



**2011 ANCASTER SOCCER CLUB**

# **COMPETITIVE POLICY MANUAL**

**Competitive Guidelines & Protocol**

- This Competitive Policy Manual is to be followed by all involved in ASC Competitive Sports.

# 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

<b>A MESSAGE TO THE COACHES.....</b>	<b>3</b>
<b>1.0 GENERAL ASC GUIDELINES AND PROTOCOL.....</b>	<b>4</b>
1.1 PREVENTATIVE GUIDELINES FOR PARENTS, PLAYERS AND FANS .....	5
1.2 TRYOUTS.....	6
1.3 RESIDENCY GUIDELINES .....	6
1.4 UNDER AGE PLAYERS .....	6
1.5 UNIFORMS .....	7
1.6 CLUB TRACK SUITS ( TWO YEAR PROGRAM ).....	7
1.7 DISCIPLINE.....	7
<b>2.0 COMPETITIVE PHILOSOPHY.....</b>	<b>8</b>
2.1 TEAM.....	8
2.2 PLAYER MOVEMENT.....	8
2.3 COMPETITIVE ENVIRONMENT.....	8
2.4 PLAYING OUT OF AN AGE GROUP.....	9
2.5 PLAYERS.....	9
2.6 HEAD COACHES.....	9
<b>3.0 PLAYER REGISTRATION.....</b>	<b>9</b>
3.1 TEAM ENTITLEMENTS.....	9
3.2 TEAM ROSTER.....	10
3.3 NEW PLAYER REGISTRATION.....	10
3.4 CARDING AN ASC HOUSE LEAGUE PLAYER.....	10
3.5 SINGLE PLAYER REGISTRATION.....	10
3.6 TEMPORARY PLAYER REGISTRATION (T.P.R.).....	11
3.7 TEMPORARY REGISTRATION PERMIT FOR A PLAYER (T.R.P.).....	11
3.8 COMPETITIVE PLAYER ON LOAN.....	11
3.9 TRIAL PERMIT FORM.....	11
<b>4.0 PLAYER TRANSFER.....</b>	<b>11</b>
4.1 PLAYER TRANSFER TO THE ANCASTER SOCCER CLUB.....	11
4.2 PLAYER TRANSFER FROM THE ANCASTER SOCCER CLUB.....	11
4.3 PLAYER RELEASE AND DE-CARDING.....	12
<b>5.0 ASC FIELDS.....</b>	<b>12</b>
5.1 SOCCER FIELDS.....	12
5.2 NETS.....	12
<b>6.0 ONTARIO CUP.....</b>	<b>12</b>
6.1 OSA CUP ELIGIBILITY RULES.....	12
<b>7.0 ASC TOURNAMENTS.....</b>	<b>12</b>
7.1 HERITAGE DAYS TOURNAMENT.....	12
7.2 VOLUNTEERS.....	12
<b>8.0 TRVEL PERMITS .....</b>	<b>12</b>
<b>9.0 TRAINING CAMPS.....</b>	<b>13</b>
<b>10.0 FINANCE POLICY.....</b>	<b>13</b>

## **2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL**

<b>11.0</b>	<b>IMPORTANT DATES.....</b>	<b>14</b>
<b>12.0</b>	<b>INSUARANCE COVERAGE.....</b>	<b>14</b>
<b>13.0</b>	<b>INDOOR LEAGUE POLICY.....</b>	<b>15</b>
<b>14.0</b>	<b>DEVELOPMENTAL COMMITTEE LIAISONFOR REP/SELECT TEAMS.....</b>	<b>16</b>
<b>15.0</b>	<b>CODE OF CONDUCT.....</b>	<b>16</b>
<b>15.1</b>	<b>PLAYER CODE OF CONDUCT.....</b>	<b>16</b>
<b>15.2</b>	<b>PARENTAL CODE OF CONDUCT.....</b>	<b>16</b>
<b>15.3</b>	<b>THE PARENTAL ROLE.....</b>	<b>17</b>

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### A MESSAGE TO THE COACHES

