

Mission of the Faribault Soccer Association

The missions of the Faribault Soccer Association (referred to as FSA) focuses on the best interest of all youth participants in soccer. FSA helps all youth participants develop their skills as soccer players to the best of their capabilities and to gain an appreciation of the game of soccer as a team player. FSA strives to inspire youthful participants with the fundamental principles of teamwork and fair play, while having a focus on fun.

Board of Directors

The Faribault Soccer Association, we be managed by a Board of Directors, consisting of nine members, each serving 3 year terms. Members are elected at the annual members meeting in October. A calendar year for soccer is November 1 – October 31.

Terms of the members of the Board of Directors are staggered so that one-third of the total Board of Directors are elected each year.

Officers to the Board of Directors are elected annually. Officer positions are:

President – Vice President – Secretary – Treasurer

As a member of the Board of Directors, attendance to Board Meetings is important and critical. If a member finds their schedule not allowing them for regular attendance at meetings, and misses a minimum of four (4) in a one-year period, that member will be asked to reaffirm their commitment or resign their position.

Meetings are open to anyone involved within the association. The Board respectfully requests that any visitor wishing to attend a meeting, call the Secretary to be placed on the agenda prior to the meeting date. Visitors will be allowed a maximum of *approximately* 15 minutes to discuss their item. The meeting will then continue with the normal agenda format. If the item presented by a visitor requires Board action, such action will take place after the visitors have been excused from the meeting.

Responsibilities:

Annual Meeting

Coordinate Team Managers

Equipment

Tournaments

Field/Referees	Newsletter
Fundraising	League Representative
Volunteers	Team Pictures
Finance/Budget	Coaches
Registration/Insurance	Membership/Recruitment

Team Selection Process

The Board of Directors will determine the number of teams each year. Teams will be determined each year following the annual registration.

Players will be required to register at the level with their age, at July 31st of each year. The MYSA fields teams on an age basis, with travel teams starting at the U9 (under 9) age and upwards. In the event that multiple teams can be created at specific level, the Board of Directors, in coordination with the coaching staff(s), will determine how to split the players into multiple teams. Due to strict roster guidelines by the MYSA, registration will be limited to a set period of time. Players registering during that timeframe will have the first opportunity to make a team's roster, over players attempting to register after the registration period. If the number of players registering during the registration period exceeds the limit for one team but does not allow for the creation of multiple teams, the Board of Directors will determine a tryout policy for those players that registered on time to determine which players will complete the roster. It will be up to the coaching staff to decide if the team will over roster players, as this may have a negative impact on the success of the team.

Player Movement Policy

It is the goal of the Faribault Soccer Association (FSA) to give every child who has a desire to play soccer the opportunity to do so. In order to accomplish this we have adopted a policy for players playing on teams outside of their age groups.

1. For purposes of this policy, "Rostering up" refers to a player Rostering on a team other than his/her available age group. It also refers to a player Rostering on one team and permanently playing on another. "Playing up" and " Guest Players" are not included in this policy. *See below* Also, if there is no U11 team, and a U11 player is rostered on a U12 team, this IS NOT considered a "Roster up".
2. FSA will NOT guarantee to anyone that they may "Roster up" to another team.
3. If it is in the best interest of FSA and all teams affected, FSA may ask certain players if they are interested in Rostering up to another team. Each player and their parents will then have a choice, we will not force the player up.
4. When a family has 2 children close in age, they may request that the younger child be allowed to Roster up. FSA will attempt to accommodate the request providing:
 - There is an available roster spot open at that age group on the last possible player registration date. We will attempt to fill all roster spots with children from the appropriate age group and will continue to do so until the player registration deadline. (We will not turn away a 12 year old child so that we can play an 11 year old on the U12 team)
 - If a child is eligible for a U11 team and petitions to play on U12, their moving up cannot hurt the numbers for the U11 team. If FSA determines there is an adequate number of players on the U11 team, we would then consider a POSSIBLE Roster up providing that all other conditions are met.
 - The players skill level and size must be close to that of the team they would be playing on. We do not want to increase the risk of injury by Rostering a child where they don't belong. FSA reserves the right to require a tryout for the coaches affected. They will determine the players skill level.
1. Any parent may petition to Roster their child up even if there is not a sibling on the team. They would need to meet the same criteria as the children with siblings.
2. If there is more than one petition to Roster up and all other criteria are met and if there are limited positions available, the order will be as follows:
3. Children with siblings

4. All others.
5. If necessary, there will be a tryout for the coaches of team being played up to. Those coaches with the FSA board members will make All final decisions.

