

# **SHAKOPEE SOCCER ASSOCIATION CLUB HANDBOOK**

Updated February 2009

## **MISSION**

The mission of Shakopee Soccer Association (SSA) is to promote the playing of competitive soccer in Shakopee and its surrounding communities for young athletes ages 8 through 19.

## **SOCCER ASSOCIATION GOALS**

- To provide a competitive soccer program for the youth of our community, designed to help them grow as players and teams.
- To provide education for coaches, referees, and players to improve their understanding of the game of soccer and improve both team and individual skills.
- To provide unbiased, non-discriminatory, and fair team selection.
- To provide fair and knowledgeable officiating for soccer games.
- To represent the community in local and statewide soccer associations.
- To promote sportsmanship, teamwork, and respect by youths towards coaches, referees and all other players, whether on their own team or an opposing team.
- To help support high school and junior high boys and girls soccer.
- To provide safe, well-prepared fields and equipment for use by the youth soccer teams.

# **SOCCER HANDBOOK**

## **Section 1: General provisions**

1.1 The Shakopee Soccer Association (SSA) Board of Directors shall govern all management of the soccer program.

## **Section 2: Membership**

### 2.1 Qualification

Any parent or legal guardian who has paid a player's registration fee, is listed on the registration form, and is current with regards to payment on his/her child(ren)'s fees shall be considered a general member of this association, or the player themselves, if at least 18 years of age (but not both). Members who are not current with their fees shall be considered members in good standing only if appropriate arrangements for payment have been made.

In addition, any community member who is an active volunteer within the association can, and will be noted as being a member of the Association. An active volunteer will be described as someone who has been appointed by the Board to use their time or talents to assist the Club in its operations by volunteering within the past year.

The annual general membership period for parents or legal guardians of players (or the player themselves, if at least 18 years of age) shall commence on the date a registered player's payment is collected (check cashed) and shall terminate one (1) year later. The annual general membership period for an active volunteer (with no children in the soccer program) shall be from the date of one Annual General Meeting (AGM) until one day after the next year's AGM. The number of members shall be unlimited with efforts made each year to increase the association membership.

2.2 Each year on or about September 15th, an Annual General Meeting of the Membership is held to review the past year and hold elections.

## **Section 3: Board of Directors**

3.1 The members of the Board of Directors are selected as structured in the By-laws.

Appendix A defines board member duties.

### 3.2 Elections to the Board

Elections to the Board of Directors are held at the Annual General Meeting. Nominations must be submitted in writing (mail or email) to the current Secretary of the Board of Directors no later than August 31, prior to the Annual Meeting. If more nominations are received than there are openings available, a secret ballot is held and the person(s) receiving a simple majority of the votes is elected. If a member of the Board resigns during their term of office, or an open position exists, a replacement is selected as structured in the By-laws.

### 3.3 Board Meetings

All board meetings are open to the general membership, but only the board members are allowed to vote on decisions in front of the board. A quorum of a majority of the filled board positions is required to pass formal and binding motions. The chairperson of the meetings is allowed to vote only in the case of a tie vote of the other members. The President normally chairs the meetings, in his/her absence the Vice President would act as the chairperson. The chairperson is allowed to vote on by-law changes. Normal motions presented at the meeting must be proposed and seconded, and are passed by a simple majority of the voting board members present. Robert's Rules of Order shall govern all board meeting proceedings, except as provided in the by-laws.

### **Section 4: By-law Changes**

4.1 By-law changes must be distributed to all board members and discussed at two (2) consecutive meetings at least one (1) week apart and approval at the second meeting requires a positive vote of at least 66% of the board members.

### **Section 5: Fiscal Matters**

5.1 The SSA Board of Directors creates an annual budget, combining past seasons' experience with projections for the upcoming season. The budget includes projections for expenses such as equipment costs, training fees, uniform costs, city fees, etc., and determines anticipated revenues such as player fees, fundraising, and community business donations.

