

Brandon United Soccer Operational Guidelines

(approved March 10/06)

1. Mission Statement

This program is committed to the continuing development of players and coaches in a competitive atmosphere while fostering an environment that encourages the enjoyment and appreciation of the game of soccer as well as teaching these young athletes discipline and a sense of self-worth.

2. Program Objectives

To provide Brandon and surrounding areas with an avenue for boys and girls to play competitive soccer in age groups ranging from Under 10 to Under 18

To ensure and promote the availability of training in order to encourage skills development in players and their coaches

To provide each athlete with an opportunity to develop their skills, play at a higher level of competition, learn the importance of teamwork, and enjoy positive life experiences

To allow the involvement of parents/guardians in the development of the program objectives and to consider their input for both short and long term goals

To encourage the enjoyment and appreciation of soccer by putting the interests of the player first

3. Organization

This program shall operate as a separate 'committee' but will fall under the auspices of Brandon Youth Soccer Association and must adhere to any guidelines/bylaws set out for competitive programs by said organization.

4. Altering, Rescinding, and Adding By-Laws

Bylaws may be amended at a BYSA Board of Directors meeting or special BYSA membership meeting, provided that prior written notice of seven days is provided. Any voting member of the BYSA may propose an amendment.

5. Membership

Upon payment of the registration or other required fee, any person registered with this program shall be considered a regular member. If the member is under the age of 18, one parent and/or guardian shall be considered as the regular member.

A team coach, assistant coach, and manager shall comprise the coaching staff, will be considered full members but will not be required to pay the registration fee.

Members at Large shall be defined as a person residing in the Brandon district, nominated by a majority of the Brandon United Soccer Management Committee.

Membership applies from April 1 of one year to March 31 of the following year.

Players trying out for, and/or playing, on a BUS team must be registered with the Brandon Youth Soccer Association or the Manitoba Soccer Association

6. Conduct

Players, officials and spectators may only take part in or attend games on condition that they observe the By-Laws, Rules and Regulations of the Brandon Youth Soccer Association;

Brandon Youth Soccer will hold accountable member players, officials, spectators, coaches, and teams for behaviour deemed unacceptable by the disciplinary committee of BYSA.

BYSA/BUS is required to take all precautions necessary to prevent its players, coaches, officials and spectators from threatening or assaulting anyone present at games and especially the referee and assistants.

BYSA/BUS is required to take all precautions necessary to protect or save harmless its association members, players, coaches, officials or directors from misconduct or threatening/assaulting behaviors as exhibited by any such its association members, players, coaches, officials or directors.

7. Fees

Brandon United Soccer player registration fees shall be set and approved by BYSA at least one month prior to the first Brandon Youth Soccer registration date.

Parents who can not commit to payment of additional team seasonal costs may request to have their player reassigned to a Regional or Recreational team.

Team officials are responsible for the collection of additional fees and submitting such fees to the Secretary/Treasurer.

Team officials shall issue a receipt for all funds received from participants.

8. Management Committee

There shall be a Brandon United Soccer Management Committee, which falls under the jurisdiction of the Brandon Youth Soccer Association.

The committee shall consist of a Chairperson, whom is the representative of BUS to the BYSA Board of Directors, a Coaching Director, a Player Development Director, and a Secretary/Treasurer, one coach's representative from the boy's teams, one coach's representative from the girl's teams (voted on within themselves), two parent representatives (to be voted in at the BYSA Annual General Meeting), and one member at large (also voted upon at the Annual General Meeting). If these positions remain unfilled after the AGM, they may be filled by the appointment of the Chairperson, Secretary/Treasurer, in agreement with existing members presently on the Brandon United Committee. All Board Meetings will be open to the public.

Committee Chair and Secretary-Treasurer shall serve two-year terms, elected on alternate years at the Brandon Youth Soccer Annual General Meeting by simple majority. Election of this position falls under Article 9.1 of the BYSA Constitution.

Each parent representative shall be elected by a majority of adult members from within the BUS program.

Each coach representative shall be elected, by a majority vote, from within their numbers.

There shall be a minimum of 8 meeting held per year. All meetings are open to the public.

