



Comox Valley
United Soccer Club
(CVUSC)

YOUTH DIVISION

To promote the enjoyment of, and participation in, the sport of soccer.

POLICIES & PROCEDURES MANUAL

Revised June 2008

Comox Valley United Soccer Club

Youth Policy & Procedures

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1.1 INTRODUCTION

In 2000, under the directorship of Rob Moore, the process of establishing Policies and procedures for Comox Valley Youth Soccer was started. Ten dedicated volunteers met at 'Strategic Planning Sessions' for over 450 volunteer hours to create a mission statement, beliefs and the beginning of fair rules to run a youth soccer program.

This process was completed in 2005 by a small group of youth volunteers. After taking over the original notes, combing through old club minutes, meeting with the VP Development and using more than 150 volunteer hours, this draft Policies and Procedures Manual for Comox Valley United Soccer Club (CVUSC) is ready.

Thank you to all those volunteers over the years who have worked tirelessly finalizing a working document.

1.2 MISSION STATEMENT

To promote the enjoyment of, and participation in, the sport of soccer.

1.3 BELIEFS

We believe,

- our players needs come first
- there are many different levels of skill and motivation, each should be supported
- attitude development is as important as skill and knowledge development
- all practice and game experiences should be challenging, positive and enjoyable
- in a commitment to high standards of ethics
- in the principles of fair play
- in striving for excellence
- the heart of Youth Division is in our House League
- in developing and supporting our coaches

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2.1 (A) YOUTH HOUSE COMMITTEE

The Youth House Committee will consist of the Vice-President of Youth House, the Youth Secretary, the Division Manager Liaison, Division Managers and the Volunteer Coordinator.

All youth issues within the House League will be dealt with by the Youth House Committee and voted upon. If further clarification is needed then the issue(s) will be presented to the Club Executive Board in writing.

Attendance at Youth House meetings will consist of the Youth House Committee, CVUSC's President, Registrar, Equipment Manager, Referees-in-Chief, Vice-President Development, Scheduler and Administrator.

Regular Youth House Committee meetings will be held on the 1st week of each month, except for January and July, or as needed to accommodate Youth House business. Agenda to be put together by the VP of Youth House and the Youth Secretary.

Prior to each Season's start, Division Managers will meet with the VP of Youth House, Division Manager Liaison and Administrator to deal specifically with Season start up.

2.1 (B) YOUTH SELECT COMMITTEE

The Youth Select Committee will consist of the Vice-President of Youth Select, Select Team Managers and Select Team Coaches.

All youth issues within the Select League will be dealt with by the Youth Select Committee and voted upon. If further clarification is needed then the issue(s) will be presented to the Club Executive Board in writing.

Attendance at Youth Select meetings will consist of the Youth Select Committee, CVUSC's President and VP Development.

Youth Select meetings will be held as needed to accommodate Youth Select business. Agenda will be put together by the VP of Select.

Prior to each Season's start, Team Managers and Select Coaches will meet with the VP of Youth Select. At the end of each season, Team Managers and Select Coaches will meet with the VP of Youth Select.

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2.2 COMMUNICATIONS

Issues for the Youth Committees to consider need to be presented in writing (by letter or email) to either the VP of Youth House or the VP of Youth Select; depending on the issue; a minimum of 3 days prior to the Youth Committee meeting.

If the issue warrants a change to the YP&P manual, then the proposed change needs to be posted on the website providing membership an opportunity for awareness and input.

The proposed change will then be placed on the agenda of the next respective Youth Committee meeting for discussion. In order for it to be adopted in adhoc form, 60% of the Committee must be present to form a quorum. To be ratified at the AGM.

All member issues and proposed changes to the YP&P will be given the floor in the 1st ½ hour of each Youth Committee meeting. Members are welcome to attend the Youth Committee meeting during this period for discussion.

The VPs of Youth will provide a copy of a written report of the CVUSC's Executive Board meeting and Treasurer's report, to be filed with the minutes.

The Vice-President of Youth Select, will provide a copy of Upper Island and CVUSC minutes to all committee members.

The Registrar will provide a written registrar's report that will be filed with the minutes.

Minutes will be posted on the website one week after each Youth Committee meeting.

Newsletters will be distributed at the beginning of each Season and at least 2 weeks before the last day of play for each season.

