

NSDSC



Team Manager's Reference Manual

2010

Table of Contents

Introduction	3
Changes to this Manual	3
Club Mission	3
Club Purpose	3
Club Organization	3
Team Administration Responsibilities	4
Team Organization	4
Club Communication	5
Electronic Communications	5
Problem Solving Procedures	5
Registration	6
Pre-season Meeting	6
Team Rosters	6
CPIC (Police Clearance)	6
Player (Identification) Cards	7
Bench Parent Schedule	7
Entering Scores in CMSA	7
Field Locations	7
Team Practice: Time & Locations	7
Team Packages	7
League Play Information	8
Rules and Regulations	8
Scheduling	8
Red Card – Suspension	8
Player Movement	9
Player Play-Up Procedure	9
Resolution of Play-Up Conflicts	9
Youth to Adult Play-up Procedures	9
Internal Club Transfers	10
Club-to-Club Transfers	10
Out of District Transfers	10
Travel & Tournaments	11
Coach Compensation and Reimbursement of Expenses	11
Tournament and Exhibition Play Information	11
Travel Permits	11
Financial Assistance for Travel	12
Provincial Championship	
Tournament Travel	12
Team Official(s) Insurance	12
Financial	12
Fundraising	12
Equipment, Uniforms and Merchandise	13
Club Merchandise & Apparel Sizing	13
Pick-up and Return Procedures	13
Equipment Supplies	13
General	14
Health & Safety: Medical Forms	14
First Aid	14
Emergency Procedures	14
Jewellery	15
Club Discipline Policy	15
Appendix	16
Club Code of Conduct	16
Pre-season Meeting Agenda (sample)	18

Introduction

This document is intended to aid the many volunteers, mainly the team manager, who willingly gives their time and expertise to provide members of the NSDSC with the opportunity to enjoy the game of soccer.

This Managers Manual provides information about the typical responsibilities of a team manager. Managers are encouraged to refer to this manual as a point of first reference to answer any questions prior to contacting the NSD Soccer office.

This manual will be reviewed annually and published on the club website so that individuals can access the document easily for reference. Managers and team officials are welcome to print out copies for their use.

Changes to this Manual

This manual is reviewed annually by the club staff and any edits or additions are included at this time.

Club Mission

The mission of the NSDSC is to be a club with programs for all, providing a home to which players are proud to be members.

Club Purpose

The purpose of the club shall be:

- To provide for the competitive development and recreation of the members.
- To provide the opportunity to learn and develop the fundamental and advanced skills of the game.
- To promote and afford opportunity for friendly and social activities within the soccer community.
- To encourage and foster among all players, coaches and club members the highest level of sportsmanship, self-discipline and the spirit of good fellowship through playing soccer.

Club Organization

NSDSC is a proud member of Calgary Minor Soccer Association (CMSA). This soccer governing body is a member of the Calgary Soccer Federation, who in turn is a member of the Alberta Soccer Association (ASA). The ASA is a member of the Canadian Soccer Association (CSA) who is ultimately governed by FIFA – Federation International de Football Association. NSDSC is therefore a fully sanctioned soccer club.

Team Administration Responsibilities

Team Organization

It is recommended that all teams have a team manager who coordinates the various tasks that are essential for the operation of a successful team such as:

Liaison for:

1. The parents with the team head coach.
2. The team with the club.
3. The team with the league.
4. The team with tournament hosts.

Registration

1. Ensuring roster forms are completed and transmitted to the office.
2. Ensuring proper registration of all players and team officials.

Tournament

1. Researching and providing information to the team head coach on tournament possibilities.
2. Conducting registration procedures for tournament including acquiring travel permits, completing tournament applications and making payments and arranging accommodations.
3. Communication tournament information to parents.

Game Day

1. Conducting all pre-game administrative procedures such as payment of referees (where required), preparing the game sheets and other duties assigned by the team head coach.
2. Pre-arranging for call-up players (if necessary) and equipment for those players in correspondence with team coach.

Finance

1. Maintaining an up-to-date and well prepared pre-season team budget.
2. Acquiring permission for fundraising initiatives from the club.
3. Maintaining an up-to-date and well organized record of team finances including fundraising activities.
4. Submitting a season end financial report to the team members and the club.