# PLAY WITH PASSION!

The Ancaster Soccer Club has set guidelines and protocol in place for all their Competitive coaches to abide by. The philosophy of the Competitive teams can only work with all coaches following and abiding by these policies. Coaches in Competitive must work together in order to assist their players in attaining their true potential through encouragement and teaching these individuals the tenets of discipline. Coaches under this policy, will be **expected** to encourage their players to advance to the next step of their development in order to strengthen the competitive program.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### 1.0 GENERAL ASC POLICIES AND GUIDELINES

1. Following the appointment of a selection committee (of no more than 5 members) by the **Director of Competitive and Technical Director**. The nominations must be approved by the Board of Directors for no longer than a one year term. The Competitive Committee will then begin the coach's selection processes under the direction of the **Director of Competitive and the Technical Director**.
2. Competitive coaches and team officials **will** abide by all policies and procedures put in place by the ASC Board of Directors.
3. All Competitive coaches will receive a Coaching Agreement which **must** be signed and returned to the **ASC General Manager**. Appointment of Head Coaches is pending upon the signing and return of this Agreement.
4. Competitive Coaches will select their team officials (Assistant Coach, Manager) and submit Their names to the **Director of Competitive and Technical Director** for final approval before being registered with the ASC.
5. Police checks **must** be obtained and submitted to the ASC by all team staff within 30 days of Appointment. Police checks must be updated every 2 years (the ASC shall reimburse costs on receipt of all original documents).
6. Coaches are responsible for their own development and are encouraged to upgrade their coaching levels beyond the minimum required by the OSA or individual leagues. All A team coaches are encouraged to seek a B Licence. Contact the ASC Manager for a listing of available clinics.
7. The ASC has set specific levels for **coaches**, ( Sr. Level). As of 2006 all ASC coaches are required to be certified at the Senior Community Level or actively seeking to be certified **before the start of the next outdoor season.**
8. Team officials (Competitive coaches, Assistant Coaches, Managers and Trainers) must register with the Club, who then will register all team officials with the proper organizations (i.e. MJDL, OSA, and HDSA). Passport Books **will** be obtained through the ASC office.
9. **All Coaches (or a team representative) will attend ASC coach's clinics and meetings. If a team is not represented by the Head Coach, assistant Coach or team Manager, the team will receive a \$50.00 fine.**
10. ASC acknowledges the right of any player registered with the ASC or players that are residents of Ancaster and surrounding communities to have the opportunity to try out for an Ancaster Competitive team.
10. Competitive coaches must submit a roster of all players trying out for their team. (U8 to U10) initial roster will be submitted by October 15<sup>th</sup>. (U11 to U18) initial roster will be submitted by November 1<sup>st</sup> to the Competitive Committee, Director of Competitive and Technical Director for approval. This in turn will be forwarded to the House League Director in order to insure that House League team projections and are not duplicated. A Competitive team approved roster of a minimum 10 players for U8 to U10 and 14 players U11 to U18 must be submitted to the General Manager and House League Director by the Director of Competitive to ensure house league balancing and planning. Details should include player names, addresses, phone numbers and dates of birth.
11. All complete team roster must be finalized and approved by the Director of Competitive by April 1<sup>st</sup> and by the General Manager by April, 5<sup>th</sup>, to register all teams in their respected leagues (MJ or SRSL).

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

13. Competitive teams **MUST** have a **BUDGET STATEMENT** submitted to the ASC at the beginning of each season (May 15th) and at the end of the ASC fiscal year (**September, 31st**). A copy of the team's budget must be given to each player/parent at the time of submittal to the ASC. At least 1 update should be given to each players/parents by July 15th.
14. All ASC Competitive players must be registered with the Ontario Soccer Association (OSA) Database before being forwarded to the appropriate leagues for registration. **ONLY** the ASC Manager can register team officials and players.
15. In addition to the ASC registration fee, all Competitive players must pay any applicable late registration fees. All fee schedules are posted on the ASC web site. All fees, club, competitive, late fees, etc. must be paid before the ASC Manager shall release competitive player's passport books.
16. Written request must be submitted to the Board of Directors for approval on conducting fundraising at Venues or events that are hosted by the ASC. The request **MUST** be submitted on April 15th of the year. Such events include: tournaments, photo days, registration, etc. The ASC Manager can provide direction on the proper protocol.
17. All ASC Competitive teams **MUST WEAR ASC APPROVED UNIFORMS, TRACKSUITS AND TRAINING GEAR** for all league games, cup games and tournaments unless written permission has been granted. The ASC Board of Directors has approved burgundy the primary uniform jersey for **ALL GAMES**.
18. The ASC shall provide a feedback document asking for assistant in the evaluation of team programs. This shall be done in confidence and the ASC goal is to achieve full participation. The ASC Manager should encourage players/parents to submit feedback forms. The goal of this feedback is to assess the ASC program and to supplement the coaches non technical selection process. The ASC Manager shall keep all feedback confidential and **SHALL NOT** share them with coaches, other ASC staff or Board Members, with the exception of any criminal allegation where the records are required.
19. All ASC Competitive players in age divisions 12 years and above shall participate in a minimum of 25% of seasonal allocated playing time. The coaching staff shall decide on the remaining amount. All ASC Competitive teams U11 SRSL & MJ shall participate in a minimum of 50% of playing time "per game" to encourage the development of players, this also includes all MJ teams from U9 to U18 and all "All Star" players.

