



NORTHERN COLORADO SOCCER CLUB POLICIES

Revised May 2008

I. Club Operations

A. Club Name

1. The name of this organization shall be Northern Colorado Soccer Club (NCSC), referenced in this document as "the Club."

B. Management

1. Coaches - Application and Selection

- a. All coaching applicants, including current coaches, will submit annual applications for coaching, including a resume of his/her soccer and coaching history with references.
 - 1) The Office Assistant will mail application forms to current coaches by April 20th of each year.
 - 2) Applications are due to the NCSC Colorado Office by May 10th of each year and coaching selections will be completed by May 31st.
 - 3) Coaching selections will be effective for the calendar year (June 1 to May 31).
 - a. All coaching applicants shall make themselves available for a personal interview, upon request.
 - b. When only one coaching applicant exists for a particular team, the assignment will be made by the Director of Coaches (DOC) Coach by May 31st.
 - c. If no coaching application is received for a particular team, the team will be registered and it will be the responsibility of the DOC to locate a qualified coach for the team.
 - 1) The DOC will, if necessary, serve as the interim head coach of the team with the help of team parents.
 - d. When there exists more than one coaching applicant for the same team or a possible need to change the ranking of coaches within one age group, coaches will be selected by:
 - 1) DOC (Committee Chair);
 - e. The most qualified coach applying for each team shall be selected by the Selection Committee, giving priority to license, experience, commitment and past record with the Club, if applicable.
 - 1) Where more than one team exists in an age group, the most qualified coach will be offered the Blue team; this pattern will be followed for other teams in the age group in rank.

2. Coaches - Responsibilities

- a. Coaches shall be familiar with and follow the Bylaws and Policies of the Club and CYS.
- b. All first-year advanced coaches must obtain at least an "E" license prior to applying to continue as a coach.
 - 1) Coaches will be reimbursed by the Club for the tuition related to successful license advancement.
- c. Eight of ten coaches meeting will be attended by all coaches. Failure to attend meetings may result in loss of a portion of coaching stipend.
- d. All coaches are encouraged to attend the monthly meetings of the Board.
- e. The head coach will ultimately be responsible for team business according to coaches manual. The actual organization will be left to the coach in accordance with the Bylaws and Policies of the Club and CYS.
- f. Coaches are responsible for any additional responsibilities as designated by the Board or in the coach's manual.

3. Coaches - Seasonal Evaluations

- a. At the conclusion of each season, parents are highly encouraged to evaluate all team coaches using the Club form provided by the Team Parent/Manager obtained from the Director of Teams or from the Club website.
 - 1) All evaluations are confidential.
 - 2) Evaluations will be reviewed by the Player/Personnel Committee (PPC).
 - 3) The PPC will create a summary review of each coach from the parent evaluations, providing one copy to the coach and one copy to the Club's coaching files.
 - 4) It will be the responsibility of the DOC to perform any necessary follow-up regarding these evaluations, including notification to the Board.
- 4. Assistant Coaches
 - a. Assistant coaches may be appointed by the head coach. Their duties shall be delegated by the head coach, as necessary. An assistant coach is not a required position, but is highly recommended.
 - 1) Upon appointment, an assistant coach must immediately file an application with the Office Assistant and register with CYS.
- 5. Team Parent/Manager
 - a. Each coach shall appoint a Team Parent/Manager who will be responsible for assisting the coach as requested.
 - 1) The Team Parent/Manager should delegate individual tasks to other team volunteers as appropriate.
 - 2) Specific duties may be found in the Team Parent/Manager Handbook.
- 6. Volunteers
 - a. Any adult who has direct contact with players may be subject to a background check.