It is the responsibility of the BUS Management Committee to distribute relevant information to the BUS membership. Information should be delivered in the most direct fashion possible. It should not be assumed that if the information is delivered to the coaching staff or team managers that it will get to the parents. The Committee endeavours to gather all BUS memberships' e-mails so a direct contact can be made when necessary.

a. Chairperson

Presides at all Management Committee meetings
Provides monthly reports at Brandon Youth Soccer board meetings
Presents annual action plan to Brandon Youth Soccer Association
Presents annual report at BYSA's Annual General Meeting
Develops proposed budget, in cooperation with the Management committee, and presents to the BYSA Board for approval
Coordinates communication with the Coaching Directors in a timely fashion

b. Coaching Director

Presides at all Coach Selection Committee Meetings
Shall encourage and promote development of coach skills within the program.
Coordinate communication from the Management Committee to the Coaches in a timely fashion.
Shall investigate Coach Complaint submissions and report to Management Committee.
Shall identify and recruit candidates for all coaching positions as required within the BUS program.

c. Player Development Director

Player Development Director is responsible for the development, and operation of developmental activities for all players of Brandon United Soccer.
Work closely with other members of the Player Development Committee to determine objectives and needs for player development, organize resources and programs to fulfill those needs.
Develop and implement a club wide player development curriculum. This curriculum shall include the requisite characteristics, skills and knowledge that each player should have or develop at each age level. The use of this curriculum by coaches will insure that all teams are using a consistent development plan.
Organize and participate in annual team and club try-outs.
Shall aid in setting training goals for each team, these goals shall be communicated to the team coach, players and parents at their first team meeting.
Set up Player Evaluation format for each player at the beginning, middle, and end of the season.

d. Secretary/Treasurer

Records and responds to all correspondence of the Program
Maintains records of Program members and their addresses
Circulates Notice of Meeting as required
Ensures proper recording and circulation of Program Management Committee meeting minutes

9. Sub-Committees

Standing Sub Committees shall be established to facilitate the governing process of the program. The committees must meet at least once a year and report back to the Management Committee and to the BYSA Board.

If any of the committees do not have enough members to operate effectively, the duties of those committees can be performed by the BUS Management Committee.

a. Finance Committee

Shall consist of the Secretary/Treasurer as Chairperson, one coach representative, and one parent representative
Shall recommend, organize, and oversee sponsorship and fundraising activities
Shall collect annual fees and promptly deposit such monies in a financial institution, approved by the Program Management Committee
Account for funds of the Program and keep such books as required

b. Coach Selection Committee

Coach Selection Committee shall consist of the Coaching Director, who will act as Chair, two board members of the BYSA, and two parent representatives as mutually agreed upon by BYSA and the BUS Committee's parent delegates. Coach applicants are excluded from this committee.

Where there is a 'Conflict of Interest' the member must dismiss himself. If he/she fails to disclose, he/she may be removed from the Committee and the Association.

Shall advertise, interview and select coaches for the program (excepting where a Conflict of Interest occurs)

Present recommendations to the Program Management Committee, and upon their approval present to the BYSA board for final approval

c. Player Development Committee

Player Development Committee shall consist of the Player Development Director, and two BUS members.

Shall advertise and promote development programs for BUS players and coaches.

d. Nominating Committee

Nominating Committee shall consist of the Past BUS Chairman, one Parent Representative appointed by and from the Programs' membership, and one Coach Representative appointed by the Brandon Youth Soccer Association.

10. Finances

The BUS Program shall operate financially independent of the Brandon Youth Soccer Association.

The Program may hold and manage a bank account according to standard banking policies.

The Brandon United Soccer Finance Committee must present a seasonal report to the BUS Management Committee and must present a full financial report at the BYSA Annual General Meeting.

Financial signing authority will consist of the Program's Secretary/Treasurer and the two members of the Finance Committee. Authorization required the signatures of two of the three Finance Committee members.

All financial records shall be made available for inspection by any BUS Committee or BYSA Board member.

The fiscal year runs from October 1 to September 30 of the following year.

The Program may solicit corporate sponsorship directly. The sponsors name may be association with a team, a league, or a tournament.

Monthly Financial Reports shall be made available for members when so requested and a detailed report will be prepared for the Brandon Youth Soccer Association Annual General Meeting.

Each BUS team must present to the Management Committee a financial summary at the end of each season.

11. Coach Selection

All coach applications must be submitted, in writing, to the BUS Management Committee.

All applications for coaching must be received by the committee before a date determined by the BUS Management Committee.

Selection criteria will consist of certification, past experience, commitment to player and program development.

All successful coaches, assistant coaches and managers will be subject to background and criminal checks.

Coaching responsibilities commence on April 1 and end either March 31 of the following year or when the coach notifies the BUS Management Committee that the team's operations are finished until the next season.

All coaching appointments must be approved by the BYSA and are subject to removal by BYSA by a simple majority. Reasons for dismissal or other disciplinary action must be given to the offending coach in writing within sixty days of the action and must be signed by the BUS committee Chairperson and the BYSA President.