If there are coaching concerns in House League:

- STEP 1 complainant to talk to coach - if not resolved;
- STEP 2 call Division Manager - if not resolved;
- STEP 3 call Division Manager Liaison - if not resolved;
- STEP 4 call VP Development - if not resolved;
- STEP 5 call VP Youth House - if not resolved;
- STEP 6 presented in writing for open discussion at the next Youth House Committee meeting.

If there are coaching concerns in Select League:

- STEP 1 complainant to talk to coach - if not resolved;
- STEP 2 call VP Development - if not resolved;
- STEP 3 call VP Youth Select - if not resolved;
- STEP 4 presented in writing for open discussion at the next Club Executive meeting.

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3.1 REGISTRATION

- 1) There will be a minimum of 4 registration days before each season. The registration dates for the following season will be confirmed before the end of the current season.
- 2) Firm registration and cut off dates will be announced for each season.
- 3) A minimum of 3 trained volunteers will be needed at each registration session.
- 4) Any changes to the registration form must be approved by the Youth Committee.
- 5) Micros and all new players are required to bring a photocopy of their birth certificate to their registration.
- 6) Registration forms must be signed by a parent or guardian.
- 7) Players will play in the same age group for the Fall and the Spring Seasons regardless if the players have had a birthday.
- 8) Potential Select Players must register with 3 cheques at their first tryout for:
 - a) the Regular fall season, b) the Select season, c) uniform deposit.
- 9) Players will not be considered registered until all required payments and documents have been received.
- 10) After the final registration date, all late registering players will be placed on a waiting list. Only Division Managers will put these players on appropriate teams.
- 11) At each wrap up there will be an opportunity to register for the next season.

3.2 REGISTRATION FEES

- 1) Fees are to be set by the Club Executive at an AGM.
- 2) Payment shall be made in cash or cheque only. Post-dated cheques can be accepted to the last day of registration.
- 3) A post-dated cheque for \$50 is required as a uniform deposit for all players from U9 and up, to complete registration.
- 4) Potential Select team players will pay the additional select team fee by cheque at their initial tryout.
- 5) All players registering after the final date will be subject to a \$25 administration fee
- 6) 'Financially disadvantaged' players shall be charged less & parents may be asked to work concession or Bingo.
- 7) Families registering 4 or more players will pay for the 3 oldest players.
- 8) Exchange students not participating the entire season, will have their fees pro-rated accordingly.
- 9) Refugees who have been re-located in our community, will be able to register free of charge for their initial season.
- 10) Fees include, T shirt (for U6 – U8), team photo, B.C. Soccer membership, player insurance and wind up treats (for house players).

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3.3 CANCELLATION AND REFUND POLICY

Registration Fees - ALL REFUNDS GRANTED WILL BE LESS A \$15 Administration fee. All requests for refunds must be received in writing (letter or email) by the second week of play at the club office: Box 3563, Courtenay, BC, V9N 6Z8; cvsoccer@shawbiz.ca

When a player is registered, and the appropriate fees are fully paid, a refund may be granted only under the following criteria:

- Prior to the season commencing, a refund is granted, without reason.
- After the season has started, up to and including the second week of play. Refunds will be issued only for medical reasons or if the player is leaving the Comox Valley.
- No refunds will be issued after this point in time.

4.1 HOUSE

- 1) House will consist of two separate seasons. Fall Season running from September to December and Spring Season running from April to June
- 2) Games will be played on Saturdays.
- 3) All teams will hold one practice/week at the discretion of the volunteer coach.
- 4) Players will be organized by age and gender, into their appropriate Divisions.
- 5) All players are to play in the division for the year of their birth. Players are not allowed to move up to an older age group.
- 6) Girls have the option to play in the boys division upon request at registrations.
- 7) Depending on numbers, there could be interlocking play with Campbell River for U11 and up, in the Fall Season only.
- 8) Youth referees will be provided for U9 and up.
- 9) Parents/guardians need to pick players up following soccer practices and games. After a 10 minute waiting period and no notification i.e.: cell phone call; players will be considered 'abandoned' and the Club will be notified. Continual re-occurrence may result in loss of member privileges and/or contact from the VP Youth House to the appropriate authorities.

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4.2 HOUSE TEAMS

OBJECTIVE: to ensure balanced teams of equal strength, promoting close, competitive games, thus providing a fun and enjoyable experience for all players of all ages.