ALL DECISIONS MADE BY THE BOARD ARE FINAL

Note: If a player is moved-up to the next level for any reason, that player will need to register the following year at the age appropriate level for that year. A one – year move up does not guarantee moving up in subsequent years.

Playing up (guest players for individual games)

- The coach asking for a player to play up needs to have a need for that player. (Having the guest player play and having a current player on the team sit or play very little is not acceptable) The Guest Player needs to know that they are there only to help the team as needed.
- A player must get approval from his/her coach before playing for another team. Keep in mind that this may be a good experience for that player. Coaches need to consider the following.
 - Does that player have the ability to play up?
 - Will that player miss any of their own games?
 - Are the parents OK with this?

Grievance Process

The Grievance Process is intended to provide parents, volunteers, employees and independent contractors access to a process by which complaints, disputes, or other significant concerns can be addressed, reviewed and/or resolved. This process is intended to provide individuals a forum to communicate with the FSA when all other attempts to resolve an issue have failed. Player conduct, attendance, swearing, attitude and other minor items should be handled through team rules:

1. The parent, volunteer, employee or independent contractor should discuss in a non-public manner, any complaints, disputes or other significant concerns directly with the individual(s) immediately involved in or having knowledge

of the issue. Ideally, most issues are resolved at this level. It is recommended that this be done after you have considered the situation and your perspective for at least 24 hours.

2. If the issue is not resolved to the individual's satisfaction, he/she may discuss and/or meet with a representative of the FSA Board of Directors in an effort to work toward a resolution.
3. If the issue remains unresolved, the individual should present his/her grievance, in writing, to the President of the FSA Board of Directors. The grievance must include:
 - a. A concise statement of the issue(s)
 - b. Identify the parties involved, and the opinion of the individual as to how the issue could be resolved
 - c. A proposed solution
4. Please note that this written statement must be presented to the President (if he/ she is not involved in the dispute) within a reasonable amount of time (a few days).
5. The President of the FSA will meet with all parties involved, review any and all documentation relevant to the issue, and bring his/her findings to the full Board of Directors for the review and consideration of the Board. The Board of Directors is responsible for rendering an opinion as to how the issue should be resolved. Every effort will be made to have this completed within one week of receiving the written grievance.
6. It is the policy of the FSA that no individual shall be discriminated against in any way for using this procedure. Discouraging individuals from using this procedure shall not be tolerated.

Voluntarism

The Faribault Soccer Association is an all-volunteer organization that relies entirely upon players, parents and friends of the FSA to support and carry out our mission. The success and quality of our program is directly dependent upon each individual's commitment to volunteer in some capacity. Volunteers are our greatest assets and equally important as the financial support we receive through player fees, fundraising and charitable contributions.

Volunteers are needed in the following areas and capacities:

- Board Member
- Coach
- Team Manager
- Fundraisers
- Tournaments
- Equipment Manager
- Website
- Player Registration
- Field Maintenance
- Miscellaneous Jobs & Committees

Without adequate volunteer support, our program would suffer which would result in a less than desirable soccer experience for our sons/daughters. Parents are encouraged to seek out opportunities to volunteer. This will give your sons and daughters the most meaningful experience and increase their enjoyment of the game of soccer.