12. Responsibility of Coaches

The coach is responsible for team selection, operation and discipline (reportable to the Brandon United Program Management committee) if necessary.

The coach shall perform his/her duties in accordance with program objectives, player development guidelines, and any requirement imposed upon them by the Brandon United Program Management Committee, or decisions handed down from our parent association, Brandon Youth Soccer Association

Coaches will ensure that a parent representative is elected at the beginning of the year and that that representative understands their duties in problem resolution.

While recognizing that this is a competitive program, and that substitutions are at the discretion of the coach and sometimes necessary – The coach shall attempt to provide reasonable playing time during the season to any player who has demonstrated an honest commitment to improving his/her skills and has shown a desire to participate as a team player

The coach shall instill in players a respect for fair play and sound sportsmanship

The coach shall exemplify sound sportsmanship and self-discipline; coaches must be a positive role model for their team

The coach shall provide the athletes with a favourable image by maintaining the highest standards of personal conduct at all times

The coach is required to act in the best interest of players in the development of the athlete as a whole person

The coach may appoint an assistant coach and a manager to assist in the operation of the team, subject to the approval of the Program Management committee and the BYSA Board of Directors. Appointments of all positions will require that background and criminal checks be done.

To put forward a budget and projected income for their team for discussion and approval by the majority of parents involved.

It is the coach and team management's responsibility to provide fundraising as an option to cover the costs of participating on a competitive level.

Coaching Code of Ethics (as stated by the Canadian Professional Coaches Association)

Give athletes the opportunity to discuss, contribute to and agree with proposals for training and for performance standards. (1.14)

Provide athletes with the information necessary for them to be meaningfully involved in the decisions that affect them. (1.15)

Communicate and cooperate with family members, involving them in appropriate decisions pertaining to an athlete's development. (1.16)

Clarify the nature of coaching services to participants, i.e., athletes, parents, family members or significant others. (1.17)

13. Responsibilities of Managers

Club Team Managers shall be directly responsible to the Team Coach who shall be responsible for delegating specific duties.

In general, team managers should assume responsibility for most of the off field organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

Team Managers are expected to:

Be responsive to directives of Executive Committee and operate the teams within established policy, guidelines and regulations.

Ensure financial requirements of the Club are fulfilled.

Assist the Team Coach in monitoring off field conduct by team members and team followers at team activities such as games, practices, tournaments and team events, and to ensure that the team's role as a community and Club ambassador is maintained.

Establish, maintain and enhance communication with the team sponsor.

Establish, maintain and enhance communication with other Club team managers at the appropriate level.

Establish, maintain and enhance communication with League commissioners, representatives and participants.

Special Tasks:

While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach may delegate:

CSA, MSA registration cards or Team Sheets and Rosters
Gathering of relevant player medical history data, and establishment of a medical treatment permission waiver
Obtaining of travel permits
Organization of parent meetings
Participate in formulation of team objectives and rules
Preparation of team budget
Supervise and monitor collection of money and fund raising
Present financial statements to parents and BUS Management Committee
Arrange team transportation, accommodation and subsistence
Arrange for additional practice fields
Arrange for cancelled fields to be used by another team
Confirm officials for home games (League or Exhibition)
Confirm scheduled away games
Act as coordinator for Provincial competition (Premier and Regional only)
Organize and manage parents or parent committees as may be required from time to time, e.g. team treasurer
Fundraising committee
Yearbook committee
Equipment manager
Statisticians, etc

Managing Team Financial Accounts

Team financial accounts shall be a team activity and responsibility. BYSA assumes no liability or responsibility in the management of team accounts. Team budgets shall be a team responsibility. The Club recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers, etc., are placed in a position of trust with respect to the Club, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Club guidelines and the accounting for their actions.

14. Team Selection

Teams will be identified by year of birth.

There may be two teams at a certain age group or age groups may be combined depending on the number of interested players and coaches available.

If two teams at one age group are formed one team may be the Tier 1 or "Premier" team and the other a Tier2 or "Regional" team or it may be decided by the coaches and parents involved to have two teams of equal ability. Player selection will be accomplished through an open evaluation/tryout process. The coach of each team must invite at least one impartial observer to assist with the selection of players. It would be ideal if that observer was a coach in the BUS program but if no such coach were available, an impartial observer with some knowledge of soccer would be acceptable.

Each team should schedule two tryout sessions so that any potential players have the opportunity to attend at least one of the sessions if the player cannot attend the other scheduled session.

All BYSA Competitive tryout players shall receive notification of the result of their tryout. This can be via a letter, person-to-person phone call, or other such manner determined by the Coach.