Equipment

1. Collecting, maintaining and returning team equipment (balls, uniforms, etc.).

General

1. Ensuring the team, players, parents and team officials comply with club, league, and/or governing body policies and procedures manual (code of conduct).
2. Ensuring the administrative duties of the team do not interfere with the coach duties of player and team development.
3. Ensuring all relevant deadlines are met.
4. Ensuring relevant information from the club or team coach is communicated to parents and players.

Club Communication

All members of the board, paid staff, coaches, committee members, and volunteers make themselves available to members of the club. However, this is a volunteer organization and as such, respect and restraint in communication are critical to the successful operation of the club. A complete Club Executive Directory is available on the club website.

When you have questions and comments, please refer to the problem solving procedure below as an appropriate course of action. Most often, team officials will be able to address issues directly. You are encouraged to communicate with club volunteers by e-mail so they are able to respond to you at a time that works within their schedules. Also, allow them sufficient time to get back to you: remember that they have responsibilities that go well beyond the Club, including their professions, families, and their children's soccer and other activities.

Electronic Communications

In an effort to disseminate information on a timely basis, the club has chosen e-mail as its primary form of ongoing communication. In addition to e-mail the club website provides information on a timely basis.

Each team must nominate at least one official e-mail address to which messages can be sent. Usually this is the coach and/or manager. This contact person receives the information via the office manager and passes it along to the players and parents of their team, as appropriate, to ensure that all teams receive timely information on upcoming events. Please ensure the NSD Soccer office manager has your correct contact information in the database.

Problem Solving Procedures

The following steps are to be used in dealing with any issue or problem that occurs in the club:

1. Remember that the club is a volunteer organization and everyone is well intentioned and working toward a positive soccer experience for all players and members
2. Please act maturely and respectfully, and try to see both sides of an issue.
3. Organize your thoughts, wait 24-48 hours after a conflict before contacting the team manager
4. Address all issues in the order outlined in the Club Code of Conduct:
 - a. First address the manager of the team.
 - b. Failing resolution, address the coach of the team.
 - c. Failing resolution, address the technical director.
 - d. Failing resolution, address the general manager.
 - e. Failing resolution, address the board in writing care of the president.

If an issue should make it all the way to the board level it is processed at regularly scheduled monthly board meetings.

Registration

Pre-season Meeting

It is very important to have a pre-season meeting with players and parents. This is the coach's opportunity to set out their coaching philosophy. This is also the coach's chance to explain the team rules in a non-confrontational setting and to recruit volunteers to help with administrative tasks.

Where to have the Meeting?

The meeting generally last around 30-45 minutes to go over the all items. NSD, libraries, churches, cafeterias and family orientated restaurants often have meeting rooms available. Last resort would be a players home or at the practice fields.

When to have the meeting?

Try to schedule the meeting very soon after receiving notification of the final roster. Players can get very anxious when they haven't heard anything regarding the upcoming season so get the meeting set up quickly.

What to cover at the meeting?

Please see the Appendix Section for an example of the meetings agenda.

Team Rosters

Team Rosters are available after the evaluation process. These rosters are available to team managers and coaching staff through the NSDSC database. The link is provided on the website. Should you incur any problems please contact the NSD soccer office manager; contact info located on website.

All teams must be registered with CMSA prior to the start of the season. Please see club and CMSA website for important dates. Managers are required to drop off these forms to NSD soccer office once completed prior to due date with proof of age from all players (CMSA cards/birth certificates) & CMSA Waivers signed by parents.

CPIC (Police Clearance)

In accordance with CMSA policy, all teams who receive travel permits must have a coach who has received CPIC clearance. All NSDSC team officials require a CPIC clearance before he or she is permitted to coach.

To obtain a Police Clearance you must visit the CMSA office at the Calgary Soccer Centre during regular office hours (please visit www.calgaryminorsoccer.com for most current info). You must bring 2 pieces of Identification with you including

One of: Driver's License, Passport or Citizenship Card

And One of: Birth Certificate, Social Insurance Card, or Personal Alberta Health Care Card.

There is a \$5 charge to complete a CPIC and this must be paid via cash or cheque when you complete the application.

The normal processing time is 6-8 weeks.

The result of the CPIC comes back to the CMSA office where it is kept on file and not mailed back to the applicant.

CMSA will only return copies or results of CPICs to individuals upon request.

For CMSA purposes CPICs are valid for 36 months from the Clearance date.