### 1.1 Preventive Guidelines for Parents, Players and Fans

All coaches are encouraged to schedule a meeting with players and or parents before the season to set individual and team objectives and to implement the necessary committees for the upcoming season. Team liaisons are encouraged.

Players must be dealt with in a fair and respectful manner. Competitive Coaches must explain team outline and objectives for all parents (i.e. team rules for parents/players, tournaments, fundraising, budgets, practice schedules, estimated cost per player etc.).

Appoint your team officials promptly. Be sure to **REMEMBER** to update all information regarding your team officials with the ASC Manager so they will be eligible for liability and accident insurance.

**All Competitive coaches are responsible for the conduct of their team, parents and friends of players. Conduct control applies to home and away games.**

ASC Competitive players must at all times conduct themselves in accordance with FIFA laws as well as the ASC code of conduct and fair play.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

Game officials are instructed to approach the Head Coach when they feel that fans are not conducting themselves in a proper manner. It is then the Head Coach's responsibility to ask that the fans to behave properly or leave the field. If the behaviour does not improve the game official may stop/or cancel the game.

Competitive head coaches and clubs may be held accountable and fined for the inappropriate conduct of their fans. Make every effort to inform your parents that unruly or abusive conduct **WILL NOT BE TOLERATED.**

Players, Coaches and team officials are responsible for payments of all fines. If a player does not pay their fine(s), the team then incurs responsibility for payment. Monies from fines paid by the team for an individual player, will be paid back to the team funds by the player/ parents. Until payment is received, players **WILL NOT BE** allowed to continue playing, or seeking to join another club.

Dates for disciplinary action are published by each league.

### 1.2 Tryouts

Open tryout dates for the fall **will** be scheduled by the **Director of Competitive and Technical Director** for **September/October**. Specific times, dates and locations will be posted on the ASC web site. All players wanting to try out for either Rep/Select **WILL ATTEND** tryouts in the fall (**September/October**) dates. There will be a minimum 3 and a maximum of 5 fall tryout dates per team. The Rep teams **SHALL** conduct their tryouts first. **ALL** players will attend all tryouts. Select coaches shall be present in order to ascertain the skills of players not yet ready for the Rep Team.

### 1.3 Residency Guidelines

As a community organization, the ASC is committed to provide developmental and competitive opportunities for local players. The preference is a minimum of 11 players for U8 to U10 Rep/Select players (boys and girls) to be Ancaster residents. Competitive U11 to U18 (boys and girls) shall be permitted to carry as many non-resident players as deemed necessary by the Board of Directors, ensuring that each team roster includes a minimum of 50% of Ancaster residents. Teams will be required to complete a player exception form for each non-resident player on their team rosters to be registered with the ASC **General Manager**.

Any exceptions to the above guidelines must be submitted in writing to the Board of Directors for review. **ALL EXCEPTIONS MUST BE APPROVED IN WRITING BY THE BOARD OF DIRECTORS** the validation will be only for the current season.