C. Financial Management

- 1. Player Fees
 - a. A registration fee is required for each season. The amount of this fee will be determined by the May Board Meeting and will be effective for the following fall and spring seasons
 - 1) Exception: Seasonal fees are subject to change in response to changes in CYS fees.
 - 2) Exception: The seasonal registration fee is made up of a mandatory, non-refundable fee, and a variable fee. These fees will be determined as above in Section C.1.a.
 - b. Fees must be paid in full prior to a player participating.
 - c. If a player, for medical reasons, cannot complete the remainder of the season, a prorated amount of the variable fee will be refunded upon request. Written documentation setting forth the medical reason(s) must be provided to the Club by a medical practitioner prior to said refund.
 - 1) Other circumstances that lead to a player not participating will be referred to the Player/Personnel Committee (PPC) via the appropriate Director of Teams.
 - d. Registration fees charged to a player who joins a team after the beginning of the seasonal play shall be prorated using the following formula: Charge per game = (Seasonal registration fee - club mandatory fee) / total # games. Late registration fee = (Club mandatory fee) + (charge per game * # games remaining in the season for the team).
 - e. Two methods are available for payment of registration fees: (1) Payment in Full – payment is made by registration closing deadline, or (2) Payment plan – payment is made in three installments. Parent must indicate at the time of registration which payment method they will use. Processing fees will apply as listed below.
 - 1) Payment plan, additional \$5 fee assessed. If any scheduled payment is not paid by its due date an additional \$10 fee will be assessed per late payment.
 - 2) If Payment in Full is selected, but payment is not received until after the registration deadline, a \$25 fee will be assessed.

2. Financial Aid

- a. All or part of the fees and the cost of the official uniform may be waived under a scholarship upon the demonstration of financial hardship
 - 1) Parent/guardian must complete a scholarship application form and submit it to the office.
 - 2) If awarded a scholarship, parents of players will be asked to contribute time to the Club, i.e. helping with registration, office help, etc., and be responsible for tracking that time. Each team may receive two scholarships.
 - b. A coach may request scholarships for up to two players per season.
 - 1) In order to award more than two scholarships in one season, a coach must obtain prior approval of the Board via the Registrar
3. Fund Raisers
- a. Individual teams may do their own fund raising with pre-approval by the Board via the Director of Fund Raising.
 - b. Fund raising shall be done in a manner consistent with the highest image of the program.
 - c. Fund raisers shall not be against the law.
 - d. Individual teams will be responsible for all occurrences related to their fund raisers including, but not limited to, personal and property liability and taxes.
 - e. The team, the Club and the program shall not be misrepresented in any way.
 - f. The Club logos may be used in individual team fund raising with prior Board approval via the Director of Fund Raising.
 - g. A twenty percent (20%) profit fee will be returned to the general club fund whenever representing the club.
 - h. The Club may organize a fund raiser for the general fund for a specific purpose in which all teams can participate.
 - i. The Club has an official Bingo license and holds Bingo nights.
 - 1) General funds of a team's credits will be held in deposits in custody.
 - 2) Team credits must be used on a per player basis within 6 months of accrual or will be forfeited to the General fund of the Club
 - 3) An exception can be made to this with prior approval of the Board via the Director of Fund Raising
4. Donations and Sponsorships
- a. Teams may solicit their own donations and sponsors.
 - b. Sponsor names may not be placed on club-supplied equipment or on any part of the official uniform as designated in these policies (Section F, Uniforms).
 - c. Sponsor identification may be placed on other team items.

D. Team Formation and Player Selections - Developmental Division

- 1. Developmental teams will be formed according to CYS rules.
- 2. The Club will work with the City to expand the developmental program.

E. Team Formation and Player Selection - Competitive Division

- 1. Tryouts
 - a. All teams must be formed and all players selected by a tryout process, in accordance with CYS rules. Players will be selected without regard to race, color, religion, ethnic background or national origin.
 - b. Mandatory annual player tryouts will be held as indicated by CYS guidelines for boys and girls teams in the U11, U12, U13 and U14 age categories, and in the U15 through U19 categories.
 - 1) All players in each age group are evaluated and placed according to tryouts based on evaluators' scores, coaches' recommendations and the final decision of the DOC.
 - 2) Teams are formed and shall be registered to play in the correct age division of their oldest member.