If you have a current CPIC through another organization and can bring the original down to our office for us to photocopy that will be sufficient.

If you are unsure of your CPIC status with CMSA please contact the office at 279-8686.

Please note: you must be CPIC cleared in order to be named as a Team Official on Provincial Rosters as well as Travel Permits.

Player (Identification) Cards

Photo ID cards (with expiry dates) are required for all players in the U12 to U18 age levels, as well as all coaches and team officials in the U10-U18 age levels. Player cards are used to identify players and team officials as members of a team. ID cards must be presented to the referee at the start of each game. Failure to supply ID cards will result in forfeiture of the match.

Following the completion of each season coaches are required to return ID cards to the players. The cards are the property of each player. The cost for a CMSA photo ID card is \$10 payable to CMSA at time of photo. If your ID number on your card does not match the number in the CMSA database, you will be required to get a new card. You may obtain your CMSA number through the link on the NSDSC website.

Bench Parent Schedule

Coaches must have a "bench parent" or assistant coach or manager of the same gender as the players on the bench at games.

This is a CMSA rule. All persons on the bench or in the technical area are required to have a CMSA card.

Entering Scores in CMSA

The team official will be required to enter scores onto the CMSA website after each game. See link on CMSA website "team officials" and select NSDSC then follow the instructions.

Field Locations

Practice and Game field locations are shown on the club website.

Team Practice: Time & Locations

This is determined by the club staff prior to league play. All changes and revisions to the schedule sent out must be completed by the office manager.

Team Packages

Team packages available from CMSA at the beginning in of each season will include all game sheets and rule books.

League Play Information

Rules and Regulations

All NSDSC youth teams play in CMSA and as a result all team officials must be familiar with the CMSA Rules of Play. Failure to know the rules does not excuse any coach from violating the rules. All coaches are advised to acquire knowledge of the FIFA Laws of the Game. In addition coaches must abide by the NSDSC Club Code of Conduct in addition to the CMSA Coaches Code of Ethics, both of which are signed by the coach at the beginning of each season.

Scheduling

All CMSA games are scheduled by CMSA. Many games are allocated to community pitches and it is up to each club to assign and communicate the location for games played on community fields. The remaining games are assigned by CMSA to City of Calgary fields and these game locations are available on the CMSA website.

Re-Scheduling Community Based Games

Coaches can decide before GOING to the field whether they want to reschedule a game due to bad weather. If both coaches have agreed to postpone a game before game time, then the referee must be informed ahead of time so that unnecessary travel can be avoided.

Once the teams are at the field, only the referee has the authority to suspend or abandon the match due to bad weather, team coaches have no authority suspend or abandon a game if a referee is present.

Games Where CMSA Assigns the Fields

The only official source for field closure information is the City of Calgary Rain-Out Line (268-2300 code 9855).

During May and June if both fields at Frank McCool are closed, then Andrew Sibbald and Fred Seymour fields are closed. For July, if both fields at Woodbine are closed, then these fields are closed.

During May and June, if Optimist is closed, then Patina is closed. For July, if all of Shouldice is closed, then Patina is closed.

If both fields at Renfrew are closed, then Bottomlands and Monroe are closed.

During May and June, if Forest Lawn is closed, then Valleyview is closed. For July, if all of the soccer centre fields are closed, then Valleyview is closed.

For Okotoks, Cochrane, and Strathmore, you will need to contact the coach of the home team to see if the field is open or closed.

Red Card – Suspension

Please wait 3-4 business days for CMSA to get the paperwork in and send out a suspension notice.

Once the CMSA Discipline Committee receives the necessary documentation and reviews it they will email a suspension notice out to the Coach and Club of the red carded player. They will also mail a copy of the suspension notice out to the Player or Team Official directly involved.

Players or team officials receiving a red card or game ejection may request a hearing within **two** business days of the game. To do so please submit in writing why you are requesting a hearing and the game specifics (date, time, and location) via fax or email disciplinechair@calgaryminorsoccer.com.

A yellow card is a “caution/warning” given by the referee. Any player who accumulates **3** or more yellow cards will be subject to suspension (see CMSA rulebook).

You can get your card back when you prove to CMSA via your game sheet(s) that your player has sat out the appropriate number of games. Each game sheet should have his/her name listed on the roster, but on the side it should read: “sitting due to suspension – game 1 of 2” (for example).