It is important that players shall be released with care and the process adopted shall maintain the dignity of the players involved.

BYSA management shall be advised of the players not making the BUS team so that they can be assigned to teams within the recreational league.

All players must be registered with BYSA or MSA before participating in any on-field activity.

Try-out fees, to offset club operation and related costs, shall be established annually by the Management Committee, and collected by team representatives. There is no reduction in tryout fees for players registering late for tryouts.

All players registering to play in the BYSA House League must be informed of the Brandon United Soccer evaluation/tryouts at registration.

Teams Rosters may be between 16 and 18 players. The Brandon United Soccer Management Committee must approve any exceptions.

Player selections must be complete by the end of the second week of April, with exceptions to this policy allowed upon approval by the BUS Management Committee.

15. Team Operations

Team rosters must be submitted to the BUS Chairperson by the end of April.

The BUS program shall follow the guidelines of BYSA, MSA and CSA.

The soccer season is from April 1 of one year to March 31 of the following year.

Upon formation, BUS teams must submit a fully completed and signed 'Parental Consent Travel Form' and a 'Youth Player Registration Form' (Roster) to the Program Chairperson.

An effort shall be made to have two practices and/or games per week. Exhibitions games should be arranged whenever possible.

Teams are encouraged to attend 3-4 tournaments per season. Tournaments attended will be proposed by the coach and agreed upon by the majority of the parents/guardians.

Each team shall establish written rules for the team, approved by the Management Committee, and enforced equally among all players.

Each team shall distribute and have the coaches, parents and players read, sign and return the relevant Codes of Conduct to the team manager who will then deliver them to the Sect/Treasurer.

The BYSA Registrar and a representative of the BUS Management Committee must sign all rosters and player cards. No travel permit, roster or player card shall be signed or approved until all fees have been submitted.

16. Travel Permits

When traveling within Manitoba, teams must submit a fully completed Brandon Youth Soccer Association 'Travel Permit' to the BYSA Office no less than 5 days prior to the event.

When traveling outside of Manitoba, teams must submit a fully completed Manitoba Soccer Association 'Application for Travel' and submit to the BYSA office no less than 5 days prior to the event.

A travel permit would not be required for travel outside Brandon for games in a sanctioned league that the team has entered. An example would be the Westman Rural Youth Soccer League.

17. Player Cards

It is the responsibility of the team's coach, and/or team management, to ensure that each player has a player card as is required. These cards can be obtained through the BYSA office and documentation will be required to verify that all the information contained on the card is correct.

18. Uniforms and Equipment

There will be a dominant colour of the Brandon United Soccer Program Home Team Jerseys. The jersey must be crested with the BYSA and/or BUS logo, must have a number of the back, and may have a sponsor's logo on the sleeve or front.

BUS will provide each team with a set of uniforms. The teams must supply BUS with a deposit, which shall be returned to the team when the uniforms are returned to BUS after the season.

All teams will be provided with 2 game balls and other supplies and equipment the BUS Committee feels is appropriate.

All players are required to wear shin pads and cleats that are approved by current MSA and CSA standards.

19. Fundraising

The Brandon United Soccer Program shall be permitted to operate a fund raising project that will benefit the overall program.

Additional Fundraising and/or Sponsorship will be at the team's discretion, with the coach and the majority of the parents/guardians in agreement.

Individual teams within the program shall be permitted to operate a fund raising project in order to offset team costs incurred during the playing season. Should a team desire, it may combine its fund raising efforts with another team within the BUS Program.

All necessary license and permits are the responsibility of the teams involved.

Teams are not limited in number of fundraisers or sponsorships procured.

The money raised may not be used to benefit one, or a small percentage of the team, and must be of value to all team members. No dollar amount may be carried forward, thus each team's individual account balance must be zero or a nominal amount at the conclusion of each season.

20. Practices

Competitive teams shall strive for two practices each. Competitive teams will be allowed one practice per week at Brandon Optimist Soccer Park. The practice field must be arranged with the BYSA General Manager and will be dependent upon availability. The General Manger has the final determination on which field shall be used for the practice.

21. Tournaments

Coaches must make an effort to participate in at least three tournaments per season.

Approval must be obtained from the BUS Management Committee in order to host a tournament. This must be done well in advance of the event.

Player cards are required to play in tournaments.

All participating players/teams must be registered with an official soccer organization. It is the responsibility of the host of the event to verify this fact. It is necessary for teams from outside of Manitoba to provide proof of affiliation. If a player or team arrives without acceptable documentation, they will be ineligible to play.