### 1.4 Under Age Players

The ASC policy is that players will play within their respective age in order to create a fair and equal opportunity for all players. A player may be identified as being ahead of their peers from a development perspective and may benefit from advance opportunities available only with an older age group. The player will be brought to the attention of the **Director of Competitive and Tech Director**. The ASC will provide the opportunity to be challenged as part of the player Development Philosophy. The issue of playing up will be reviewed by the **Director of Competitive and the Technical Director**. All under age players will be evaluated and must be in the top five of the older team roster. The ASC Board of Directors will grant or decline the approval for underage players to play up.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### 1.5 Uniforms

Teams U8 to U9 will purchase 1 goalie shirt and the registered number of players to a maximum of 13 sets of player uniforms. Teams U10 will purchase 1 goalie shirt and the registered number of players to a maximum of 14 sets of player uniforms which should be purchase from the team budget.

Teams U11 to U18 will purchase 1 goalie uniform and the registered number of players to a maximum amount of 18 sets of player uniforms which shall be purchased from the team budget.

Competitive teams wishing to purchase additional team uniforms for call- ups will pay for these from their team budget and the uniforms shall remain the property of the team. Uniforms cannot be purchased by players not on a **competitive** team roster. Therefore, call-ups cannot purchase uniforms.

All teams shall wear their home (or primary) team colors as registered with their league and sanctioned by the ASC Board of Directors. The home team will change into their alternate jersey only when directed by the official (referee) of the match due to a conflict in color.

Team sponsorship names will only be placed on the front of the uniform in a 3"x 6" area, 2" below the ASC crest.

### 1.6 Club Track Suits (Two Year Program)

Only registered players and team officials of Competitive teams shall purchase a club tracksuit on a two year cycle. The ASC Competitive Committee, Director of Competitive, Technical Director and General Manager will select both the style and the supplier of the club's Competitive team's tracksuit. All players new to the ASC may purchase a tracksuit at his or her additional cost. Tracksuits will be ordered through the ASC designated supplier. Please be sure to have proper measurements taken before ordering to avoid problems and or delays. All coaches must only deal with the ASC in the event of a problem with the tracksuits. Please keep the ASC advised of any problems with the purchase or ordering of tracksuits.

### **ABSOLUTLY NO ALTERING TO THE ASC TRACKSUITS IS ALLOWED.**

### 1.7 Discipline

1. The **Director of Competitive** must be informed immediately of any pending disciplinary case(s) against the coach, player or any other team official.
2. When any ASC Competitive coach or any registered member of a team is asked to appear before any league, district or the OSA, they must have an ASC representative present.
3. The team must pay any fine(s) levied against any team member (coaching staff or players). The ASC shall not be responsible for any fines. The leagues will fine the club who in turn will adjust the team account. If found guilty in any case(s), the team shall be fined an extra \$50.00 by the ASC on top of any other possible fines or suspensions levied from leagues or governing bodies.
4. The team is responsible for payment of bonds. The bond will be forfeited for any disciplinary penalty or any other reason.
5. If a player is suspended, the team is responsible for having the player's pass books stamped. This will be completed at either the District office or the SRSL office

# 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

## 2.0 Competitive Philosophy

The Competitive philosophy priority is “player development”. The guidelines are set to ensure that as players improve and develop, they are continually evaluated and placed in an environment best suited to their abilities.

### 2.1 Team

The ASC Competitive team’s programs offer an A team with the option of fielding a B team per age group should the level of play warrant it. The Select team will be decided by ability and numbers. The Director of Competitive, Technical Director and the Competitive Committee will make the final recommendations as to how many teams will be in each division. These recommendations will be sent to the Board of Directors for final approval.

#### Rep Team

Will roster 14 – 18 players; preferably 16 players leaving room for additional call- ups from the Select team. Call- ups will be given the opportunity to showcase their skills in a game situation. **ALL** call-ups will be from the age group directly below or the same age group from the Select team, if one exist and will be the discretion of the Head Coach. Call-ups from two age groups is not permitted without the approval of the **Director of Competitive**.

#### Select Team

Will roster 18 players. Since players will be called- up to the Rep Team, this should leave the select team with 16 players per game and an opportunity to call- up additional players that have been designated for the Competitive program. **ALL** call- ups will always be at the discretion of the Head Coach inviting the player. The head coach of The invited player will be asked to contact the invited player. All communication must be copied to the **Director of Competitive and Technical Director**.

### 2.2 Player Movement

This structure will allow coaches the opportunity to **ENCOURAGE** players to play with the top teams in each age group.