Player Movement

Player Play-Up Procedure

A play-up occurs when a player in a lower division team or lower division and age-group plays a game on a higher division team or higher division team and age-group. All play-ups must comply with CMSA Rules of Play.

Players who wish to play-up to a higher level team may do so on a game-by-game basis provided they do not violate the maximum number of play-ups permitted in a season as outlined by CMSA Rules of Play. Coaches who need extra players may ask the coach of a lower division team for permission to play a player from the lower division team. The steps involved to acquire a play-up from a lower division team are as follows:

1. The coach requiring a player(s) contacts the coach of the lower division team, specifying a player and/or a position.
2. The lower division coach contacts the play-up player to schedule the play-up.
3. The play-up player collects his/her player card to bring to the game.
4. The play-up player is noted on the game sheet, specifying number of games played up.
5. Following the game the play-up player collects his/her ID card.

It is the responsibility of each coach to track the number of play-ups that each player completes so that the club is not in violation of CMSA Rules of Play.

No coach is permitted to deny a player the right to play-up unless doing so creates a situation where a player will play more than two complete games in one day. A coach may deny a player a play-up request if a player has failed to demonstrate team commitment, is injured, is suspended or if the player has been in violation of the Club Code of Conduct.

Resolution of Play-Up Conflicts

In cases where play-ups create a conflict between two teams who are both in need of players for a game on the same date, the club Technical Director will resort to the following principles:

1. The club will field two complete teams if possible.
2. The club will assess the importance of each game in terms of creating additional playing opportunities for players on both teams.
3. No team will sacrifice opportunities simply to benefit another team.
4. Academy Program teams will call up from Academy teams first, Club Program teams will call up from within their own age group first.

Youth to Adult Play-up Procedures

Players who have reached the age of 16 years are permitted to play up to a men’s or women’s team. All youth players who are 16 years of age may play up to an open-age senior team at any level provided they follow the play-up rules of both the CMSA and the relevant senior league. Senior coaches must contact the coach of the youth team to request permission for a player to play up. Players who play up without the signed permission of their coach or technical director may have playing time reduced with their youth team as a consequence.

Internal Club Transfers

An internal club transfer involves the movement of a player from one team to another within the NSDSC. In order to transfer to another team in the club a player must receive approval from the club Technical Director and all relevant forms and fees must be submitted for approval to Calgary Minor Soccer Association. Internal Club Transfer Forms are available from Calgary Minor Soccer Association. All internal club transfers are processed a fee by Calgary Minor Soccer Association. Player initiated transfer requests, if approved, must be paid for by the player requesting the transfer. Fees are paid for by the club for club-initiated transfers.

Club-to-Club Transfers

A club-to-club transfer involves the movement of a player from the NSDSC to another club. In order to receive permission to transfer to another club, a player must comply with all CMSA rules and regulations for transfer. Players who owe fees or who possess club property will be refused transfer by CMSA. Club-to-Club Transfer forms are available from CMSA.

Out of District Transfers

Out of district transfers involve the movement of a player from NSDSC to another club who is not a member of Calgary Minor Soccer Association or a club outside of District 4. District to district transfers are processed by CMSA.

Travel & Tournaments

Coach Compensation and Reimbursement of Expenses

Premier and Competitive coaches are not paid; but will receive NSDSC Apparel at the General Manager's discretion at the commencement of each league season. All Premier Program coaches and all independent Competitive Program coaches are to be reimbursed by their teams for travel expenses involved in attending tournaments and competition outside of District 4. It is the responsibility of each team manager to explain this policy clearly to parents and players prior to the season and prior to planning any travel. The club is not responsible for tracking these expenses and ensuring payment. Some previous teams have preferred to ask for a "cash call" prior to season start.

Tournament and Exhibition Play Information

All teams require travel permits in order to play outside of Alberta.

Travel Permits

All teams must apply for travel permits from their respective governing body (CMSA, CUSA or CWSA) prior to traveling outside of Alberta. Out of country travel permits take longer to process and cost more. International travel permits take three to six months to process and out of province permits may take more than one month. Contact CMSA, CUSA or CWSA for current fees and timelines.

Travel Permits are available from the CMSA. A travel permit is required for any competition, including exhibition games outside of Alberta. This is extremely important and teams failing to file travel papers are subject to severe suspensions and fines.