Registration and Player Fees

A general registration will be held for all interested youth. All players must be registered and paid in full prior to the first practice, unless other arrangements have been made and approved by the Board. The Faribault Soccer Association wants to give any youth who wants to, the opportunity to play soccer. If a family is under financial hardship, payment plans and scholarships are available. Any Board Member can put a family in contact with the Scholarship Sub-Committee. This Sub-Committee will assist the family with setting up a payment plan for the player(s) as well as help submit a completed Scholarship application. Scholarships are available on a limited basis, with player and family maximums. Additional volunteerism may be required in lieu of scholarship assistance.

Board Members, Team Managers, Coaches, Assistant Coaches, and other association volunteers will pay all fees in full and are credited with volunteer hours of service. Special situations may exist, as determined by the Board, which may impact specific fees for players.

Refund Policy

Occasionally a player may need to withdraw from soccer for some reason once the season has begun. We recognize that this may happen and we will work with the families to refund them a portion of the fees paid. This includes injuries, illness and family hardships. Any requests for refunds must be made in writing to the attention of the FSA Board of Directors, and it will be taken into consideration at the next scheduled Board meeting. Fees will be refunded on a pro-rated basis depending on when the request is made and costs incurred. All refunds will be considered on an individual basis and all factors will be considered.

Communication

It is the Coach's responsibility to communicate the following to the parents as soon as possible after team selection has been finalized.

General:

1. Introduction of coaches and assistants.
2. Have parents complete any outstanding paperwork.
3. Need to verify all information from registration (address, phone numbers, email, birthdates, etc.).
4. Select a team manager if one has not been chosen already.

Coaches Philosophy:

1. State your goals and objectives for the coming season.
2. Explanation of expected behavior from players.
3. Discuss desired means of communication between coaches, players, and parents.
4. Discuss planned tournament schedule (number, dates, and locations).

Parent Obligations:

1. Be sure to get your son/daughter to games and practices on time.
2. Attend all games if possible.

3. Be encouraging - not critical - of the team and coaches.
4. Leave reprimanding and coaching to the coaches.
5. Do not belittle referees or opposing players and/or coaches.
6. Do not disturb the players or coaches during practices or games.
7. Notify coaches/team manager in advance of schedule conflicts, missed games or practices.

Coaches Responsibilities

1. A coach must be able to develop a good rapport with any number of individuals and groups, team personnel, the community as a whole, spectators, officials, fellow coaches, media representatives, and the parent(s) of his/her players. Good rapport and an image of competency are invaluable for the coach.
2. The Faribault Soccer Association expects cooperation between all individuals associated in any degree. Coaches must work hand-in-hand with other members of FSA promoting the various activities with which the Association is involved. Supporting the various fundraisers, assisting in recruitment of volunteers on an ongoing basis, and assisting the equipment manager in keeping control of Association equipment are all examples of the key elements necessary to run a quality program.
3. Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Building positive attitudes is very important. Players have the right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.
4. As a coach, you are a frequent topic of conversation at various community locations – the home, the workplace and at the meetings of many civic organizations. Your reputation as a coach is constantly under scrutiny. Your actions and statements should always reflect confidence and respect when referring to the FSA.
5. The Minnesota Youth Soccer Association (MYSA) offers certification and coaches are urged to attend training to become qualified, certified coaches.

The Faribault Soccer Association will pay for this training provided authorization for such training is approved by the FSA. Coaches should also be thoroughly familiar with the rules and regulations of the MYSA Handbook. Handbooks are available via the MYSA website.

6. Coaches should clearly communicate to the players and parents what the goals of the team and the expectations for each player will be.
7. The most obvious requirement is that the coach be a teacher. The coach must be able to teach fundamentals to improve each child's skills as well as concepts and strategies to promote teamwork and a better understanding of the game. He/she must have a love of the game and inspire positive attitudes while challenging the players to achieve better skills. As a teacher, he/she must be fair and unprejudiced with players, consider their individual differences, skills, needs and interests. The safety and welfare of the players should always be uppermost in the coaches' minds.