### 2.3 Competitive Environment

This structure will create a healthy competition within the Club itself, as competition for positions are the basis for each team. Without this environment player development can never fully be achieved. Without such challenges, competitive player growth becomes stagnate and the player’s development is limited. The most successful clubs are the ones who commit to player development. It has been well documented that players need to become competitive within the club before they can become competitive outside of the club. With this in mind, the ASC has to continually assess player development through their Head Coaches, **Director of Competitive, Technical Director and the Competitive Committee**.

### 2.4 Playing Out of an Age Group

Players will be placed on a team based on ability. Should a player need to be further challenged by playing up an age group or more, he /she will be evaluated by the Director of Competitive, Technical Director and the Competitive Committee to ensure the player is placed in the environment best suited to challenge and develop his/her skills. It should be noted that this opportunity will only be given to exceptionally talented players who are so deemed by competitive coaches, **Director of Competitive, Technical Director and the Competitive Committee**. Therefore the number of players playing out of their age group will be kept to a minimum.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### 2.5 Players

Players wishing to play Competitive soccer at the ASC must agree to the principles outlined in the Competitive Player Development philosophy. There must be a clear understanding with the player that they will be continually evaluated, and if their level of play does not meet the standards of a Rep Player or a Select Player becomes a more suitable candidate he/she will be asked to play for the Select program in order to further develop their skills.

Our Competitive policy clearly states that all players must be committed to the development of their skills and challenges of playing in an intensely competitive atmosphere. The ASC goal is to have a program that challenges and develops each player's skills to the highest levels possible. In order to be challenged and improve skill development, each player in the Competitive program is expected, when asked, to move to Rep or Select teams.

Exceptions will be considered for, vacations, work schedules, etc. However, each player must make all attempts to play. This is a commitment the ASC expects to be taken very seriously in order for the program and each team to be successful in their endeavour to be competitive.

### 2.6 Head Coaches

Will be processed by the Director of Competitive, Technical Director and the Competitive Committee and then these recommendations will be passed on to the Board of Directors for final approval. Competitive Head Coaches must sign an acknowledgement stating that they agree with the ASC Competitive Philosophy, Competitive Protocol and Guidelines and will commit to its implementation. The Head Coach will be responsible for ensuring that his or her staff has a clear understanding of the Competitive Player Development Policy. As we expect our players to understand and support the ASC Competitive philosophy, we will also expect that the ASC appointed Head Coaches and their staff understand and support the Competitive Philosophy and the Competitive Policy Manual.

## 3.0 PLAYER REGISTRATION

### Overview

Requirements for registering players can change at any time by the league. Updates will be published, coaches need to check on the latest registration requirements based on the league policies. The Ancaster Soccer Club is affiliated with the Hamilton District Soccer Association (HDSA). The majority of the ASC Rep teams are affiliated with the South Region Soccer League (SRSL). Some players are affiliated with the Ontario Youth Soccer League (OYSL). Select Teams are affiliated with the Hamilton District Multi Jurisdictional Club League (HDMJCL). Every Competitive team is assigned an OSA number. Each Competitive team will play in a registered league which will also have an OSA number. Every player regardless of being Competitive or recreational is assigned an OSA number.

### 3.1 Team Allotment

The ASC provides each Competitive team with the initial registration fee paid to the Club, which will be transferred for each player that becomes a member of a Competitive team by the ASC Manager. **ALL** Competitive teams must submit their teams account to the ASC Manager for club records and to keep all accounts balanced. As leagues and Cup schedules are released.

### 3.2 Team Roster

All ASC teams U8 to U9 may sign up to a maximum of 13 players. Teams U10 may sign up to a maximum 14 players. Teams U11 to U18 may sign up to a maximum of 18 players. All Competitive players must be registered with the ASC before attending tryouts or receive a written document signed by both, the Director of Competitive and Technical Director stating that permission has been granted.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### 3.3 New Player Registration

All Competitive players must have an OSA Player Registration Handbook. These books are also known as Player Passbook. Head Coaches may receive additional OSA Player Handbooks at the coaches meeting in March or from ASC Manager.

The ASC will not process any Handbooks not properly filled in. On the inside cover where it is marked passport photograph, a current photograph is needed (photo is to be glued in). Photos must be less than 3 years old for youth players and 5 years for adults. All updated photos will be placed in the next available opening and initialled by the Head Coach.