The forms can be found on the ASA website.

- Please complete both pages of whichever Travel Permit you need.
- We must have a listing of your team roster attached to the Travel Permit application.
- CPIC status is checked on every travel permit. Please ensure that all team officials have completed a CPIC application.
- You do not need to send this form to ASA and CMSA. **Please send one copy to CMSA only.** CMSA will submit your Permit to ASA on your behalf.
- To submit your Travel Permit, please do so by fax, mail or dropping it off in person.
- There is a \$120 administrative fee required as well as a \$50.00 fee associated with LATE Travel Permits payable to CMSA ONLY if received them within 2 weeks of departure.
- If you are traveling internationally (excluding USA), the Canadian Soccer Association has to also approve your Permit, therefore a \$140 administrative fee is required regardless of the 2-week deadline. In addition there is a \$1.50/day/person insurance cost that must be submitted with the application.
- CMSA may not accept international permits if submitted with less than 90 days before departure date.
- You will need a release letter if you are adding a player to your roster from another team or Club. This release letter must be signed by the coach/manager of the team whom the player is originally registered with. If you cannot reach the coach/manager of this player's team, the Club President or Registrar for the same team has signing authority on this release

Financial Assistance for Travel

The club is able to provide reasonable financial assistance requests to aid players in paying registration fees. The club cannot subsidize players for travel expenses however. All coaches are reminded that the decision to travel must not put unnecessary strain on families. All travel should be planned well in advance so that fundraising opportunities are available to players.

Provincial Championship Tournament Travel

Teams that travel to compete in ASA provincial championship tournaments are eligible to receive compensation from CMSA in the form of a travel grant. These grants are paid according to the tournament location to the club after the completion of the competition. There is no application process – all grants are automatically paid out by CMSA to the club who is then responsible for allocating the funds.

Team Official(s) Insurance

All members of NSDSC, including executives, manager, coaches, trainers, officials, employees and volunteers, while acting within the scope of their duties with the club, are insured through the Alberta Soccer Association. Further information is available through the Alberta Soccer Association.

Financial

Fundraising

All fundraising tasks are to be held on a team by team basis. Please refer to the Fundraising Policy located on www.nsdsooccer.com

Equipment, Uniforms & Apparel

Club Merchandise & Apparel Sizing

The club will designate approved tracksuits and equipment bags, as well as other merchandise that will be made available for sale each season on the website. Teams and individuals must purchase all NSDSC apparel through the club. Please visit the website for the apparel we have for purchase.

Pick-up and Return Procedures

A volunteer equipment manager is responsible for distributing and collecting the uniforms and equipment, as well as for ordering and receiving new inventory each year. See website for contact information.

Because the equipment manager position requires a considerable time commitment, particularly in the fall and spring, a few rules are necessary for teams.

1. Coaches and/or Managers are responsible for pick-up and returning uniforms and equipment. Only coaches and/or managers are permitted to sign out or exchange uniforms and equipment. Parents and players are not permitted to procure or return equipment and uniforms.
2. Parents and players are not permitted to contact the equipment and uniform manager(s). All contact with the equipment and uniform managers must come through a team official.
3. Seasonal equipment pick-up and return is completed on scheduled dates only. These dates are communicated to all coaches prior to the beginning of each season on the website and/or by email.
4. One week advance notice is required for all equipment and uniform requests outside of scheduled pick-up and return dates.
5. Uniforms and equipment **MUST** be returned on time.
6. All uniforms must be laundered and folded neatly in the storage containers provided, with the name of the team and coach clearly labeled and taped to the container.
7. Coaches are required to submit the names of any player who fails to return a uniform. Players who fail to return a uniform will have their uniform deposit cheque cashed.
8. **Note:** If the coach cannot provide the club the name of a player failing to return a uniform, then the team will be charged the current replacement cost of the uniform.

Equipment Supplies

Each team is supplied with the following recommended equipment: (may vary)

- 1 ball per player
- 1 game ball
- 3 cones per player (U10-12) / 2 cones per player (U14-18)
- 8 pinnies/bibs of one colour
- 8 pinnies/bibs of a second colour
- 1 medical kit
- 1 ball pump and inflation needle
- 1 linesmen flag (outdoor only)

General

Health & Safety: Medical Forms

It is wise to have each player fill out a medical form prior to the start of the season and the manager should have these on file at every practice and/or game.

