

All Rep and Select Coaches, Assistant Coaches, and Managers must complete the registration forms and submit them to the NSC office with the Team Roster and Books. (Forms are available on the OSA web site or at the NSC office)

All competitive players playing indoor must register with the club prior to January 1st of each season. Any players that are on a tryout period with the team for the indoor season must still register but pay only for the insurance portion of the registration fee.

17.0 EXHIBITION GAMES AND TOURNAMENTS

Teams are encouraged to participate in exhibition games and tournaments. All requests for participation in exhibition games and tournaments beyond the original schedule must be communicated via memo to the R.D. and approved before making further arrangements. As well, any requests to host an exhibition event must be communicated via memo to the R.D. This should be done well in advance (2 weeks min.) in order to accommodate facilities and core programs. This step shall be the first step prior to any bookings or mailings.

17.2 Rep Team Tournaments

Rep/Select/Development teams will be allowed to enter a maximum of four (4) tournaments, including the Heart of York (excluding League Cup tournaments) plus the Ontario Cup (where applicable for teams beginning at U12).

17.3 Tournaments Application Process

Before entering any tournament, teams must obtain the permission of the Club and the appropriate travel permit from District. To obtain this approval, teams must complete the OSA Application to Travel Form and a Club Permission to Travel Form (available from the Club Office). Note that teams travelling outside of Ontario must first receive approval of the Club Board of Directors.

The Club Office will coordinate the approval of these documents with the District. Once approved, the OSA Application to Travel Form will be returned to the Manager by the Club Office.

The tournament application form (completed by the Manager) along with the Tournament Fees will be sent to the Tournament organizers by the Club.

Further correspondence between the tournament and the teams (e.g. tournament schedules, maps, etc.) should be sent directly to the Team Manager.

Managers shall ensure that they bring their authorized Application to Travel Form and OSA Player Registration Books to all tournament games. Failure to have these documents presented at tournament registration may result in disqualification of a team or player.

All travel and accommodation arrangements for players and their parents while at tournaments are the responsibility of the individuals and not the Club.

The team should forward a report of the team performance to the Club after the tournament.

17.4 Tournament Notification

Rep teams must give notification into the NSC of all tournaments that they want to participate in for the outdoor season by March 1st of each season. This is to allow scheduling of your regular season games around your tournaments.

If you do not provide this information you stand a chance of having a regular season game on the weekend of your tournament that you wish to attend.

All sanctioned tournaments are list on the OSA website.

17.5 League Cup

Rep teams are automatically schedule to play in the league cup. Teams will receive their league cup schedule when they receive the season schedule.

17.6 Ontario Cup

Rep teams wanting to participate in the Ontario Cup must receive approval by the Technical Director before the second week of January of each season.

18.0 PLAYERS PLAYING UP PROCEDURES

Players requesting to play up are not permitted to play for a NSC Team until approval has been granted by the Technical Director.

No coach shall act on his/her own to have players play up. No coach shall approach players to request them to play up. Failure to comply with these rules may result in the coach of the offending team to face further discipline.

19.0 TRAINING PROGRAM

As a soccer club we believe in the merits of a year round training program. We are committed to developing soccer in a positive way and encourage our players to commit to soccer first.

19.1 *Camps, Clinics and Training Sessions*

The Club will present the Rep Coaches with options for Camps, Clinics and Training sessions as part of the Rep program. These options will be available to the teams who will need to choose which, if any of the options they wish to participate in.

These Camps, Clinics and Training Sessions will be offered on a cost recovery basis by the Club with prepayment by the teams.

Failure to attend a scheduled session will not entitle a team to a refund of fees paid.

19.2 *Use of Outside Trainers*

*INDEPENDENT DEVELOPMENT AGENCIES AND TECHNICAL ADVISORS
POLICY 18.19 April 2005*

This directive is in accordance of protecting the welfare of the club, its coaches and players in demonstrating due diligence by the identification, validity and credibility of all outside agencies or advisors requested.

Coaches who wish to bring in other development agencies or technical advisers in furthering their own personnel or their teams development, must first submit in writing their request and the reasons for the request to the players and coaches development committee. This must be brought forward through their directors identifying the agency and or technical advisors.