Print clearly the players surname and given name in the designated areas. Fill in the player's birthday. Attach a copy of the player's birth certificate (with a paper clip). On the inside of the front cover is a space for the player's signature; have each player sign the appropriate line as this is a proof of birth date. The HDSA will only process books that have been properly completed.

**Books are the property of each player. A Coach must return the player's book upon request.**

**There will be a \$20.00 fee to replace a lost player's book.**

Once the player's book has been properly completed it will be returned to the ASC Manager for processing. The ASC does keep a complete Competitive player file.

### 3.4 ASC House League Player

No ASC House League player will be assigned to a Competitive team after June 15<sup>th</sup> without a Competitive player moving to HL or leaving the club. Also, no Competitive player can be sent to HL after June 15<sup>th</sup>. A House League player that has been transferred to a Competitive team cannot be transferred back to House League without the player or player's parents/guardian asking for the transfer.

A House League player must have a player handbook to be eligible as a call up player, but will still remain part of the House League team.

### 3.5 Single Player Registration

A player's handbook will be completed for players not previously registered in the Competitive program. The completed documents will be signed by the ASC Manager or the ASC President and stamped by the HDSA. **Absolutely** under no circumstances can a team official directly register a player with the HDSA it must be the ASC Manager or President.

### 3.6 Temporary Player Registration

The ASC supplies Player Books for every Competitive team. Temporary Players **CANNOT** be used for Cup games. The procedure for a Temporary Player is similar as carding except that an OSA sticker is not used.

Coaches must note that a House League Player's first priority is House League. The House League Director or Director of Competitive can make an exception.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### 3.7 Competitive Player on Loan

The Coach seeking to loan a player must first gain approval from the player's Competitive Head Coach before approaching the player(s). The coach seeking the player must then inform the Director of Competitive. A player must then bring their Handbook to the game. **ENSURE** that the Player(s) Handbook is returned at the end of the game.

### 4.0 PLAYER TRANSFER

#### Overview

Requirements for transferring of player(s) may be modified at anytime. The transfer requirements described below are accurate. Coaches should validate current transfer requirements on the ASC website.

#### 4.1 Player Transferring to the ASC

A player transferring must receive a player transfer form from their current club. The player must then purchase a player transfer form from the ASC Manager and have the Manager complete the form.

The ASC Manager or ASC President must sign the transfer form. A new Player Handbook page must be completed. Their ASC Competitive registration fee will be paid by the player.

#### 4.2 Player Transfer from the ASC

The team receiving the player must complete the transfer form (as specified in point 4.1)

Competitive Coaches must include in writing along with the completed transfer forms, any outstanding or potential fines due by the player.

The ASC Manager or President must sign the fully completed transfer form.

#### 4.3 Player Release

A release form will be completed for any player that is released from a competitive team or a player from the recreational league. The ASC Manager has this form.

A player wishing to enrol with another team must follow and complete a transfer form. A waiting period of **30 days** applies.

### 5.0 SOCCER FIELDS

All Competitive teams must abide by ASC policy found on the ASC website. All ASC competitive teams are not allowed to practice on fields before permits are issued in the spring unless so instructed by the ASC Director of Fields. Unauthorized field usage will result in a \$100.00 fine plus any additional fines to the Competitive Head Coach. The ASC Director of Fields or the ASC Manager will assign fields for exhibition games.

#### 5.1 Nets

The ASC will supply a set of keys to each Competitive Head Coach for the season. If the keys are not returned to the ASC Manager, a charge of **\$20.00** will be applied to the Competitive team's account.

## 2011 ANCASET R SOCCER CLUB COMPETITIVE POLICY MANUAL

### 6.0 ONTARIO CUP

The ASC will pay for teams willing to enter Ontario Cup games and then be reimbursed from the team account.

#### 6.1 OSA Cup Eligibility Rules

No player will be considered registered for Cup competition or compete in a Cup match unless all documents are completed and in the hands of the OSA registrar 3 days before any participation. No player will play for more than one team in Ontario Cup play. Once your team has received confirmation of acceptance into the **Ontario Cup** you will receive further documentation from the OSA. It is now your responsibility to read all the documents carefully. All procedures, maps and referee payments are in the documentation.