Team Managers Responsibilities

1. Help the coach coordinate game schedule.
2. Distribute team schedule to players. A tentative schedule should be distributed at the initial team meeting, making players and parents aware that changes may occur to the schedule.
3. Verify/confirm with the opponent and referees all games by telephone one week before scheduled date.
4. Report all game scores to MYSA.
5. Handle team registration for tournaments.
6. Have team, team registration form, certified roster and emergency medical forms on hand for all games and tournaments.
7. Make sure that all forms have been signed by the appropriate people (parents/players) in the proper areas, and that all forms are complete!
8. Assist the FSA Registrar in getting completed forms from families.

9. *Adequately communicate appropriate team information as necessary. It is recommended that a player/parent e-mail distribution list is utilized as one method of communication.*

Practice Sessions

1. In most programs, field time is very valuable because of its limited availability and the number of teams needing it. Obviously, more hours would be great, but perhaps a more practical solution is to make the best possible use of the hours you have. Most important is advance planning by the coach. Plan your practice before you arrive at the field and write it down. This simple, but important, step will do much to insure a successful practice.
2. Be sure you are on the field and leave the field at the proper time.
3. Players are required to wear shin-guards and cleats.
4. Insist that team members attend all practices unless they have a valid excuse. Players should notify their coach or team manager when they will be absent.
5. Only coaches should carry out practice sessions. No extra players should be allowed to practice unless authorized by the head coach.

Games

1. Once a team has been registered with MYSA, the MYSA district coordinator sets the game schedule.
2. Only coaches that are on a team's roster are allowed on the sidelines during games.
3. Games should emphasize the concept of team play, the development of proper attitudes and good sportsmanship, disciplined position play, and shooting and ball handling skills. Coaches should stress the development of these qualities rather than make victory the only goal of their young players.
4. Players should be taught not to complain or talk to a referee after receiving a penalty, yellow card, or red card. They should continue play in the event of a penalty, and follow the referees direction in all other cases. It is the

responsibility of the team captain to ask the referee for clarification if necessary.

Tournaments

The FSA provides funds for each team to participate in tournaments in a given season. The FSA will allocate a fixed amount to be used for each team on a yearly basis. Additional tournaments may be attended, but the cost will be divided by all members of the team, regardless as to their participation in the tournament.

The FSA will pay for any District, Regional or State Tournament that teams qualify for during the season. This currently applies to the U11 and above teams for both boys and girls.

Teams are responsible to pay for any additional tournaments that they choose to play. At times this can be a considerable amount due to high registration fees and additional costs of gate fees, hotel rooms, and other travel fees. Teams need to discuss the amount of tournaments that they want to play each season and come to an amount that all families are comfortable with. Other options should be considered when scheduling games such as traveling to a town for a two game series *to reduce the cost*.

CODES OF CONDUCT

This Code is not intended to be an all-inclusive list of association rules. Soccer players registered to play on a team under the auspices of the Faribault Soccer Association are expected to conduct themselves in a manner that is respectful of others and reflects positively on the association and the Faribault community. All FSA members and spectators are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings.

1. **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. Foster friendships with teammates and opponents alike.
2. **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.

3. **INTEGRITY** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM, AND ORGANIZATIONAL LEVEL** - Each member of the organization, whether player, volunteer, or staff, should seek to perform their respective roles to the highest level of his or her ability.
5. **ENJOYMENT** - It is important for the soccer experience to be fun, satisfying, and rewarding for all involved.
6. **LOYALTY** - We aspire to foster a passion for, as well as a loyalty to the sport and all its participants.
7. **TEAMWORK** - We value the strength of learning to work together as a team and an association.

Player's Code of Conduct:

Consistent with the Association's core values (*listed above*), each and every player registered with the Association should:

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player - get along with your teammates. Learn teamwork, sportsmanship, and discipline. Be on time for all practices and games.
4. Learn the rules and play by them. Always be a good sport.
5. Respect your coach, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.
7. Per U.S.A. Soccer guidelines, Faribault Soccer Association must follow a zero tolerance policy.

Parent's Code of Conduct:

1. Do not force your children to participate in sports, but support their desire to play. Children should be involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.

3. Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Do not make derogatory comments to players, parents, visiting team parents, officials, or coaches either on or off the field.
5. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in lower age groups.
6. Parents have the obligation to remain in control in the spectator areas during the game and should refrain from entering the player sideline or approaching the coaches immediately after a game. (Except to inform the coaches of any injuries to their child.)
7. Follow the proper grievance procedure. If you are convinced that something is wrong on your player's team, contact the individual with whom you have the disagreement. If that fails, contact an FSA board member.
8. Know the rules of the game and support the officials and coaches on and off the Field. Any criticism of the officials or coaches only hurts the game for your child.
9. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work towards removing the physical and verbal abuse in youth sports.
10. Recognize the importance of volunteer coaches. Communicate with and support them.
11. If you enjoy the game, learn all you can about the game, and volunteer!

Coaches' Code of Conduct:

FSA Coaches and Managers will agree to the following...

1. I am representing FSA, my community and my team and agree to act accordingly at all

times.

2. I understand that coaching is a position of trust. Therefore, I will be a positive role model for

my players and will maintain my personal integrity and dignity at all times.

3. I will demand a sports environment that is free from drugs, alcohol and tobacco and will

refrain from their use at all games, exhibitions, practices and events. I will never coach a

game or conduct a practice under the influence of drugs or alcohol.

4. I will never swear, use profanity or make obscene gestures, or engage in any inappropriate

behavior or conduct, at any time.

5. I will always remember that my players are involved in FSA for fun and enjoyment, and I will do everything possible to keep the game fun and enjoyable. I am a youth coach and understand that the game is for the children, not the adults.

6. I will always have a positive attitude and will always praise my players for trying hard,

playing fair and doing their best, regardless of the outcome of the game.

7. I will never criticize or yell at any player for making a mistake. I will not tolerate any

physical or verbal abuse in youth sports.

8. I understand that winning is a consideration, but not the only one, nor the most important

one. I will place the well being of every player above my personal desire to win. I will be

humble in victory and gracious in defeat.

9. I understand that being a coach means being, first and foremost, a teacher. I will teach my

players basic skills, techniques and strategies, and will give all my players the opportunity to

improve their skills, gain confidence and develop self-esteem at practice and in games.

10. I will always display good sportsmanship and fair play, and will encourage the same from my

players, colleagues, opponents, parents and spectators.

11. I will maintain an open line of communication with my players and parents.

12. I will inspect all equipment and fields on a regular basis to ensure the safety of my players.

13. I will respect the referees and game officials and their authority during every game. I will

never dispute, challenge or excessively argue any decisions made by them, or confront any

referee or league official at the field before, during or after the game.

14. I acknowledge that this Code of Conduct has been adopted by FSA and agree that if I fail to

abide by the rules and guidelines, I will be subject to disciplinary action by

FSA that could include, but is not limited to the following:

„hfnWarning

„hfnProbation

„hfnRemoval from program

In the event a situation rises which calls for interpretation, FSA will take into account the best

interest of each athlete, the entire team, the Faribault Soccer Association, and the integrity of the soccer game. FSA board decision will be final.

Player and Adult Guidelines

DEFINITIONS

For the purposes of this document, we will define **ADULT** as those persons in their roles as coach, assistant coach, board member, team manager or volunteer who works with, for or around **PLAYERS**. This would include anyone older than the age group they are interacting with; for example, a 15-year old assistant coach of a U-11 team would be considered an **ADULT** for the purposes of these Guidelines.

PLAYER defines all persons who are members of or play on a soccer team. This definition does include those players who participate at the U-19 level, even though they may be of legal age.

In the example of the 15-year old assistant coach: if s/he is also a rostered participant on a U-16 or higher team, that person is also subject to the guidelines applicable to a **PLAYER**.

GUIDELINES

These guidelines recognize that the lines of authority and separation between adults and players must be recognized and respected. Generally, players are children and as

such, deserve special protection. These guidelines provide that protection while setting levels of acceptable conduct for adults.