The committee will assess the coach's request, and follow up in confirming the validity and credibility of the agency and or the technical advisor. The committee will further co-ordinate with the advisors that the program designed will reflect the clubs development mandates.

20.0 TEAM UNIFORMS

20.1 *Competitive Team Uniforms*

- All Competitive team players will be required to have and wear Club issued uniforms.
- No other uniforms, track suits or equipment maybe worn except with the express written permission of the Newmarket Soccer Club.
- A team may purchase certain other 'team wear' however this cannot bear the Club logo or Newmarket United Soccer Club name without approval from the club.
- Club colours are set out as White as Primary and Navy as Alternate and these colours must be the predominant colours for any team wear.

20.2 *Select Team Uniforms*

Select team uniforms are all pre- ordered by the NSC. All Teams must have their uniform orders in by Dec. 1st of each year.

The Select Team uniform package consists of:

Player

Select Uniform (jersey, shorts, socks)

Tracksuit

Bag

Goalie

Goalie uniform (jersey/shorts/socks)

The Rep Team uniform package consists of:

Player

Home uniform (white jersey/shorts/socks)

Away uniform (navy jersey/shorts/socks)

Practice Uniform (shirt/shorts)

Track Suit (1)

Back Pack or Sports Bag (1)

Goalie

Goalie uniform (padded jersey, padded shorts, socks)

21.0 ADDITIONAL FEES AND REQUESTS FOR FUNDS

Players may be required to pay additional fees for some team events, exhibition games or tours. These additional fees may be a result of hotel, transportation, tournament and/or food costs. In this case the cost for the players and the coach will be paid for by the players and coaches who take part in the trip. Coaches must submit to the R.D an accurate list of those players taking part in the trip prior to its departure and submit an accurate budget projection for all costs associated with the trip. As well all receipts and costs pertaining to the trip must also be submitted to allow for accurate charge backs to players.

All additional fees or requests for funds must be made in writing and approved by the N.S.C Board.

22.0 SAFETY MANAGEMENT

In any physical activity, there exists an element of risk. This risk is minimized by thoughtful planning and attentive coaching practices. Recommendations fall into three major categories:

1. Instruction

Safety is taught. Effective instruction contributes significantly to safety management. It is prudent to follow an appropriate sequence of skills, to teach those aspects of the activity that contribute most to safe play and to foster a concern for the welfare of others, particularly during competitive activity.

2. Supervision

Risk of injury is minimized when programs are well supervised.

3. Equipment

Equipment that is poorly set up, maintained, or fitted is a hazard.

These three categories form the framework of effective safety management. Sport specific safety guidelines in relation to these categories are available in the SAFETY MANAGEMENT IN PHYSICAL EDUCATION, 1993 website.

23.0 DANGEROUS WEATHER

At the first sign of lightning, or other dangerous weather, the fields must be cleared. Play may not resume until at least 15 minutes after the lightning has stopped. On the approval of the two coaches and the referee (who has the final decision).

The N.S.C website will inform all members of field closure due to bad weather.

24.0 ATHLETIC THERAPY/PHYSIOTHERAPY CARE

The Club does not maintain an on-site Athletic Injuries Clinic. Players are able to access any athletic therapy or care that they wish. Any cost due to injury follow-up or treatment is the responsibility of the player and their parents. The coach must receive a letter or note from the Doctor or physiotherapist before the player can play again.

25.0 FIRST AID

Each Rep team will be issued first aid kits. Please remember that if you are not a qualified first aid person, please appoint a First Aid/CPR person to your staff.

All injuries should be assessed by medical staff immediately. These injuries should be documented and put with the player's information. In the case of a serious injury, the parents and club must be notified immediately. A list of emergency phone numbers and player Health Card numbers should be carried at all times.

An injury report form (Appendix 8) needs to be filled out in cases of injury. We encourage all our coaches to be trained in First Aid and CPR.

