

CAMBRIDGE YOUTH SOCCER CLUB POLICY MANUAL
2013-2014 Edition

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POLICIES

I. OFF-FIELD

A. BOARD MEMBER RESPONSIBILITIES

1. **ABSENCE FROM MEETINGS:** Any member unable to attend a meeting must notify one of the board officers by email or phone prior to the meeting.

2. **TIMELY RESPONSES:** Members are expected to respond to board communications requesting voting or other information within a three-day period. Failure to respond will be considered an abstention for voting purposes, and repeated failures to participate in board discussions and business in a timely manner may be considered grounds for dismissal.

3. **ADDITIONAL DUTIES:** Each board member must take on one other role, such as serving on a committee, coaching, field, equipment manager, etc.

4. **CONFIDENTIALITY:** All board discussions including any personal or private information relating to specific individuals shall be considered confidential, and shall not be released without appropriate board authorization. General information, policy statements, or statistical information that is not identified with any particular individual or family is not classified as confidential. Failure to maintain this confidentiality may result in disciplinary action including dismissal.

5. **SPEAKING FOR BOARD:** Speaking for the CYS board is not allowed without the board's authorization. This does not include conveyance of public information such as approved policies or basic club information, but is intended to include rendering decisions or judgments, or giving personal opinions, on matters requiring board discussion and action.

6. **CONFLICTS OF INTEREST:** Board members must avoid real or perceived conflicts of interest whenever possible, and recuses

themselves from any discussions or votes where there are felt to be conflicts of interest.

7. MEETING ATTENDANCE: Board members are expected to attend regular board meetings. Missing three or more board meetings within a calendar year will automatically trigger a vote on whether to allow that individual to remain on the board.

8. GROUNDS FOR DISMISSAL: Board Members may be dismissed for repeated failure to attend meetings or follow through on assignments, violation of CYS policies, or other actions which the board feels are detrimental to the work and mission of CYS. Any board member may make a request for consideration of board member dismissal, anonymously, to the board president, to be placed on the next meeting's agenda. A two-thirds vote of those present at an official meeting (quorum required) is required to dismiss a board member.

9. ACCEPTANCE OF POLICIES: Board members must agree to abide by these and all other CYS policies. Failure to do so will be grounds for disciplinary action, which may include dismissal from the board and/or other CYS activities.

B. COMMUNICATIONS AND CONFIDENTIALITY

1. MAINTENANCE OF EMAIL ADDRESSES: CYS will not give or sell club members' email addresses to vendors or other non-CYS organizations.

2. GROUP EMAILS: All members of CYS will be encouraged to use the "BCC" (blind carbon copy) function in sending group emails.

3. ADVERTISING: The CYS board must approve any advertising for non-CYS activities (camps, equipment sales, etc) before it is sent to our members or placed on our web site.

4. APPROPRIATE LANGUAGE: Board members must refrain from addressing any members of club, officials or spectators with any abusive or derogatory language. Repeated violations will result in dismissal from board. See VSA Zero Tolerance Policy (#3) for more details.

5. CONFLICT RESOLUTION BY EMAIL: The use of email for conflict resolutions shall be minimized. The board must attempt to resolve any conflicts or complaints via personal meetings or, in the case of certain minor complaints, by telephone.

C. REGISTRATION, PAYMENTS AND REFUNDS

1. SPRING REFUNDS: Refunds are not allowed for the spring season.

2. FALL REFUNDS: Fall refunds will be allowed if the request comes to the board before the first game.

3. FAMILY RATES: There will be a special rate for families with more than one player. The board will set this fee on an annual basis.

4. DEADLINES: The CYS Board shall establish deadlines for each season's registration. These will be well publicized at multiple sites, and exceptions will only be made under extraordinary circumstances.

5. LATE FEES: The Board may impose a late fee for any registrations made after the normal due date for registrations but before any absolute deadline.

6. REFUND EXCEPTIONS: The CYS board will address any refund requests based on injury or other extraordinary circumstances on a case-by-case basis.

7. TIMING OF PAYMENTS: Fees are payable upon registration. Players may not participate in CYS activities until all fees are paid.