First Aid

The club recommends that someone on the coaching staff have first aid training, and requires that each team have at each practice and game an emergency medical kit supplied by the club.

Emergency Procedures

This section is provided only to give information. Please seek medical attention if you have any question about an injury or condition.

Major Injuries

If a major or serious injury should occur, the coach should adopt a steady and support policy. Examples of major injuries include broken bones, head trauma, unconscious athlete, and possible spinal injury. Do not take any risk in moving a player if there is any possibility of spinal injury.

1. Immediately dial 911 – have the address or field location ready.
2. Assign a look-out for emergency personnel to help guide them to the site.
3. Support the player by making him/her as comfortable as possible until help arrives.
4. DO NOT MOVE THE INJURED PLAYER - DO NOT REMOVE ANY EQUIPMENT.
5. Assign someone to contact the family of the injured player.
6. Obtain as much information about the injured player as possible and have it ready for emergency personnel.
7. Remain with the injured player until help arrives.

Minor Injuries

St. John's Ambulance recommends the use of the **RICE** principle for injuries to bones, joints and muscles.

Rest

Stop the activity that caused the injury. If a twisted or sprained ankle, knee or elbow, don't try to "work it out".

Ice

Apply to the injured area once immobilized. It will reduce swelling by narrowing the blood vessels. Apply ice 15 minutes on - 15 minutes off.

Compression

Compression is the application of pressure to the injury. This will help limit swelling.

Elevation

Get the injured part elevated to make it easier for fluids to drain away from the injury.

Use the RICE principle while waiting for medical help. Even the most minor injuries will benefit from using the RICE principle.

RICE Warnings

- Don't put ice directly on the skin. Always have a layer of fabric as a barrier.
- Do not apply cold compresses to open wounds.
- Don't use compression on a fracture.

Jewellery

Players may not wear any earrings, bracelets, watches, barrettes, or any object that could possibly cause injury to him/herself or another player to practice or to a soccer game. Pierced earrings will not be allowed, and covering them with tape will not be allowed. Please encourage your son/daughter to defer piercing ears until after the season has concluded.

Club Discipline Policy

Minor breaches to the Club Code of Conduct are dealt with by the coach of the team or by the Technical Director if the breach was by a coach. Serious breaches to the Club Code of Conduct by a player, parent or coach are subject to referral to the Technical Director who convenes a Discipline Committee consisting of the Technical Director, General Manager, Director of Compliance and the Program Director. This discipline committee reviews the breach of conduct according to the NSDSC Discipline Procedures.

NSDSC Discipline Procedures

Discipline procedures are followed on a breach of the Club Code of Conduct.

Serious breaches to the Club Code of Conduct are reported to the General Manager if potential physical harm to an individual occurred. If no harm or potential physical harm occurred, and it is a first occurrence then the breach is handled by the coach and manager of the team. Coaches and managers are free to contact the Technical Director or General Manager for advice if necessary.

Minor Breach

1. Coach or manager holds a discussion with the offending individual if possible using 2-up rule (at least one other adult witness to a conversation).
2. Identify contributing factors.
3. If first offence, provide warning, agree to consequences if repeated.
4. If a repeat offence, review previously agreed to consequences. Ensure relevancy.
5. Coach administers appropriate discipline or consequences. Technical Director administers if coach breach.
6. Document.
7. Follow-up monitoring if necessary.

Serious Breach

1. Coach or manager holds a discussion with the offending individual if possible using 2-up rule (at least one other adult witness to a conversation).
2. Determine if potential or actual physical harm to self or other(s).
3. If physical threat is ruled out, document the events, inform parents/caregivers if applicable, determine appropriate consequences, communicate consequences and monitor. If physical threat, report to Technical Director.
4. Technical Director convenes Discipline Committee meeting to discuss known facts. Decision on Law enforcement intervention made.
5. Committee meets with offender to discuss breach.
6. Consequences / plan of action determined.
7. Communication of consequences. This may include suspension or expulsion.
8. Document

Appendix

Club Code of Conduct

All parents, players and coaches must sign and agree to the Club Code of Conduct prior to each season. The Club Code of Conduct is the backbone of the Club Discipline Policy. The Club Code of Conduct is available on the club website. Copies will also be available at registration.