5.2 The Treasurer must obtain Board approval for any expenditure.

5.3 Outgoing Soccer Board members may be presented with a gift to recognize their contribution to the organization (not to exceed \$100 in value).

5.4 All copying, paper, printing costs, postage, and other incidental costs associated with conducting soccer business are to be reimbursed based upon a receipt.

5.5 An independent audit will be conducted by a firm selected by the Board, every 3 years, or whenever the Treasurer's position changes, whichever is less.

5.6 All checks will be prepared by the Treasurer. All payments will be presented to the Board for approval at least monthly at scheduled Board Meetings, and will be signed by the President or Vice President of the club.

5.7 Any bank fees incurred by SSA due to payment issues (such as non-sufficient funds, stopped payment, etc.) will need to be reimbursed by the player's parent/guardian.

### **Section 6: Players**

6.1 Competitive (Traveling)

Players are considered members of competitive soccer with Shakopee Soccer Association when they have registered for the upcoming season and have been rostered on a team. Players who subsequently wish to play for another club must have a transfer approved by both clubs and the appropriate MYSA District Director. A transfer request can be denied if it would cause undo hardship to an existing team.

#### 6.1a Recreational/Rec Plus

Players are considered members of recreational soccer with Shakopee Soccer Association when they have registered for the upcoming season and have been rostered on a team. Players who subsequently wish to play for another club must have a transfer approved by both clubs and the appropriate MYSA District Director. A transfer request can be denied if it would cause undo hardship to an existing team.

#### 6.2 Play-up rules

A player will normally play in the age group (not necessarily school year) to which they belong as defined by MYSA guidelines; however, players may request to play up to an older age level as described in the Tryout / Evaluation policy. This also applies to the merging of age groups to form teams, as directed by the Board of Directors.

#### 6.3 Fees

The registration fees are determined when each season's budget is approved by the Board and, in general, are to cover the majority of costs associated with playing competitive or recreational soccer. These fees pay for the following:

- Equipment costs
- League registration fees (MYSA), team and individual
- Referee costs
- Field costs (to the City of Shakopee)
- Administrative costs
- Training for both players and coaches

The registration fees do not cover the following, which must be paid by individuals and/or teams:

- Uniforms (individual)
- Invitational tournaments (team - optional)
- Professional coaching sessions not sponsored by the club (team - optional)
- Payments to coaches if deemed appropriate by the team (team - optional)

A minimum of 7 hours of volunteerism, or \$100.00, will be required per family on a yearly basis. Head Coaches, Assistant Coaches and Team Managers will fulfill their required volunteer hours by completing the season in their respective roles.

#### 6.4 Financial Assistance

There are a limited number of scholarships available to players who demonstrate financial need. These scholarships will cover up to one-half (1/2) of the registration and/or uniform costs. The player (player's parent) will be responsible for the other half. A payment plan can be arranged, if necessary, for the player's portion of the costs.

Requests for fee assistance should be made in writing, with supporting documentation attached. Supporting documentation can include:

- letter from school showing eligibility for free/reduced lunch program
- case number for current aid/assistance from the county
- short-term circumstances (reviewed on case-by-case basis); please provide a brief letter outlining hardship
- request by a coach, parent or player

Until scholarship is approved and all fees that a player is responsible for are paid, a player will NOT be considered as registered and will not be placed on a team, will not receive a player pass and therefore cannot participate on any SSA team.

If a scholarship athlete's attendance for practices, games and tournaments falls below 75%, they are not eligible for a scholarship the following year.

#### 6.5 Refunds

SSA has a limited refund policy. Any refund requests must be submitted in writing. Stopping payment on a check for a player's fees is not considered an appropriate method for obtaining a refund and may result in the player's future exclusion from SSA programs. Refunds may be given under the following circumstances ONLY:

##### **6.5.1 Competitive Traveling Soccer**

- If SSA cannot place a player on a team within SSA (100% refund).
- Parents of player complete and submit a Refund Request Form postmarked no later than January 31 (refund player fee minus \$25 processing fee). Late fee and uniform fee will not be refunded.
- **No refunds will be issued after April 1 for Summer Competitive season.**
- **No refunds will be issued after August 15 for Fall Competitive season.**

No refund is made to a player transferring to another soccer club, unless they cannot be placed on a club team of equal age/skill level.