Teams shall only participate in MSA sanctioned tournaments. Teams must get permission to enter tournaments from the BYSA Registrar. Teams shall not participate in any tournament that is not sanctioned by MSA.

Small tournaments hosted by a sanctioned league where only the teams in that league enter often do not go through the process of getting that tournament officially sanctioned. BUS teams can enter these tournaments after getting approval from the BYSA Registrar.

22. Out-of-Town Tournaments and Exhibition Games

Competition is only permitted with MSA recognized teams for divisions U10 through U18.

Approval must be obtained by teams prior to participating in exhibition games or tournaments.

23. Pick-ups

Teams wanting to temporarily recruit a player from another BUS team or from a team in the Recreational league to play for the team when the team is short of players due to injuries, holidays etc must notify that player's regular coach first. This is to ensure that the player's regular team commitments are given priority.

Players wishing to recruit or "call-up" a player from another team for more than a temporary period of time should notify the player's current coach first and then must also discuss the situation with the player, the player's parents and the player's current coach and ensure that the best interests of all parties concerned is considered.

The BUS Management Committee should resolve any disputes regarding the above.

24. Short Term Competitive Teams

BUS shall accommodate those participants that wish to organize a short-term soccer team. Normally teams of this nature develop from the Recreational Program and their main purpose is for fun and continued involvement past the end of the Recreational season and the team disbands by October 1 of each year.

A reduced fee shall be made available for the reduced time period. The suggested fees are normally half the regular fee.

This fee covers additional insurance, competitive player cards, a BYSA administration fee, and entrance into the BUS Competitive tournament.

All short-term teams are included in all BUS training programs from the registration date until the end of September of each year.

Each team will be responsible for finding sponsors for uniforms and other team related expenses.

Team jerseys must bear the logo of BUS or BYSA and reflect the dominant colour of the BYSA.

Short term teams must meet all other requirements of the BUS Operational Guidelines when attending tournaments and competing in exhibition contests.

25. Try-outs and Age-Advancing

Players must report to tryouts with their own age category. Coaches may invite exceptional players to the higher age group or caliber teams with written agreement from the Management Committee.

Under-age players are permitted only on the recommendation of the Management Committee and on approval of the parent and are subject to the underage player policy.

26a. Underage Players

Under age players in the categories U-11 and above, shall be permitted to tryout for a category above their age group

If the player cannot make the top team in the category for which they are trying out, they must return to the evaluations in their appropriate age category (players are required to participate in both the evaluations of their own age group and the higher age group).

Parents wishing to have their child tryout as an underage player must get the written approval of the BUS Management Committee and at the U-12 and older age categories, sign an acceptance of this policy in advance before their child may tryout.

26b Females wishing to play on Male teams

A female player wishing to play on a male team must get permission from the BUS management committee. The player's parents/guardians must provide the committee with a written request.

27. Player Evaluation Guidelines

Player Evaluation Guidelines are necessary to help Coaches select the players for a team. This will also ensure that all players are treated fairly and objectively and also provide the coaches with a means to justify any decisions they make regarding player selection.

It is important to point out the following before any guidelines can be established:

All BUS team tryouts are open to all players

The coach of a BUS team should have final say on which players are on his/hers team

BUS Management will not override a coach's decision if proper procedure has been followed and the player evaluation guidelines have been followed and documented

Players should be evaluated in four different categories:

Technical Ability

Tactical Ability

Attitude and Commitment

Physical Attributes

There are numerous skills and attributes associated with each of the above categories. These can be listed out on evaluation forms that each coach can use at a tryout.

The weighting applied to each of the above categories should be decided by the coach of the team based on his/her experience and expectations. For example, a highly skilled player who scores high on all categories except "attitude and commitment" might be excluded from that team's final roster because that coach places a high emphasis on a good attitude and high commitment. A different coach might place less emphasis on attitude and commitment and select that player. Each coach will have a different idea on what the most important evaluation categories are and should be able to evaluate their players in the way they think is best as long as they follow the guidelines and can support any decisions they make with proper documentation.