8. PROOF OF BIRTH DATE: Parents must present a birth certificate copy for all new players.

9. BOUNCED CHECKS: Any fees for bounced checks will be passed on to check writer and registration will not be complete until full payment is received.

10. TIMING OF REFUND REQUESTS: Once a child is withdrawn from a CYS team, any request for a refund must be made to the coach of that team or the CYS board within a two-week period.

11. SCHOLARSHIPS: The board will award a limited number of needs-based scholarships each season on a case-by-case basis.

D. TEAM SELECTION AND MAKEUP

1. PLAYING UP: Playing “up” an age bracket is not allowed.

2. SPLITTING TEAMS: When splitting a larger group into two teams, coaches must balance the two as much as possible in terms of ages and playing abilities.

3. TEAM GENDER: In general, teams beyond the U8 (coed) level will be gender-specific (ie. boys teams and girls teams), however under unusual circumstances a female player may petition the board to play on a male team. Such a decision will be made by the board based on a number of factors, including but not limited to playing ability, roster sizes and overall team balances. (Note any coed team beyond the U8 level is considered a “boys” team by the VSA for the purposes of competition and for this reason boys will not be allowed to play on otherwise all-girls teams.)

4. MULTIPLE SPORTS: Youth soccer players may play other sports during a soccer season provided they do not violate any club or team policies pertaining to practice or game attendance.

5. TEAMS FROM MULTIPLE TOWNS: If two teams in one age and gender bracket are based in different towns, some players may be required to roster on a team that is not based in their own hometown, to insure adequate numbers for each team.

E. COACH SELECTION AND REQUIREMENTS

1. COACH SELECTION: The CYS Board will recruit and select/approve coaches.

2. **COACHING CONTRACT:** All coaches must sign and agree to abide by the CYS coaches' code of conduct/coaching agreement in order to coach for CYS.

3. **MANDATORY BACKGROUND CHECKS:** All CYS coaches must submit to an approved criminal background check, and the CYS board reserves the right to deny coaching positions based on the results of these checks.

4. **MEETING ATTENDANCE REQUIREMENTS:** Coaches are required to attend 1-2 mandatory coach meetings and/or clinics per season.

5. **NUMBER OF COACHES PER TEAM:** No more than 3 coaches for any one team may be present in the technical area during a regulation match.

6. **NUMBER OF TEAMS PER COACH:** A person may coach no more than two teams per season, at least one of which must be a non-traveling team.

7. **COACH PRESENCE AT GAMES:** A registered CYS coach must be present at all games and practices.

8. **COACH AGE REQUIREMENTS:** The minimum age for a coach is 18 years. Assistant coaches may be as young as 16 if at least one coach per team is 18 or older.

9. **SUSPENSION AND DISMISSAL:** The CYS board reserves the right to suspend or dismiss any coach at any time should it feel that the coach's actions or circumstances may reasonably put the club or any of its members at risk, or threaten the function or mission of CYS. A simple majority vote at either a regular or emergency board meeting is required for this action. Such a vote must take place at a face-to-face meeting and not by email, etc.

10. **REINSTATEMENT FOLLOWING DISMISSAL:** A person who is dismissed as a coach by the CYS board may apply for re-instatement any following season. This person must submit to the board a written explanation why he or she feels deserving of this, and the board may

require personal or supportive testimony before making such a decision.

F. GRIEVANCES AND DISCIPLINE

1. FORM OF COMPLAINTS: Complaints must be in writing to the CYS board or the complainant must appear before the CYS board before the board will take any action.

2. VENUE FOR COMPLAINT RESOLUTION: Formal complaints shall be handled either at a regular board meeting or at a special board meeting convened for this purpose.

3. AGENDA FOR COMPLAINT RESOLUTION: The board president, who sets the agenda for board meetings, shall determine how and when any complaints should be handled, including when to invite various parties to speak, and for what length of time.