Coaching Staff

- All members of the coaching staff are sport leaders and will maintain a high level of sportsmanship, professionalism and integrity both off and on the field of play. Managers and trainers are considered part of the coaching staff.
- All members of the coaching staff will maintain and model the highest degree of respect for game officials, all members of the opposition, and the laws of the game of soccer.
- The coaching staff will be reasonable when scheduling games and training sessions, remembering that young athletes have other needs and obligations.
- All members of the coaching staff will obtain proper training and endeavor to improve their skills through educational opportunities in their respective coaching field.
- The coaching staff will ensure that all players receive equal instruction, discipline and support.
- The coaching staff will ensure that all players receive fair playing time in accordance with the level of play, the nature of the competition and the developmental stages of the athlete. Reasons for reductions in playing time must be clearly explained to the player.
- The coaching staff will ensure that equipment and facilities are safe and appropriate to the players' ages and abilities.
- All members of the coaching staff will refrain from the use of alcohol or drugs, including tobacco, in the presence of players.
- All members of the coaching staff will refrain from using foul or abusive language and, furthermore, will not accept foul or abusive language from other members of the coaching staff, from parents or from players.
- The coaching staff is responsible for ensuring that all coaches, players and parents involved with the team adhere to the Club Code of Conduct.
- The coaching staff must deal with any violation of the Club Code of Conduct in a responsible and prudent manner. This includes reporting serious violations to the Club Child Protection Coordinator and Club Discipline Committee.

Players

- Players will play the game of soccer of their own accord, not because coaches or others want them to.
- Players will maintain self-control and model the highest degree of respect for teammates, coaches, opposing players, game officials, and the laws of the game.
- Players will fulfill their team commitments, be on time for games and training sessions, and will notify the coach or manager of any foreseen absences.
- Players acknowledge that the coaching staff and officials are there to help them. Players must accept and respect their decisions.
- Players will remember that "winning isn't everything" – that having fun, improving skills, making friends and giving a complete effort are also important.
- Players will not publicly remove their club jersey in anger or frustration, or disrespect their club name, club shield, and club crest or club logo at any time during any match or competition.
- Players will demonstrate a healthy soccer lifestyle by avoiding the use of alcohol or drugs, including tobacco, at any team competition or training activity.
- Players have a responsibility to their coach, team, club and community and will conduct and represent themselves accordingly by demonstrating the highest levels of sportsmanship, integrity and respect both off and on the field of play.
- Players may receive reduced playing time, suspensions or removal from the team for breaches to the Club Code of Conduct.

Parents

- Parents will not force their child to participate in soccer.
- Parents will do their best to help their child fulfill their team commitments.
- Parents will encourage their child to play by the rules, in the spirit of fair play and sportsmanship, and to respect the decisions of game officials.
- Parents will never question the official's judgment or honesty in public or in front of their child, recognizing that officials are being developed in the same manner as players.
- Parents will not coach, give instruction to, or ridicule any player from the sideline, no matter what the situation.
- Parents should give praise to players, including the opposition, for good performances, hard work and fair play so that players see other beneficial outcomes to sport besides winning.
- Parents will support all efforts to remove all forms of abuse and neglect from our game.
- Parents will respect and show appreciation for the volunteers and paid personnel who work on behalf of the sport.
- Parents will first approach the team manager if they have an issue or concern. Failing resolution from this point, the chain of inquiry shall be team coach, then staff coach, then technical director, then general manager and then board in care of the president.

Pre-season Meeting Agenda (sample)

1. Introductions
 - a. Introduce yourself and your other staff members. Most parents like to hear a little something on your background and on the coaching philosophy.
 - b. It is a good idea to go around the room and ask the parents to introduce themselves and say which player they are related to.
 - c. You may also want to pass around a sign-in sheet to gather all required information from the parents.
 - d. You may also want to discuss or give a brief history on the NSDSC for the new members.
2. League and Practice Schedules
 - a. Available on CMSA and NSDSC Websites
3. Attendance policy
4. Club code of conduct
 - a. To be signed by all members.
5. Grievances
 - a. Team Manager > Coach > Technical Director > General Manager > Club President
6. Team Administration
 - a. Communication
 - b. Travel and Tournaments
 - c. Equipment/Uniform pickup and return.
 - d. Medical kit pickup and return
 - e. Volunteers: Linesmen for games
 - f. Social activities
7. Other Business.