If you want to transfer from the travel program to the recreational program, and notify the Registrar of this change prior to January 31, all but \$25.00 will be applied to your recreation program registration.

##### **6.5.2 Recreational Soccer**

- If SSA cannot place a player on a team within SSA (100% refund).
- Parents of player complete and submit a Refund Request Form postmarked no later than the last day prior to the start of the Spring (or Fall) Recreational Program (refund player fee minus \$15 processing fee).

- **No refunds will be issued after the Spring (or Fall) Rec Program starts.**

No refund is made to a player transferring to another soccer club, unless they cannot be placed on a club team of equal age level.

## 6.6 Fundraising

The Board will provide periodic fundraising activities for all members. All members are expected to participate.

## 6.7 Player Development

The club will provide player development including, but not limited to:

- Player training
- Hired trainers
- Coordinated training camps
- Appropriate skill training from coaches
- Encourage players to participate on school soccer teams

SSA encourages youth and adults to attend or watch higher level soccer matches to aid in their awareness of the sport and how it is played. Examples could include high school team games, professional team games, national teams, etc.

6.8 Recreation programs for youth in grades K -2 are available through Shakopee's Parks and Recreation department. SSA will coordinate a spring recreational program for ages 5-10, a fall recreational program for ages 6-12, and Kicks Camp(s) for ages 6-12. The club uses the recreation program to build skill development and attract new players.

## **Section 7: Competitive Teams**

7.1 Team size will conform to MYSA guidelines.

### 7.2 Team Placement

Teams are formed initially based upon the MYSA age guidelines. Teams will be selected through a formal evaluation/tryout process and placed on teams according to the association Evaluation and Tryout Policy. The association will use an outside independent evaluator to administer evaluations/tryouts. The evaluation/tryouts may consist of a variety of drills, small-sided games, and full-field scrimmages. For the complete team placement process, please refer to the Shakopee Soccer Association Evaluation and Tryout Policy.

## **Section 8: Coaches**

### 8.1 Coach Selection

The club maintains a list of coaches who have met the coaching requirements as outlined in Section 8.3. The Coaching Director along with the Boys Director and the Girls Director will recommend coaches to be approved by the Board.

## 8.2 Coach Remuneration

Soccer coaches receive the following remuneration:

- Coaches are on a volunteer basis or, where necessary, a paid coach may be enlisted.
- Fees for licensure classes, clinics, etc.
- Membership fees for MYSA
- The parents of a team may pay a coach for his/her coaching services. The coach's request for a stipend must be communicated to the board. These coaching fees are not paid out of normal registration fees.
- 100% reimbursement on one child's registration fee for the Head Coach, with an E License and above, to be paid at the end of the season. The Head Coach must attend the vast majority of practices and games.

## 8.3 Coaches' Requirements

- Coaches must complete a risk management form as supplied by MYSA, and are subject to a criminal background check.
- Coaches are required to attend training clinics provided by the club.
- Coaches are required to attend all MYSA coaches meetings.

## 8.4 Coaching Education

Coaches will be given a list of videos and other coaching reference material available through the club and MYSA.

All SSA Coaches are encouraged to have a G license. Funding is available for "Y" or "E" certificate courses for the current season. SSA will reimburse coaches for "D" licensure or above after 2 years of coaching within SSA. SSA's goal is to have all coaches obtain, or be in the process of obtaining, at least an "E" certificate or equivalent. Coaches are strongly encouraged to be licensed at a higher level through USSF, NSCAA or other recognized programs.

A pre-season coach's meeting will be held to review coaching needs and update coaches on new information.