- c. Mandatory annual player tryouts for boys U15 through U19 age categories will be held within two (2) weeks of the conclusion of the fall high school soccer season for spring club teams.
 - 1) All players in each age group are evaluated and placed according to tryouts based on evaluators' scores, coaches' recommendations and the final decision of the DOC.
 - 2) Teams are formed and shall be registered to play in the correct age division of their oldest member.
 - d. Player selection and notification
 - 1) Player selection will be effective for the fall and spring club seasons.
 - 2) Players selected to a team will be notified by the coach and or members of the Tryout Evaluation Team. Notification will be by phone prior to a predetermined deadline, but not to exceed 7 days.
 - A. Coaches or members of the Tryout Evaluation Team must make every effort to speak to parent of player selected.
 - B. Coaches or members of the Tryout Evaluation Team may not leave voicemail messages with tryout results.
 - C. If the Coach or member of the Tryout Evaluation Team is unable to make voice contact with a parent, written notification will be made.
 - 3) Players not selected to a team shall be notified by a tryout evaluation team member within 7 days.
 - 4) If a selection conflict arises between player or parent and coach, then the issue needs to be taken to the DOC for resolution. If a resolution cannot be obtained, then the issue will be addressed and resolved by the Board.
 - 5) A player may request to play down at a lower division within the player's age group, but may not request to play up at a higher division within the player's age group. If there is not a team at a lower division in the player's age group, the DOC may decide to place the player at a lower division in an older age group.
 - 6) Every effort will be made by the club and DOC to find a rostered position for tryout players, whether on a competitive or developmental team, in accordance with NCSC mission statement.
 - e. If a player comes to the league between annual tryouts, and roster space is available, he/she must try out for the least competitive team in the correct age division.
 - 1) DOC to determine his/her most appropriate placement.
 - f. The Club will facilitate all players in the appropriate age groups to the best of our ability.
 - 1) If there are not enough players at an age group to form a team, then age groups will be combined to make a team and that team will be placed in the lowest division of the oldest player(s) on the team.
 - g. The DOC has the final decision as to the placement of players. This decision will be based on the professional opinion of the DOC as to which team environment will be most conducive to the player's growth in accordance with these policies.
 - h. If a team lacks the number of players needed to field a team after tryouts, a meeting will be held which will include the DOC, Team Coach(es), players, players' parents, and any BOD members deemed appropriate. At this meeting discussion will be held to determine the commitment of the team coach and players to field a team with less than 14 players. The team coach and players' parents will be informed of the financial obligation and possible penalties of CYS should the team dissolve. If the team coach and players' parents, as a group, choose to continue with a team of less than 14, it will be the complete responsibility of the group to pay any penalties to CYS should the team dissolve at any time during the season.
2. Age Groups
- a. All players are encouraged to play within their own age division as specified by CYS.
 - b. Players on a team's roster for the previous season may try out for the same team for the next year's play.
 - c. Any player not on a Club roster for the previous season must try out for the teams in his/her correct age division.

- d. If a player has no option to play in his/her correct age division, or has been cut from his/her correct age division team, that player may be considered for playing in an upper age level with the approval of the appropriate DOC and in accordance with CYS.
- 3. Playing Up By Preference - Ages U11 - U14
 - a. Petitions for permission to try out for an upper age division team must be made to the DOC prior to try-outs.
 - b. The DOC will notify the PPC members within five (5) days of the receipt of the Petition.
 - c. The PPC will interview the player, parents and appropriate coaches to determine whether or not the player will be allowed to participate in an upper age division try out.
 - d. The PPC will, if possible, observe the applicant's skills during team practice or club play.
 - e. The PPC will formulate a recommendation and present this to the Board at the May DOC can make recommendations for players to play up at the May meeting.
 - g. The Board will then accept or decline the recommendation of the PPC or DOC.
 - h. The PPC Chair will notify the player, parents and involved coaches of the decision in writing within seven (7) days.
 - i. Players whose requests are approved are encouraged to try out in both their correct age division and the upper age division.
- 4. Playing Up By Preference - U15 - U19
 - a. Requests to play up will exceed the current recommendations of CYS and must be submitted to the state organization according to their policies.
 - 1) Written approval from CYS to play up must be obtained prior to scheduled club tryouts for the affected teams.
- 5. NCSC Soccer Club Teams - General
 - a. Any player or roster concern may be brought to the appropriate Director of Teams and, if necessary, to the PPC.
 - b. Non-registered players may not practice with Club teams, due to liability reasons, unless they are trying out for a team position.
 - c. Participants who are registered with CYS have secondary medical insurance coverage when participating in CYS- sanctioned activities.
 - 1) All injury claims against the medical insurance program shall be reported to CYS within 90 days of the occurrence on the proper insurance form.
 - 2) Forms are available from the Club Office or the league office.
- 6. Club Teams - Age Divisions with More Than One Team
 - a. Subject to the conditions set forth below, the goal is to make the Blue team the strongest.
 - 1) All coaches within the same age division will work as a team to achieve this goal.
 - 2) The Blue team must have at least fourteen (14) members before a White team will be formed. In general, this pattern will be followed: any existing teams will have at least fourteen (14) members before a new team in the age division will be created.
 - 3) At the tryouts, the best players from the age group are identified and offered a position on the Blue team.
 - 4) Players, however, have the option of accepting or playing on the White team.
 - 5) As more than two teams per age divisions are formed, players will have the option to play for any team below the team on which they were offered a position.
 - 6) The least competitive team in any age division is encouraged to carry a full roster due to a potential need for player transfers during or between seasons.
 - b. During the year, players are allowed to move between teams within their own age division according to CYS policy, Section 8.
 - 1) Roster transfers must be approved by the appropriate Director of Teams and processed by the Club Registrar.
 - c. If a team's active player roster drops below fourteen (14) players during a season, that team's coach will notify all other coaches of teams within that age division and the DOC
 - 1) First consideration for supplementing that team roster will be given to currently rostered players within the same age division with the approval of both coaches involved and limited by Section 8 of CYS policies.