The skills and attributes to look for in each category include the following:

a. Technical Ability

Ball control

Can the player:

Control a ball played to them instantly and smoothly

Control a ball that is bouncing or coming at the player in the air

Receive the ball and move in a different direction without stopping and still maintain control

Receive a pass while running at near full speed

Protect the ball by shielding and deception

Passing

Can the player:

Complete short and long range passes

Complete one-touch passes

Dribbling

Can the player:

Dribble or carry the ball without losing control

Dribble the ball through a set course and/or opponents

Take on a player in a one vs. one situation

Maintain possession for a period of time

Shooting

Can the player:

Strike the ball accurately with sufficient force

Strike the ball low or high as required

Hit a volley shot

Chip the ball

Strike the ball quickly while under pressure

Other

Can the player:

Head the ball

Receive the ball with their body and maintain control

b. Tactical Ability

Assessing tactical ability can be very subjective and must involve observing the players in game or near-game situations. Things to look for besides a basic understanding of positional duties include:

In Attack:

Player in possession of ball:

Good peripheral vision with ability to recognize the correct time and situation to switch the play or point of attack

Good penetrating vision with ability to see and utilize players forward of the ball

Recognition of when to hold possession and when to pass

Recognition of when to shoot the ball

Player without possession:

Takes themselves available for the ball by providing support

Recognizes when to offer close support and when to stay away

Understands how to help keep the team's shape and interact with the play

In Defense:

Defender on Ball:

Ability to quickly read and anticipate what the attacking player is doing

Ability to quickly close down attacking space while staying in control

Ability to win the ball

Ability to start the attack after winning possession

Support Defenders:

Ability to understand balance and support

Ability to quickly read and anticipate what the attacking team is doing

Ability to get into the counter attack when team wins possession

c. Attitude and Commitment

Regardless of a player's technical skills, tactical play and physical display, other factors can heavily influence a coach's decision regarding a particular player. Coaches will look at the players' mental and psychological make-up, their motivational drive and will power, their self-confidence and emotional stability. Each coach loves to identify key players with personalities and qualities that cause them to become team leaders. Conversely, coaches also need to identify players who will bring down team morale and spirit through a poor attitude towards the game, their teammates and the coaches.

Assessing a player's attitude and commitment is very subjective but each coach should be able to rate their players in some manner. Past experience with a player can provide the basis for any rating. It should also be recognized that a player's level of commitment to a team often depends on the ability and desire of the player's parent(s) to get the player to a practice or game and this should be taken into consideration.

The attitude, demeanor, and commitment of a player's parents should also be assessed when selecting players.

If the coach has coached the player before they should have a good idea of that player's level of commitment. Each coach or team should keep a record of each player's attendance at games, practices, clinics etc. This attendance record will provide a good basis from which to judge a player's level of commitment for the upcoming season.

Things to look for and ask the player or parent(s):

Will you come to all (or almost all) games and practices?

Will you notify the coach when you cannot attend?

Are parents willing to drive the player to games and practices or arrange a ride?

Will the player arrive on time and be prepared to play or practice?

Will the player or parent(s) purchase the required equipment?

Will the player always bring the required equipment (i.e. ball, water, etc?)

Is the player or parent(s) willing to pay the estimated team fees?

Each team should establish a level of commitment that they expect from their potential players so that the parents and players are aware of this before the season starts.

Attitude

A player's attitude can also be influenced by past experience with a player. Again a coach should try to keep some type of record or assessment of a player's attitude during the season.

Things to look for:

Coach ability

Respect of coaches, teammates, officials and opponents

Drive

Aggressiveness

Determination

A hard worker

Leadership

Willing to learn
Self Control
Self Confidence
Mental Toughness
Conscientiousness
Trustfulness
Communicates well on and off field
Ability to get along with potential teammates

Signs that a player's attitude may be a problem:

Not listening to coaches
Criticizing or making fun of teammates
Talking back to coaches or officials
Putting in a poor effort at practice or during a game
Arriving late and unprepared for games and practices

d. Physical Attributes

Physical fitness is an important part of the game and all physical elements must be in balance in order to become a complete player. Players' physical aspects can be measured and assessed by a coach. The main factors to look at are:

Endurance - The ability of the player to exhibit a high work rate throughout the entire game both in attack and defense with no sign of fatigue. For example the player's endurance level will effect their ability to move into open spaces demanding the ball or quickly track down an opposing player carrying the ball.

Speed - The ability to accelerate quickly and maintain that acceleration over various lengths.

Elements of speed include:

Pure straight ahead running speed

Lateral speed (changing direction)

Change of speed (acceleration)

Deceleration (ability to stop)

The elements of speed can be tested with or without the ball.

Agility – Agility is the ability to change directions quickly while staying balanced. Twisting, turning while dribbling, readjusting the body to control an awkwardly bouncing ball and getting up quickly after a tackle are a few examples. Agility can be tested (and improved) through agility drills, ply metric drills and flexibility exercises.

Strength – The ability to effectively use your body to win physical confrontations. Strength is exhibited during tackling, battling for loose balls, changing directions effectively, using the arms to hold a player off while running at top speed with the ball or in shooting for power.

e. Summary

Each BUS coach should use the preceding guidelines as a basis for evaluating players that want to try out for their team. The coach can modify the guidelines to fit their own needs and priorities as long as the general principals and intent is adhered to. The player evaluation worksheets (or a coach's own version) should be used at all tryouts to document and support all player decisions.