All players are to have an equal opportunity to be coached by different coaches. Therefore players will not be kept on the same team as the previous Season. The entire Comox Valley will be considered as one area for the purpose of team formation.

There are no guarantees that requests for team placements will be honored. (Denman and Hornby players are an exception due to ferry schedules).

Division Managers will form teams based on rankings/assessments provided from the previous Season's Coaches

Players may be moved at the discretion of the Division Managers, ideally within the first two weeks of the Season. This is to provide for balance teams as parity is of utmost importance.

Guidelines for House Team sizes (depending on numbers and available fields):

U6	Micros	3/side
U7, U8	Fab Fours	4/side
U9, U10	Super Sixes	6/side
U11, U12	Super Eights	8/side
U13 & up		11/side

When 2 age groups are combined, they will play up to the older age groups' guidelines.

4.3 HOUSE PLAYERS

All players will:

- 1) be placed on a team according to age and gender by the Division Managers.
- 2) have different coaches each Season.
- 3) have equal playing time on house league teams.
- 4) be given the opportunity to play a variety of positions.
- 5) be guaranteed placement on a team if they register before the deadline.
- 6) be put on a wait list, if they register after the deadline, and placed on teams, numbers allowing, on a first come, first serve basis
- 7) be given the opportunity (if age appropriate) to sign up for 'Keeners' and the 'Jr. Academy'.
- 8) be given information for player camps and workshops.
- 9) participate in a wrap up festivity at the end of each Season.
- 10) have a team photo each Season.

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4.4 HOUSE COACHING GUIDELINES

- 1) Coaches will strive to educate players on the merits and needs of each position.
- 2) Coaches are encouraged to participate in at least one coaching workshop per session
- 3) Coaches can be on the field during a game from U11 and down for the purposes of player development.
- 4) Coaches need to delegate parents for phoning, scheduling of oranges and putting up and taking down of nets.
- 5) Coaches will play with the 'Mercy rule' – 3 goal difference. (see below)
- 6) All players need to be encouraged to be a team player. Coaches need to help develop team play with passing and 2 or more touches to the ball.
- 7) Coaches will rate all house players after each Season, using the form provided and returned to their Division Manager.
- 8) Coaches will support all team adjustments if there is an obvious imbalance in overall ability of the teams in their division.

4.4 A MERCY RULE

3 goal difference – make changes in a low key manner –
TRY:

- 1) number changes –losing team adds a player and or
- 2) play keep away and or
- 3) 3 touch game and or
- 4) use an unproven goalie and or
- 5) more strong players back and or
- 6) make position changes and or
- 7) any creative way to have the game's outcome close.

4.5 IN SUMMARY

- 1) These policies are considered guidelines. Division Managers will use discretion for the good of the athlete, team and club.
- 2) Parents can use the proper communication channels to have a voice.

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5.1 SELECT TEAMS

- 1) Select teams are competitive teams representing the CVUSC as per Upper Island Guidelines
- 2) Select will consist of one Upper Island Season running from September to March.
- 3) Provincial play off schedules and finals can run into July.
- 4) Most games will be played on Sundays.
- 5) All players are expected to commit to 2 practices/week.
- 6) Players will be organized by age and gender onto their appropriate teams.
- 7) Girls can tryout and play for boys teams. ((BCSA rule 4d) affiliations).
- 8) Each player will be requested to submit a recent photo for a photo identification card required for all Cup Play.
- 9) Parents/guardians need to pick players up following soccer practices and games. After a 10 minute waiting period and no notification i.e. Cell phone call, players will be considered "abandoned" and the Club will be notified. Continual re-occurrence may result in loss of member privileges and/or contact from the Youth Select Committee to the appropriate authorities.

5.2 SELECT TRYOUT FORMAT

LATE MARCH TO EARLY APRIL

- Place information in local newspaper(s), club newsletter, club website, and on bulletin board in clubhouse in regards to application process for select coaches for next season.
- Selection Committee to be chosen and agreed upon by VP Development and VP of Select. Committee to consist of 3 individuals.
- Deadline set for select applications to be received.

EARLY MAY

- Interviews held with select coaches.
- Coaches selected and notified.