Physical Contact

ADULTS must be aware that any physical contact with **PLAYERS** can be misinterpreted. Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, or console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the **ADULT** in a position of power and/or intimidation; for example, taking a **PLAYER** by the shoulders and physically moving them to another field or body position.

Sexual contact of any kind or type is prohibited between **ADULTS** and **PLAYERS**, whether or not contact is consensual. [The exemption to this guideline would be in the event of player/coach spouses or legally-declared domestic partners.]

Social Contact

ADULTS should not socialize or spend time alone with **PLAYERS** except at games, practices, or team functions. An **ADULT** in a one-on-one situation with a **PLAYER** is generally inappropriate.

ADULTS should avoid instances such as driving alone with a non-family **PLAYER**. However, in the event that a **PLAYER** remains on a field waiting for transportation, the **ADULT** should wait with the **PLAYER** on the field to guarantee the **PLAYER'S** safety and well-being. (**ADULTS** should stress with their **PLAYERS'** parents the responsibility for safe and timely transportation to and from the field.)

During out-of-town tournaments, a non-parent/custodian **ADULT** shall not share any sleeping arrangements with a **PLAYER** or **PLAYERS**.

ADULTS should respect the privacy of **PLAYERS**. If shower or changing room facilities are available, schedules should be arranged so that **ADULTS** and **PLAYERS** have separate use. If using a changing room, **ADULTS** should provide privacy for **PLAYERS** to make necessary preparations before entering for pre/post-game

discussions. In addition, **ADULTS** should not allow others to enter except by the expressed wish of the **PLAYERS** still present.

Health and Well-being

ADULTS share the responsibility for the **PLAYERS'** health while at practices, scrimmages, and games. **ADULTS** should have **PLAYERS'** release forms and medical kits with them at all times. **ADULTS** are also responsible for seeing that the field conditions are safe for the **PLAYERS** and that the field equipment is in good, safe condition prior to the start of any activity.

Head injuries resulting in disorientation should result in a **PLAYER** remaining out of the game.

ADULTS transporting players must model safe driving techniques and enforce seat belt use with **PLAYERS** and other vehicle occupants.

ADULTS need to be aware of signs of neglect and abuse (physical, emotional, or sexual) of the **PLAYERS**. Observations should be reported to the local law enforcement agency.

Language

Offensive and insulting language by **ADULTS** or **PLAYERS** is unacceptable. **ADULTS** should model good communication skills.

Language that is denigrating in nature, content or tone or refers to one's gender, race, national origin, disability, sexual orientation or religion is unacceptable.

Inappropriate language targeting officials, opponents, or spectators may be grounds for **PLAYER** penalties or **ADULTS'** removal from the game and/or the premises.

Violations

- Violations of these guidelines by **ADULTS** or **PLAYERS** will subject them to disciplinary actions, including but not limited to, warnings, sanctions, suspensions or release by the Affiliate Member and/or MYSA.

- Appropriate legal authorities may be called upon based on the nature of the violation.
- Anyone witnessing a violation of these guidelines should report the violation to the office of the State Risk Manager/Vice President of Administration, MYSA.

Fundraising

Faribault Soccer Association is a Non-profit organization that relies on donations from corporate sponsors as well as member fundraising. We need these funds to continue to keep player fees to a minimum as well as develop a program that will last into the future.

The following rules will apply to all fundraising that is done for the benefit of the Faribault Soccer Association or its members. All money collected through any type of fundraising **MUST** be turned into the Faribault Soccer Association. FSA is tax exempt and Non-profit.

Any donation of goods (i.e. shirts, water bottles) of \$250 or more must have a value assigned to the donation. All donations must be reported to the Board.

The board must approve all fundraiser before they begin. Present your plan at a board meeting in person (preferably in writing)

Background

The Faribault Soccer Association has been approved as a 501(c)(3) organization. This designation means that the FSA is both exempt from paying Federal and Minnesota taxes and the donations given to the FSA are normally deductible on the donor's Federal and state tax returns. However, there are several situations where a contribution to FSA might not be deductible. We need to keep these situations in mind when designing out fundraising efforts.