28. Discipline

All discipline items must be submitted to the Brandon United Soccer Chairperson in writing and signed. The BUS Committee Chairperson is required to bring the discipline item before the Brandon Youth Soccer Association's Disciplinary Committee within 7 days of receipt.

General

The disciplinary committee has the right, where any member maybe exposed to danger or risk either physical or personal to immediately remove any coach, player, parent or any combination of members from a team or the program until investigation results are complete.

The investigation must occur in a timely manner in order to save members' undue hardship, and stress.

Upon completion of the investigation the disciplinary committee has the right to reprimand/suspend or discharge members of any combination as a result of misconduct.

a. Rules of Conduct

This program is committed to the continuing development of players and coaches in a competitive atmosphere while fostering an environment that encourages the enjoyment and appreciation of the game of soccer as well as teaching these young athletes discipline and a sense of self-worth.

In keeping with the mission statement of Brandon United Soccer, BYSA/BUS has developed these rules of conduct in order to guide and protect all members. All members are encouraged to participate with grace, good manners and respect towards opponents, referees, other players, parents, coaches, officials, and representatives/directors of the Association.

b. Misconduct - as pertaining to all BYSA Members

In addition to matters referred to in the BYSA Constitution, Code of Conduct, By-Laws, Rules or Regulations of the Association, it shall be misconduct if any person or organization is proved at a hearing to the satisfaction of the Discipline Hearing Committee of the Association to have done, or permitted or assisted in doing or permitting any of the following:

Violated the Laws of the Game or the Bylaws, Rules and Regulations of the Association;

Bet on any game other than on registered lotteries or pools;

Offered or attempted to offer, directly or indirectly, any consideration whatsoever to any Association, Club or League or to any player or official of any Association, Club or League or to any game officials with a view to influencing the result of any game or accepting any such consideration;

Committed any act or made any statement either verbally or in writing, or been responsible for conduct, continuing misconduct or any other matter which, in the opinion of the Association, is considered to be ungentlemanly, insulting or improper behavior or likely to bring the game into disrepute.

Committed any act or made any statement either verbally or in writing, or been responsible for conduct, continuing misconduct or any other matter which, in the opinion of the Association, is considered to be ungentlemanly, insulting or improper behavior suggested or implied against or towards any associations members, players, coaches, officials or directors. These acts may include, but are not limited too suggestions of misconduct by any associations members, players, coaches, officials or directors without substantiated knowledge or evidence of.

c. Misconduct –Right of Discipline

Brandon Youth Soccer Association acknowledges the requirement to protect all members from acts of misconduct, and as such will exercise these rights of discipline as required.

Brandon Youth Soccer Association must inform its members of all misconduct, and as such offer opportunity for corrective behavior. Notification of Misconduct shall be as follows:

Step 1 Verbal Warning

Step 2 Written Warning, with copy to the Disciplinary Committee/BYSA Executive (for information only)

Step 3 Written Warning, with copy to the Disciplinary Committee/BYSA Executive for (Review and Action)
Disciplinary committee will review and recommend corrective action which may include reprimand, suspension, and in extreme cases expulsion.

d. Coach/Player/Parent – Discipline

The Disciplinary committee has the right, after having fully investigated and reviewed all facts reprimand, suspend or discharge any coach/player/parent that is found in breach of the coaches/player/parent code of conduct, Rules of Misconduct, or BYSA Code of Conduct Suspension of a coach/player/parent shall be immediate if the disciplinary committee finds that after initial investigation that the breach of conduct may be so gross that members could be at risk.

Discharge of a coach/player/parent shall be immediate if the disciplinary committee finds the breach of conduct to be so gross that members are at risk.

29. Player Releases

Unfortunately, from time to time, players may seek to leave BYSA. The policy for an individual seeking a release from BYSA is as follows:

The individual will present a written request to the BYSA Management Committee of the Club. Upon receipt:

The individual will refrain from participating with any BYSA team or any other soccer team, including any team to which the player wishes to move. This includes, but is not limited to - evaluations, games, training, or other team functions for a period of 14 days.

During this period, the individual will meet with the BYSA Club Head Coach, at his convenience, to discuss the matter.

At that time, a meeting of the BUS Management Committee will be convened to further discuss the matter.

The Management Committee will make a recommendation for approval or decline to the BYSA Executive Committee. The Executive Committee shall have the final decision on approval or decline; such decision will be provided in writing. All releases require the signature of the President or in the absence of the President, the President's delegate.