26.0 ACCIDENT RESPONSE PROCEDURE

At the first indication of suspected injury, coaches should follow these steps:

1. Stop the activity immediately
2. Keep all people well away from the injured person
3. Determine and evaluate the seriousness of the injury
4. Send for a person trained in first aid, if required or in doubt
5. Never move and unconscious person or one with suspected head, neck or spinal injuries
6. Telephone for an ambulance in cases of suspected serious injuries
7. Assign someone to direct the ambulance and ensure a clear access route
8. The player's health card number should be available for reference.
9. Make a record of the history of the accident as soon as possible
10. Complete an injury report, as per Appendix 8

Appendix

COMPETITIVE TEAM COACHES WAIVER

QUALIFICATIONS

Representative Team:

- Level 3 (Senior) Coach
- Laws of the Game

Select Team:

- Level 3 (Senior) Coach

ACTIVITIES

- Weekly practice & game(s) for players (maximum number of players as set by the league).
- Tournament play - travelling and overnight stays
- Upgrading qualifications through coaching certification clinics as mandated by the Club

RESPONSIBILITIES

- Establishment of a Coaching staff: Assistant(s), Manager, (if you are coaching a female Rep Team the one of the assistant coaches must be female) in accordance with Club Policy and approval of Technical Committee
- Team Committees with assigned responsibilities as determined by Coach and facilitated through the Team Manager
- Seek approval for all media, fund raising and tournaments in accordance with Club Policy
- Establish behaviour expectations on part of players and parents
- Extensive knowledge of the Game
- Attendance at Competitive Coaches' meetings
- Participation in all related coaching clinics as established by the Club
- Familiarity with Club policies pertaining to Competitive teams
- Familiarity with the Club's Competitive Coaches' Code of Conduct
- Background in injury prevention and management
- Adherence to coaching standards as set by the club

BOUNDARIES/ LIMITATIONS

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks
- Shall be a role model - no drugs/alcohol/smoking or abusive language at practices/ games/ tournaments
- Shall comply with the Dress Code as defined by the Club
- Shall adhere to OSA and Club policies
- Shall embrace Club values, principles, and policy as per Club Constitution
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)

SCREENING MEASURES

- Competitive team application form with personal references to be checked
- Interview(s) with Competitive Team Selection Committee
- Mandatory Police Records Check
- Documented monitoring by Club Representative(s)

Appendix

COACHING CODE OF CONDUCT

Commitment:

- A coach's commitment is to improve the performance of the players and the team physically and mentally.
- A player needs to participate in a high quality soccer program in a positive atmosphere. (Suggest: A coach needs to provide a high quality soccer program for players within a positive environment/atmosphere.)

Know Your Subject:

- A Coach must be thoroughly acquainted with FIFA Laws of the Game and they must keep attuned to the sound principles of Coaching.

Respect:

- Coaches must respect all human beings i.e., players, and officials. Opponents and officials must be treated with respect.
- Players must be coached to win within the laws of the Game.

Enthusiasm:

- Coaches must be enthusiastic and positive. They must ensure that they are generous with their praise when deserved.

Personal Conduct:

- A Coach must maintain the high standards of personal conduct and fair play. Coaches should never be involved in any circumstance, which is offensive or suggests sexual connotations.

I fully understand that this is a club competitive team and agreed to the role and position as defined by the coach's profile and competitive coach's code of conduct.

I have read and understand the competitive program guide and have accurately completed the application and screening forms.

COACH - Print Name

WITNESS - Print Name

COACH - Signature

WITNESS - Signature

Date

Date

Appendix POLICIES

POLICY NO.: 18.2
DATE: JANUARY 2008
TITLE: REFUND POLICY

POLICY:

Any player requiring a refund before May 1st will be subject to a \$35.00 administration fee. There will be no refunds after May 1st.

PROCEDURE:

HOUSE LEAGUE

- Any player requiring a refund prior to May 1st will be subject to a \$35.00 administration fee.
- There will be no refunds after May 1st.
- Any player injured during a game or practice may request, in writing to their Division Director, for partial refund.
- Exceptions may be made for injuries and/or medical reasons, only when accompanied by a signed medical certificate. This will be subject to a \$35.00 administration fee.

COMPETITIVE TEAMS

- Any registered representative player requesting a refund will be subjected to a \$35.00 club administration fee and a \$50.00 District fee.
- No fees will be returned to the applicant without prior approval from the Division Director and/or the Board of Directors.
- No fees will be refunded should the player voluntarily withdraw from the competitive program in the absence of medical reasons
- Exceptions may be made for injuries and/or medical reasons, only when accompanied by a signed medical certificate. This will be subject to a \$35.00 administration fee.

By Order of the NSC President & the Board of Directors