### 7.0 HERITAGE DAYS TOURNAMENT

ALL ASC teams will participate in the Heritage Days Tournament unless there is a conflict with Cup Games or Ontario Cup games. ABSOLUTELY no exception will be granted. Head Coaches and their staff failing to attend the Ancaster Heritage Days Tournament without just cause will result in disciplinary action and or fine imposed by the Heritage Days Rules Committee and then sent to the Board of Directors for final approval.

#### 7.1 Volunteers

Competitive teams MUST supply volunteers for every day of the Ancaster Heritage Days Tournament. Teams not fulfilling their mandatory volunteer hours, will be disciplined and or fined by the HDT Rules Committee this discipline report will be forwarded to the Board of Directors for final approval.

### 8.0 TRAVEL PERMITS

Teams entering tournaments or playing exhibition games that are NOT within the Hamilton District (HDSA) must obtain a travel permit. Travel permits can be processed online to access applications to travel forms on the OSA website go to: <http://www.ontariosoccer.ca/forms.htm> Teams attending a Tournament or exhibition game out of our District without District approval will be subject to fines and or suspensions. It is also likely that the team will not be covered by league insurance. As a result, any liability will be passed on to the Competitive Head Coach.

### 9.0 TRAINING AND CAMPS

Any guest coaches that are not registered with the ASC must be approved by the Board of Directors before being involved with any ASC team.

Mandatory attendance for all Rep players is necessary for any elite camps that have been set up by the ASC with the Technical Director.

### 10.0 FINANCE POLICY

All teams registered to the ASC are considered an extension of the ASC and so are subjugated to the Executive Boards decisions in accordance to club and Competitive policies and procedures in order to maintain proper conduct at all times.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### Procedures

Team budgets will be submitted to the ASC and team parents by May, 15<sup>th</sup>.

1. Each team will create and submit a team budget of money(s) and expenditures proposed for the year. This will be presented to the parents before the first official practice.
2. Players on the team roster will be charged enough to pay for club fees, league fees, tournament fees, practice equipment, extra team uniforms if required etc.
3. At the beginning of the season parents will receive the team's POSSIBLE policy regarding fundraising and season end refunds and carryover funds if any.
4. Cost of operating the team shall be included in the team budget.
5. After the team has been finalized, the Head Coach is responsible for appointing a team manager to oversee the team's finances.
6. All teams must open their team account at a banking institution approved by the ASC.
7. All team accounts will be submitted to the ASC.
8. All sponsorship funds must be utilized first and any additional player fees must be returned to each player according to participation and contribution.
9. Any funds that have been obtained due to fund raising must not be allocated back to individual Family(s).
10. Teams must give a mid season update of their team's finances.
11. Any equipment purchased through the team funds stays as property of the team.
12. No player should be denied the opportunity to play for a competitive team due to financial restraint.

### Important Policies

- Employees of the ASC are not permitted to become team Managers.
- Team officials must show financial team budget twice a year.

### 11.0 IMPORTANT DATES

The ASC website is an important and vital source of information for Coaches as well as parents and players. The ASC will attempt to keep the website current and updated regularly. Please feel free to contact us with any concerns.

March 1	First 14 Player Handbooks along with the Head Coach, must be submitted to the ASC office.
April 1	Rep team must be registered.
April 5	Select team roster is due.
Mid April	Open Spring Select tryouts for any team unable to be put together in September/October.
April 25	Balance of Select team's roster, must be submitted.
April 30	Police checks for all team officials, must be submitted.
May 15	Competitive team budgets, will be submitted to ASC <b>General Manager</b> .
July 15	Competitive player's final opportunity, to be returned to House League.
September 30	Final financial team statement must be submitted to the ASC.
October TBA	Competitive open Fall tryouts.

Revised on March, 2011

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

### 12.0 INSURANCE COVERAGE

ASC has acquired insurance for registered players in the Ancaster Soccer Club. Any players wishing to tryout or practise with the ASC must first register with the ASC Manager.

The OSA's insurance will take place on the day that the completed registrations are accepted to the District Office. All forms must be completed to the satisfaction of the District Registrar. Incorrect data will void insurance coverage. Coverage will only be valid till May 31<sup>st</sup> of the following year.