30. Player Dismissal Guidelines

BUS coaches are to notify any player not meeting the coach's expectations in performance, attitude or attendance directly. This will include written notice at least once before a player dismissal, a copy of which must be sent to the Chair of Brandon United Soccer (or his/her designate as appointed by the BUS management committee in cases where a conflict of interest may be present). This will provide an objective third party and allow the BUS chair (or designate) to provide advice of possible solutions. This notice will clearly outline the corrective measures that the player is to take and by what deadline the measures are to be met by. Failure to comply immediately or subsequently would allow the players to be dismissed from the team at the coach's discretion after the BUS Chair (or designate) has been advised that corrective measures have not been taken. In order for players to meet the coach's expectations, those expectations must be made clear at the beginning of the season. It is expected that coaches will make clear expectations for players and their families with regards to:

Game, tournament and practice attendance

Volunteer expectations

Fundraising expectations

Codes of Conduct for Players and Parents

Actions of a player's parents/guardian may also lead to the dismissal of a player.

Coaches will ensure that a parent representative is elected at the beginning of the year and that that representative understands their duties in problem resolution. Player dismissal should only be the last resort in serious situations.

31. Appeals

There are two types of appeals that may arise. The first is coach selection. A coach may want to appeal a decision made by the BUS Coach Selection Committee regarding coach selection and team assignment. The second is player selection. A player or parent may want to make an appeal regarding the fact that the player was or was not selected to play for a particular team. BUS should have a process in place so that these appeals are heard in a timely and equitable fashion. The appeal process should therefore be set up as follows:

a. Coach Selection Appeals

A coach that was not selected to coach a team or a particular team may appeal the decision. The appeal must be in writing, addressed to the BUS Chairperson, and delivered to the BYSA office within seven days of the coach receiving notification from the BUS Coach Selection Committee of their decision regarding that coach's application for a coaching position.

An Appeals Committee will be formed to review the appeal. This committee will consist of the BUS Chairperson, one of the BUS Parent Reps and the Member at Large. Alternates can be appointed if there is the potential of conflict of interest or one the members is not available to hear the appeal on a timely basis. The Appeals Committee shall review the coach's appeal and also the process used by the Coach Selection Committee to assess that coach's application to ensure that no oversights were made and that proper procedure and guidelines were followed. The Coach Selection Committee is expected to provide all relevant documents and other support to the Appeals Committee as they request. The appeal should be reviewed within seven days of being received and a decision should be made within three days after being reviewed.

The Appeals Committee can arrive at one of two decisions.

The first is that the Coach Selection Committee followed all proper procedures and guidelines when assessing the coach's application and therefore the decision of the Coach Selection Committee will stand.

The second is that the Coach Selection Committee failed to follow proper procedures and guidelines or failed to consider all relevant information and therefore should review the coach's application again. It should be noted that any change in coach selection as a result of an appeal can be very disruptive to the team's roster selection, plans and goals and should only be made in exceptional circumstances.

The coach making the appeal and the Coach Selection Committee should be informed of the decision in writing.

b. Player Selection Appeals

A player or parent may want to make an appeal regarding the fact that the player was or was not selected to play for a particular team. The appeal should be in writing, addressed to the BUS Chairperson, and delivered within seven days of the player or parent receiving notification of the results of the team selection process.

An Appeals Committee will be formed to review the appeal. This committee will consist of the BUS Chairperson, one of the BUS Parent Reps and one of the BUS Coach Reps. Alternatives can be appointed if there is the potential of conflict of interest or one of the members is not available to hear the appeal on a timely basis.

The Appeals Committee shall review the player's appeal and also the process used by the relevant coach or coaches to assess the players trying out for the team and the process used to select the team to ensure that proper procedures and guidelines were followed. . The coach or coaches are expected to provide all relevant documents and other support to the Appeals Committee as they request. The appeal should be reviewed within seven days of being received and a decision should be made within three days after being reviewed.

The Appeals Committee can arrive at one of two decisions.

The first is that the coach or coaches followed all proper procedures and guidelines when assessing the player and therefore the decision of the coach or coaches will stand.

The second is that the coach or coaches failed to follow proper procedures and guidelines or failed to consider all relevant information and therefore should review the player's assessment again. It should be noted that according to BUS Guidelines the coach is responsible for team selection and as long as proper procedure and guidelines are followed, no decision regarding player selection will be overruled.

The parent or player making the appeal and the coach or coaches should be informed of the decision in writing.

(Approved by Brandon United Soccer Management Committee March 10, 2006)