4. TIMING OF COMPLAINT RESOLUTION: All formal complaints will be addressed in a timely manner.

5. SUSPENSIONS FOLLOWING EJECTION FROM GAME: Any player or coach who is dismissed from a game must serve a mandatory minimum one-match suspension (ie. will not be allowed to be present at the next scheduled match, even if that match begins the next season). The board of directors will review the suspension and determine if any further disciplinary actions are needed.

ON FIELD

A. FIELD RULES

1. GOALPOST CLIMBING: Climbing on goalposts is strictly forbidden.

2. ANCHORING GOALPOSTS: All goalposts must be secured with sandbags or other appropriate ground anchors at all times.

3. MOVING GOALPOSTS: Goalposts may not be moved without direct, hands-on adult supervision.

4. ALCOHOL AND SMOKING: Spectators observed consuming alcohol or under its influence will be asked to leave the premises by either coach or officials. As smoking is contrary to the CYS mission of promoting fitness and health, any persons observed smoking on the sidelines or otherwise immediately adjacent to the soccer fields will be asked to refrain or move elsewhere.

5. LOCATION OF SPECTATORS, PLAYERS AND COACHES: Spectators must watch from the opposite side of field from players at least 2 yards from field of play, and not on goal lines. Coaches and substitute players must remain in the “technical area” during the course of a game. Neither coach nor spectators will be allowed to move the length of the field giving players instructions.

6. DOGS: Any dogs on sidelines must be leashed.

7. SPECTATOR DISMISSAL: If, in the opinion of officials or coaches, any spectator’s behavior is interfering with the play of the game, through disruptive behavior including abusive or loud verbal criticism of officials, players or coaches, inappropriate sideline coaching of players, or any other reason, either the official or coach may require that the spectator leave the playing area. In cases of minor infractions an initial warning is recommended prior to taking such action. The CYS board will review any spectator dismissals to determine if further actions are needed.

B. PLAYER SAFETY

1. HEADING: Practice heading the ball is not allowed until a player reaches the 5th grade (U12) compa.

2. JEWELRY: No jewelry, including earrings and other piercings, rings, necklaces, bracelets, or wristwatches, may be worn by any player for either matches or practices. Players who refuse or are unable to remove such jewelry will not be allowed to play, and taping is not an acceptable alternative.

3. **CASTS AND SPLINTS:** A player with a well-padded cast or splint will only be allowed to play in a match if the referee feels it does not constitute a danger to anyone else on the field and permits it. In the case of practices, the final decision shall rest with the coach.

4. **SLIDE TACKLING:** Slide tackling is not allowed until the U12 (5th grade and up) level. Violations of this may result in limitation of playing time or other disciplinary actions.

5. **ELECTRICAL STORMS:** All personnel must leave the field immediately following audible thunder or visible lightning. Play may not resume until at least 30 minutes have elapsed without any further thunder or lightning. The decision whether to wait or cancel the match rests entirely with the referee, who may or may not choose to consult with the coaches. If a match that is still in the first half is canceled, a rematch must be scheduled to determine an outcome. If a match in its second half is canceled, the score as stands will be the final result.

C. PLAYING TIME AND POSITIONS

1. **PLAYING TIME:** In accordance with VSA policy, CYS requires 50% minimum playing time for all U8 and U10 players (through 4th grade). This is encouraged for older age groups as well, and except in extraordinary circumstances every player should play in every game. Final decisions on playing time will be made by the coaches, who may modify these rules in extraordinary circumstances, such as injury or serious misconduct.

2. **FIELD POSITIONS:** Coaches will be encouraged to assign players to a variety of positions throughout the course of a season. CYS believes all players should learn the principles of attacking, defending and midfield play, and that none should gravitate to a specific position prematurely.

3. **SHORT-HANDED RULE:** If the opposing team is short-handed CYS teams must reduce their numbers to match. If more opposing players arrive after the match has begun, both sides may expand equally until

they reach the usual maximum. These new players may enter the field only at a stoppage in play, and with the official's permission.

D. CODES OF CONDUCT.

CYS maintains both player and parent codes of conduct documents. These shall be reviewed by coaches and signed by players and parents at the start of each season. Violation of these codes may be grounds for dismissal from individual matches or practices or, in severe violations, a season of play or the club altogether.