

**NORTH METRO SOCCER ASSOCIATION
COMPETITIVE PROGRAM MANUAL**



Updated: 1/19/2017

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COMPETITIVE PROGRAM

COACHES, ASSISTANT COACHES AND MANAGERS:

1. Competitive teams shall have at least two registered adults, meaning that they have completed the online background check and received a coach's pass from MYSA.
2. Team managers may NOT be the spouse of a coach or assistant coach working without prior approval from the competitive committee.
3. As a best practice, there should be at least two adults at each game, practice, training session or any other team events. Coaches and managers should never be alone with a player other than their own child.
4. Coaches, assistant coaches and trainers may not work with more than one North Metro team without prior approval from the competitive committee.
5. Coaches and assistant coaches must not leave a practice, game, training session or other team event until all players have left the premises.
6. Coaches may receive 100% reimbursement for successful completion of any NSCAA or USSF coaching license. Coaches must turn in a copy of their certification or license and payment receipt, to the Operations Treasurer and the Director of Soccer Operations to receive reimbursement.
7. Coaches are selected, interviewed and approved by the Competitive committee. Coaches may determine their assistant coaches and team managers but they must be persons in good standing with the Association.
8. North Metro Soccer Association reserves the right to remove a coach with or without cause.

PAID TRAINERS:

1. Any paid trainer may be provided for a team through the Director of Soccer Operations. A team can opt to provide their own trainer. In this case the team must submit a contract to be approved by the competitive committee. A copy of the approved, written contract will be kept on file with the treasurer. The approved contract template can be found in the [forms section of NMSA's](#) website.
2. Professional or paid trainers working under contract with the individual team must complete a W-9 form annually and return it to the treasurer in order to receive their

payment. Any paid trainer must complete a background check prior to working with any team.

3. Coaches/Managers using paid trainers need to have approval from their team before entering an agreement for a paid trainer. Parents are to know the costs per player and expectations of the trainer.

4. Players on competitive teams using a paid trainer must pay their required fees as directed by the coaches/managers. Any player who doesn't pay their share of the fees within 30 days may be suspended from the team.

5. All team contracts including contracts with gym facilities are bound with the team, not North Metro Soccer Association. The Association will not be responsible for any outstanding unpaid debts.

FINANCES:

1. Competitive teams **MUST** use the North Metro team accounts provided and may **NOT** use outside banking or credit union accounts. All team related transactions **MUST** be run through the North Metro team accounts and checks should be made out to North Metro Soccer Association.

2. Teams found in violation of not using the provided team accounts will have their coach and manager privileges marked as inactive in the Affinity system until resolved.

3. Teams may temporarily carry a negative team account balance. However, teams **MUST** repay any negative balances within two weeks of notification. Failure to repay any negative balance will result in their coach and manager privileges marked as inactive in the Affinity system until resolved.

4. Receipts are required for all expenses reimbursed from team accounts.

5. Players' families are required to pay their training fees, indoor league, registration fees, tournament fees and other team-related expenses in a timely manner. Once notified by the team manager or coach of their portion of team fees, families will have up to 30 days to make their payment. Players whose payments are not made within 30 days of notification may be suspended from the team until payment is made.

6. The Association will pay 100% of the summer and fall MYSA State tournament registration and referee fees for each team that **qualifies for the State tournament**.

7. If hard copy player passes have been provided to a team, it is the team/players responsibility not to lose them. If hard copy player passes are lost, it is the responsibility of the team/players to pay for replacement passes.

8. Teams should have a zero balance at the end of the summer season. Teams will be responsible for repaying any negative balance remaining in their team account at the end of the season.

9. Balances over \$10 per player will be refunded back to the player's family at the end of the season.

10. NMSA will NOT provide financial assistance to cover the costs of uniforms, equipment, paid trainers, winter training, tournament fees or indoor league fees as part of its fee waiver policy.

REFUND POLICY:

1. Once competitive registration fees have been paid in full, they are non-refundable.

2. Players unable to play due to extenuating circumstances such as a major player injury during the soccer season, family relocation or other circumstances which make it unreasonable for the player to play for their team, the family may appeal to the board in writing for a partial refund. Such refunds may not be more than 50% of fees paid.

3. If NMSA is unable to accept a registration and/or place a player on a team, that player will receive a full refund of their registration fees.

4. If a player has registered for a competitive team and is placed on a recreational team due to team size limitations, NMSA will refund the difference between the competitive and recreational registration fees.

TEAM POSTING AND PLAYER DECLINES:

1. All U9 to U16 aged teams will be posted on the NMSA website by midnight within 3 days of player identifications being completed and will include the team level, coach and players identified by pinnie number and initials. **Players who choose not to accept this placement must fill out a Player Decline Form and submit that to the appropriate director and club registrar within 8 days of the first day of tryouts in compliance with MYSA guidelines.** Any player who does not decline their position by that time will be bound to the NMSA at that time.

CHANGES TO TEAM ROSTERS AFTER TEAM FORMATION IS COMPLETE:

1. Any player who does not register for player identifications, but who wishes to join a team at the U9 to U16 levels after team formation is complete must submit a request to the appropriate age group director. The Club Director of Soccer Operations and age

group director will consider that team placement and set up an independent evaluation of that player (Attend a Fall Practice, Attend a Winter Training Program, etc.). Once the independent evaluation of the player is complete, final team placement will be determined. The Club DSO and/or appropriate director will recommend team placement for players to the Competitive Committee who must approve any additions. Once approved, players will be asked to complete the registration process.