SSA maintains a list of coaching media available to its coaches and how it can be obtained (club personnel, MYSA, internet, etc).

The club encourages its coaches to join coaching organizations. MYSA's website can provide additional information about these.

## **Section 9: Referees**

The pay scale for Traveling Soccer referees are approved annually by the Association. The current rates are included in Appendix B.

### 9.1 Referee Education and Recruitment Development

SSA will recruit interested persons (12 years of age and up) during registration and throughout the year. All club coaches are strongly encouraged to be licensed as officials.

Referees will be notified yearly of re-certification clinics available to maintain their certification. SSA will hold a club referee practical training session to assess referees in their needs and abilities.

Referees will be responsible to pay the State Referee Committee certification fee.

## **Section 10: Uniforms and Equipment**

Travel players will be assessed a uniform fee which will include one (1) home jersey, one (1) away jersey, one (1) pair of shorts, and one (1) pair of socks.

*\*Shoes (cleats), shin guards, and an age appropriate ball are the player's responsibility. Players on traveling teams are required to all wear the same color of socks during games.*

Each team Head Coach is provided:

- Cones
- Balls
- Medical Kit (1 - can be refilled if necessary)
- Corner Flags (4)
- Pennies
- Equipment Bag (1)
- Ball Pump (1)
- Pugg Goals (1 set)
- Training DVD w/ paper copy (1 set)

\*All Coaches will be required to sign a waiver to obtain their equipment.

## **Section 11: Parental Support**

### 11.1 Coaching

Coaching is the responsibility of the coaches. This includes but is not limited to: player motivation, after-game critiquing, goal-setting, skill-building, additional training, game strategies, etc. A parent's lack of cooperation with this can divert a player's attention and undermine the coach's authority. Coaching by parents from the sidelines is unacceptable and will not be tolerated. However, positive encouragement is always welcomed.

### 11.2 Support of Program

Parental support of the soccer program is necessary. Support can include volunteer work such as reminder calls for games and events, car pooling, coordinating treat schedules, club volunteer commitment as outlined previously in Section 6.3, etc. Anything a parent can do to help support the team or the club is always appreciated.

### 11.3 Support of Players

Parental support of player(s) in a positive manor is expected. Teamwork is the key to success for all players and coaching staff. Do not bribe or offer incentives, as this will distract the player from properly concentrating in practice and game situations. It is the coaching staff responsibility to motivate the players. Monitoring of player eating and sleeping habits is recommended, as proper nutrition and rest play an important role in the health and well-being of the player and their success in the program.

### 11.4 Respect for Referee Officials

Appropriate parental behavior is expected. Inappropriate behavior such as yelling, arguing, or swearing by parents, players, and bystanders toward Referee officials during games is not acceptable, and will not be tolerated. This can lead to immediate dismissal off the field.

### 11.5 Commitment

Commitment from parents during the season is required. All players are expected to actively participate in practices, games and tournaments. Arrival and departure on a timely basis is expected. Exceptions due to illness, vacation, etc., are understandable, but should be reported to the Coaching staff in advance if possible. In the event a player is not picked up on time, the second to the last parent must stay until all players are picked up, as it is against regulation for a Coach/staff to be alone with a player. It must also be understood that participation in this program will require travel.

Parents are expected to adhere to the “Parent Code of Ethics.”

Players are expected to uphold the “Player Expectations.”

### 11.6 Financial Obligations

Fees for registration, training, tournaments, or other related fees must be turned in by the designated deadline date. Players who have not paid and have not made alternate financial arrangements will not be allowed to participate.

## **Section 12: Grievance Process and Procedures**

In the event a parent, family member, or other party is in need of having any complaints or concerns addressed, please refer to the following guidelines listed below.

The Team Manager should be contacted for team-related issues such as practices, tournaments, rescheduling, carpooling, etc.

For concerns related to player participation/game play, the requesting party should wait 24 hours. Do not approach the Coach before, during or immediately after the game, unless they have indicated that this is acceptable.