Coverage will include players listed for the outdoor season. In the case of an accident, forms are available from the Ancaster Soccer Club. Players must submit all insurance claims directly to the OSA office. Do not deregister a player who is filing a claim since the coverage becomes null and void.

Dental claims are **NOT** eligible unless the player wears a protective mouth guard. Teams are recommended to purchase additional insurance when traveling out of Province or out of Country.

## **2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL**

### **13.0 INDOOR ASC LEAGUE**

This page has been intentionally left blank for future development.

## **2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL**

### **14.0 THE COMPETITIVE COMMITTEE LAISON WITH COMPETITIVE TEAMS**

This shall be a liaison role between the Competitive Coaches and the Competitive Committee. This will allow an exchange of communication of information pertinent to the Competitive programs. All communication between the Competitive Committee and Competitive Coaches must be copied to The Director of Competitive and The Technical Director.

### **15.0 CODES OF CONDUCT**

#### **15.1 Coaches Code of Conduct:**

As a Coach I will be a leader and a role model for my team. Set good examples for my coaching staff, players, parents, game officials and carry myself with the up most respect as I represent the Ancaster Soccer Club.

1. Respect the laws of the game.
2. Maintain dignity in all circumstances and exercise self control.
3. Make wise use of your authority and decisions in the best interest of the team and players.
4. Ensure that each player is treated with dignity and respect at all times.
5. Always foster positive feedback to players and respect each player's ability.
6. Encourage the spirit of competition and set these values for your players.
7. Play to win, however develop every player to the highest level and winning will find its place.
8. Communicate your coaching philosophy and plans, your expectations of players and parents.
9. Be on time and prepared for practices and games.
10. Make every effort to upgrade coaching skills and knowledge of the game of soccer.

#### **15.2 Players Code of Conduct:**

Player should recognize that they are part of a team; they share in its successes and failures of the team. Fair play and co-operation is to be encouraged at all times.

1. Respect the laws of the game.
2. Respect team officials, team mates, game officials and opponents.
3. Play to win, play fair and play with passion!
4. Always show good sportsmanship in winning and accept defeat with dignity.
5. Always be willing to learn from your coach and push yourself and strive to be the best.
6. Promote the interests of soccer.
7. Reject corruption, violence, alcohol & drugs.
8. Help others to resist tempting pressures.
9. Speak out to those who attempt to discredit the sport of soccer.

#### **15.3 Parents Code of Conduct:**

Parents are encouraged to participate as supporters. Positive support of the players and coaches is welcomed and appreciated.

1. Respect the laws of the game.
2. Encourage and support your child's play on the field.
3. Respect and accept the game official's decision.
4. Support the coaching staff and the team philosophy.
5. Accept the rules, policies and procedures of the team and the ASC.

## 2011 ANCASTER SOCCER CLUB COMPETITIVE POLICY MANUAL

6. Discuss concerns regarding your child:
  - a) Never before, during or directly after the game.
  - b) Respecting the 24 hour cool down period.
  - c) With the team liaison.
  - d) With the coach.
7. **Never** interfere with the duties and responsibilities of the coach or team officials.
8. **Never** act in any manner which may damage the reputation of the team or the ASC.
9. **Never** engage in any kind of unsportsmanlike conduct with any official, coach, player or parent.

### 15.4 The Role of the Parent

The role of the parent is an important one in the lives of all young athletes. At practices we ask all parents to please respect the players training and stay a good distance from the fields during all training sessions. If parents and family are planning on attending the games we look forward to having you applauding and encouraging the players. We do hope, however, that parents and family remember that there is to be **NO COACHING BY PARENTS FROM THE SIDELINES** during games or practices. This is a time for both the coach and the team to be focused on the task at hand. Let us all remember that we are all human and make mistakes. Please refrain from making any rude or abusive remarks towards the referee. The Ancaster Soccer Club **WILL ABSOLUTLY UNDER NO CIRCUMSTANCES TOLERATE ANY VERBAL ABUSE** to any player either from the ASC or an opponent. Please remember these are children trying their absolute best and only need encouragement and support from adults. The ASC believes in its athletes and our parent base is second to none and we would like to applaud you for following and abiding by the **Competitive** Policies and Guidelines outlined in this manual.