2. Any player who is placed on an NMSA team from the Player Identification and Team Formation process who wish to be moved to a different NMSA team at the U9 to U16 levels must submit a request to the appropriate age group director. The Club Director of Soccer Operations and age group director will consider that team placement and set up an independent evaluation of that player (Attend a Fall Practice, Attend a Winter Training Program, etc.). Once the independent evaluation of the player is complete, final team placement will be determined. The Club DSO and/or appropriate director will recommend team placement for players to the Competitive Committee who must approve any additions. Once approved, players will be asked to complete the registration process.

PLAYING TIME GUIDELINES:

1. Playing time for Premier and Classic 1 teams at the U13 level and above will be determined at the coach's discretion.

2. U11 C1, U12 C1, and all Classic 2 and 3 coaches are required to give their players a minimum of one-third playing time available over the course of the season.

3. U9 and U10, maroon and gold players should have playing time equally shared each game. Coaches are encouraged to rotate their players through all positions over the course of the season. There should be no designated goalkeeper at these age levels, unless desired by the player.

4. Any player who misses a significant amount of practice time as defined by the coach can have their playing time in games reduced accordingly.

PLAYER / PARENT RESPONSIBILITIES:

1. Parents or players are responsible to pay their full registration fees by the posted deadline. Families who do not pay their fees by the posted date may forfeit their player's roster spot.

2. New competitive players must submit a copy of their birth certificate to the registrar.

3. Any player who falsifies their date of birth or birth certificate will be suspended from

competitive play for the term of one year and there will be no refund given for registration fees paid.

4. Players must wear the appropriate soccer gear including shin guards and association issued uniforms for competitive play.
5. Players may NOT wear any jewelry including but not limited to: watches, necklaces, earrings, bracelets, rings, leather bands, rubber bands, plastic or metal hair clips during actual games. Earrings may NOT be taped; they must be removed in order to play.
6. It is the responsibility of the parents and coaches to keep players and siblings off of the goals at all times. The equipment is being damaged and North Metro Soccer Association will NOT be responsible for injuries.
7. Players and/or parents of players are required to pay their training fees, indoor league fees, tournament fees or other team related expenses in a timely manner.
8. Once notified by the coach or team manager of their portion of the team fees, families will have two weeks to make their payment. Players whose payments are not made within 30 days may be suspended from the team until payment is made.

COACHING EXPECTATIONS:

1. Coaches and paid trainers are expected to treat all players, parents, referees and opponents with dignity and respect at all times.
2. Coaches and trainers represent North Metro Soccer Association and are expected to act professionally. Remember your actions and words are a direct reflection of North Metro Soccer.
3. All coaches must complete MYSA's or US Club's criminal background check annually, and the CDC's concussion training every three years. Certification of the background check and concussion training must be turned in to the Registrar before a Affinity rights will be established.
4. All head coaches and primary trainers must sign and the Acknowledgement page located at the end of this manual before Affinity rights will be established.

UNIFORMS AND SIGNS:

1. No uniform alterations are allowed. Names are not allowed on the back of uniforms and logos must be smaller than the North Metro Soccer Association shield and in compliance with MYSA guidelines.
2. Any banner, flags or signs used to show team sponsors must be approved by the

North Metro Soccer Association board prior to being produced or placed at a game site. Such banners, flags and signs may require the approval of the city administration.

FUNDRAISING:

1. Teams participating in fundraising events must receive prior approval from the board. Fundraisers may not involve alcohol, tobacco or related products.
2. All fundraising proceeds must be reported to the board and the proceeds deposited into their team account.



MYSA Coaches Code of Ethics

Several years ago, the MYSA adopted the following Coaches Code of Ethics. No mandate was given and no policing or penalties were suggested in its adoption. Within the MYSA Policy and Rules Manual, the "catch all" area for unethical behavior is section 8.0 CONDUCT. Rule B.2.2.2 covers harassment and offers a broad definition for what harassment can be.

Clearly, a similar code of ethics can apply to referees, parents and administrators. Here though, the focus is on coaches as they hold a prominent and influential position in youth soccer. It is apparent that a majority of our coaches operate within these ethical guidelines all the time. However, it is also clear that some coaches pick and choose which guidelines to follow and currently, that is possible within the broad scope of the rules we operate by.

While youth soccer and youth sports become more professionalized and competitive at all levels, we need to remind ourselves that youth is still the constituent. As such, all adults involved need to be prepared, and perhaps required, to observe higher standards of ethical behavior.

The MYSA Youth Council adopted the following Coaches Code of Ethics on February 10, 2002. The MYSA owes tremendous gratitude to the National Soccer Coaches Association of America for allowing us to use their template for a code of ethics, that they compiled after several years of deliberation.

1. Soccer is the player's game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players.
2. Coaches bear responsibility for teaching players to strive for success while playing fairly, observing the laws of the game and the highest levels of sportsmanship.
3. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
4. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.
5. In both victory and defeat, the behavior of the coach shall model grace, dignity and composure.
6. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, schools, sponsoring organizations and sports governing bodies.
7. Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including but not limited to, racism and sexism, at all levels of the game.
8. Coaches are responsible for taking an active role in education about, and prevention and treatment of drug, alcohol and tobacco abuse; both in their lives and in the lives of their players.
9. Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of the game.
10. Coaches shall respect the declared affiliations of all players.
11. Coaches shall seek to honor those who uphold the highest standards and principles of soccer and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute to the sport • violence, abuse, dishonesty, disrespect and violations of the laws of the game and rules governing competition.

[Online Acknowledgement Form](http://goo.gl/YzM2FA) required by all Head Coaches goo.gl/YzM2FA