Approaching the Referee(s) is NOT permitted, and will not be tolerated. Appropriate action will be taken in the event this is violated. Any issues regarding referee calls are to be addressed by the Coach to the Referee Coordinator.

For concerns related to SSA club operations, or in the event the requesting party is not satisfied with the outcome/reply from the Team Coach or Team Manager, written submissions can be made to the President of SSA (refer to attached list of Board Members, responsibilities, and contact information). A written reply will be sent within 72 hours of the date the request is received.

In the event there is no satisfaction and the party wishes further action, a written notice including the details is to be directed to the Board of Shakopee Soccer Association at the address listed below. The Grievance Committee consists of (3) non-affiliated independent Board Members. A written reply will be sent within 72 hours of the day the grievance was received.

If, after receiving a reply from the SSA Grievance Committee that is not satisfactory or does not resolve the issue, the requesting party can direct the grievance including details to the appropriate District Director at MYSA.

*\*ALL GRIEVANCES WILL BE HELD IN THE STRICTEST OF CONFIDENCE\**

All written inquiries should be submitted to:

Shakopee Soccer Association  
1160 Vierling Dr. Suite #124  
Shakopee, MN 55379

SSA Voicemail line: (952) 953-7246

### **Section 13: Weather Guidelines**

SSA will follow all current **MYSA Weather Guidelines**

## Appendix A: SSA Board of Directors and Responsibilities

### Current SSA Board of Directors (as of 2/2009)

PRESIDENT:	Mark Teslow	Term Expires 9/2011
VICE PRESIDENT:	Tom Temple	Term Expires 9/2011
SECRETARY:	Tom Bailey	Term Expires 9/2010
TREASURER:	Mike Poole	Term Expires 9/2009
BOYS DIRECTOR:	Robert Harder	Term Expires 9/2009
GIRLS DIRECTOR:	Michele Monroe-Chase	Term Expires 9/2009
REGISTRAR:	Mark Teslow	Term Expires 9/2011
EQUIPMENT DIRECTOR:	Dan Meehan	Term Expires 9/2011
REFEREE DIRECTOR:	Darla Teslow	Term Expires 9/2009
FIELD DIRECTOR:	Darla Teslow	Term Expires 9/2009
COMMUNICATIONS COORDINATOR:	Tom Temple	Term Expires 9/2011
WEBMASTER:	Tom Temple	Term Expires 9/2011
VOLUNTEER DIRECTOR:	Patti Isensee	Term Expires 9/2010
REC DIRECTOR:	Steve Curren	Term Expires 9/2010
PROJECT/CALENDAR DIRECTOR:	Tom Bailey	Term Expires 9/2011

Term Expires 9/2009	Term Expires 9/2010	Term Expires 9/2011
Mike Poole	Patti Isensee	Mark Teslow
Michele Monroe-Chase	Steve Curren	Tom Temple
Darla Teslow	Open Position	Dan Meehan
Robert Harder		Tom Bailey

**The President** responsibilities include:

- a) Preside at Board Meetings and the Annual Meeting.
- b) Assume full responsibility for the operation of the association.
- c) Uphold and enforce the regulations of the association.
- d) Serve as an ex-officio member of all committees.
- e) Act as the primary liaison between the SSA and the MYSA.
- f) Signs and delivers in the name of the corporation, deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles of incorporation or the bylaws or the board of directors to another officer or agent of the corporation.
- g) Check signing authority.
- h) Perform other duties as may be assigned by the board of directors.

**The Vice President** responsibilities include:

- a) Assisting the president in club leadership.
- b) Assume all presidential duties, in the event the president is not in attendance.
- c) At the time of election, the Vice President must agree to become the President of the association upon the President's resignation or removal.
- d) Oversight of the annual tournament(s).

- e) Check signing authority.
- f) Has such other powers and performs other duties as may be assigned by the board of directors or by the President.