MID MAY

- VP Development and VP of Select host meeting with chosen select coaches to finalize dates for try-outs for upcoming season.
- VP Development will establish/review guidelines and procedures for running a try-out session and selection process.
- Youth Procedure and Policy manual will be reviewed so all coaches are aware of club policies.
- Place information on try-outs in local newspaper(s), club newsletter, club website, and on bulletin board in clubhouse in regards to all details of try-outs for upcoming season.
- Article on try-outs to direct interested players/parents to club web site for complete details on expectation of select players and parents.

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5.2 SELECT TRYOUT FORMAT (continued)

JUNE

- Try-outs to be held and completed for all teams with the exception of teams that have qualified for Provincials.
- Provincial bound teams will select teams for next season in late August. Final selection must be completed by Aug 30th in order that house teams can be formed.
- Registration of all interested select players must be completed prior to player participating in try-outs. First try-out session will have a registration table. Players will need parents signature on completed registration form and three cheques for registration:
 1. Registration for fall season
 2. Additional select fee
 3. Uniform deposit
- Minimum of 15 players to be selected per team.
- Information to be posted on website for newcomers who move to the Valley over the summer months in regards to the process involved in having interested players evaluated for placement on a select team.
- Process for newcomers to be evaluated:
 - Parent to Contact VP Development
 - VP Development to contact select coach and confirm practice time, date and location
 - VP Development to form evaluation team made up of three qualified persons, 1 being select coach of team, who will attend try-out session and determine if athlete is suitable for placement on team.

5.3 NOTIFICATION TO SELECT PLAYER CANDIDATES

Each candidate will be notified at the coach's discretion by letter or by phone.

Select Coaches will have final say as to who is confirmed on their roster with the Youth Select Committee & VP Development supporting their decision.

Only players new to the Valley through the summer of those with medical reasons may be 'looked at' for a position on the team in the fall.

5.4 PLAYING UP

- 1) Younger players must be assessed in the top 3 to be considered for a spot on an older team. Players wishing to play up must request an assessment in writing (letter or email) addressed to the VP Development. Players still need to try out for their own age and gender group as well.
- 2) When an age group is short of players, younger aged players not being chosen for their own aged Select team will be invited to play up.
- 3) When a select team earns a berth to the Provincials, they may be kept together as a team for registration in the Spring House League and play one age group level higher.

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5.5 RESERVE PLAYERS

Reserves are to play with their House teams & go to their House team practice in order to maintain their reserve status. Reserves are regular members on their House teams and will be granted those privileges. They may go to both Select team practices but must commit to one.

5.6 PLAYING TIME

- a) League Games – All players will have an opportunity to play.
- b) Cup Games – Playing time is at the coach's discretion in order that teams may be competitive.

5.7 IN SUMMARY

- 1) These policies are considered guidelines. Coaches will use discretion for the good of the athlete, team and club.
- 2) Parents can use the proper communication channels to have a voice.

5.8 U12 ACADEMY TEAMS

- 1) Academy teams are considered select teams with all the benefits and responsibilities of a select program. With the following exceptions:
 - Players will be given the opportunity to play all positions. Players can be identified and developed as goalkeepers but will also be given the opportunity to play on the field.
 - With respect to CVUSC Constitution Bylaw 18 Tournament Fees both teams in a U12 Academy program are entitled to a select tournament fee. When only a single team is formed this team is entitled to one tournament fee.
 - Academy teams will play in the Upper Island Soccer Association.
- 2) Academy teams will be formed for both genders.
- 3) Academy teams will operate as a single group under the management of a head coach or co-head coaches.
- 4) Teams will play 8-side soccer as per BCSA Rules and Regulations.
- 5) Coaches will be picked as part of the normal Select coaching selection process.
- 6) Twenty to twenty-four players will be chosen for the Academy. These players will be divided equally between two teams. Swapping players periodically between teams is highly encouraged to create team bonding and spirit.
- 7) Both teams will practice together.

6.1 TOURNAMENTS

- (1) Upcoming tournaments and information will be forwarded to coaches by Division Managers, as information is made available.
- (2) It is the individual coaches' responsibility to complete entry forms for the tournaments and submit forms with a tournament fee paid up front.
- (3) Once acknowledgement of registration acceptance into the tournament is received, coaches submit info/receipt to the administrator for prompt reimbursement of the tournament fees.

7.1 SPONSORS

As per CVUSC Constitution.