- 2) It is further recommended that roster transfers within the same age division not reduce the source team's roster to less than thirteen (13) healthy players.
 - 3) By agreement of the coaches within that age division and without a player being available through the above procedure, recruitment outside of the Club will be permitted.
 - 4) If no agreeable solution can be reached, the Director of Teams or the coach(es) may ask the PPC for intervention.
7. Coaches Sons/Daughters
 - a. Sons/daughters of team coaches will be allowed to play with the coach's team, if so desired, in an upper age division with prior approval of the DOC and in accordance with CYS policies.
 8. Game Participation
 - a. All teams must compete in each game scheduled by CYS or a tournament committee according to CYS policies.
 9. State Cup
 - a. All teams playing Premier will be asked to participate in State Cup.

F. Registration

1. League and Cup Registration
 - a. All CYS registration will be managed by the Club Registrar.
 - b. Necessary forms include the following:
 - 1) Photocopy of Certificate of Live Birth;
 - 2) Each player and their parent must complete and sign both the CYS and NCSC registration form;
 - 3) Players must sign a player pass and attach to it a current wallet-sized photograph; and,
 - 4) Any other forms as designated by CYS.
 - c. Player passes will be maintained by the coach.
2. Tournament Registration
 - a. Teams are required to notify the Board, through the appropriate Director of Tournaments, of any tournaments for which they are applying.
 - b. Notification for out-of-state tournaments must be made to the Board and to CYS at least two months in advance to insure proper approval.
 - 1) Written permission to travel outside of Colorado must be obtained from CYS to insure accident insurance coverage.
3. Roster Changes - Deletions, Additions or Transfers
 - a. Any roster changes made during the year must be made in accordance with CYS policy, Section 8, approved by the appropriate Director of Teams and processed by the Club Registrar.

G. Uniforms

1. Competitive and Development Teams
 - a. The current official uniform of the Club, as identified in the Uniform Addendum, will include the following:
 - 1) standard and alternate socks;
 - 2) standard and alternate numbered jersey; and,
 - 3) standard shorts.
2. All Teams
 - a. All players must wear shin guards during all games and practices.
 - b. The Club will provide one goalkeeper jersey and pants for each team.

H. Equipment

1. Supply and Maintenance of Equipment
 - a. All purchases of any Club equipment will be the responsibility of the Director of Facilities with prior Board approval.
 - b. Each team will be supplied with a first aid kit.
 - c. Each team will be supplied with a Club banner.

- d. Game nets, stakes, flags, portable goals and corner posts will be provided by the Club.
- e. All Club equipment will be returned at the end of the fall and spring seasons unless other arrangements are made with the Director of Facilities.
- f. The Club will provide practice balls, at least one (1) game ball, and one ball bag to each team.
 - 1) Replacement of defective balls will be on an exchange basis.
 - 2) Balls are the responsibility of the team; if any are lost during the season, the team will be charged for its replacement.

**These policies exist in addition to the Rules and Procedures of CYS. For matters not addressed in club policy, the Board will use the Rules and Procedures of CYS as a guide for determining an appropriate response or action.