**The Secretary** responsibilities include:

- a) Schedule board meetings and notify board members of meetings.
- b) Keep a record of all board meetings.
- c) Provide agendas and the previous meetings to members prior to regular board meetings.
- d) Sign, with the President, contractual documents which reflect approved board and SSA commitments.
- e) Maintain a roster of voting members.
- f) Maintain a file of meeting minutes and all legal documents pertaining to the club.
- g) Correspondence pick-up and disbursement of correspondence to the appropriate people.
- h) Receive monies sent to the association, recording them in a numbered receipt book before giving them to the Treasurer for deposit.
- i) Perform other duties as may be assigned by the board of directors or by the President.

**The Treasurer** responsibilities include:

- a) Manage the financial affairs of the associations as outlined in the Shakopee Soccer Association Guidelines for Financial Management.
- b) Provide a report of the reconciled accounts to the Shakopee Soccer Association board for review at monthly board meetings, and prepare a yearly financial report to be presented at the annual general meeting of the association.
- c) Assist in both the short and long range financial planning including but not limited to yearly budget planning and preparation along with the association Officers
- d) Deposit monies, drafts and checks to the credit of Shakopee Soccer Association into the banks and depositories designated by the board of directors.
- e) Prepare checks, which are to be signed by the President and/or Vice President.
- f) Prepare any and all documents pursuant to the Articles of Incorporation and tax exempt status.
- g) Prepare tax returns, and if necessary working with third parties to accomplish that task.
- h) Ensure that all IRS rules and regulations are followed including but not limited to tax filings, employee compensation, and donations.
- i) Protect blank checks by storing in locked cabinets or other secure location.
- j) Maintain and organized filing system for all paid invoices, tax returns, bank statements, contracts & agreements.
- k) Prepare receipts for donations in accordance with IRS regulations.
- l) Perform other duties as may be assigned by the board of directors or by the President.

**The Boys Director** responsibilities include:

- a) Maintain the lines of communication between players, parents, coaches and the club.
- b) Conduct team manager meetings at the beginning of the season.
- c) Liaison between the club and the district organization.
- d) Works with the Coaching Director to develop and administer yearly player and coaching surveys to families.
- e) Recruit qualified coaches, and facilitate tryouts when necessary.
- f) Perform other duties as may be assigned by the board of directors or by the President.

**The Girls Director** responsibilities include:

- a) Maintain the lines of communication between players, parents, coaches and the club.
- b) Conduct team manager meetings at the beginning of the season.
- c) Liaison between the club and the district organization.
- d) Works with the Coaching Director to develop and administer yearly player and coaching surveys to families.
- e) Recruit qualified coaches, and facilitate tryouts when necessary.
- f) Perform other duties as may be assigned by the board of directors or by the President.

**The Registrar** responsibilities include:

- a) Arrange and conduct the necessary registration sessions.
- b) Provide the necessary materials for the processing of late sign-ups.
- c) Maintain a database of all registered and potential soccer players (going back at least 3 years), provide mailing list/labels as required, maintain a data base for traveling soccer player birth certificates, maintain a database of coaches and other volunteers.
- d) Interface with MYSA and Shakopee Park and Recreation to provide all the necessary computer discs for the registration of soccer administrators, teams, players and coaches.
- e) Reconcile and keep computer records of registration money, including reimbursements. To make all such reimbursements until the money is handed to the Treasurer.
- f) Provide player, volunteer, team and coach lists as required by MYSA.
- g) Provide statistical information concerning registrations and projections of future registrations.
- h) Provide the Secretary with a roster of all program participants during the last 12 months, for voting purposes at the AGM,
- i) Arrange for the printing and distribution of all rosters and schedules to coaches and inform referee coordinator and field coordinator of team schedules.
- j) Collect MYSA required Adult Informed Consent forms and submit to MYSA if required to do so.
- k) Perform other duties as may be assigned by the board of directors or by the President.

**The Equipment Director** responsibilities include:

- a) Organize the inventory, distribution and collection of team equipment.
- b) Purchase of all required soccer equipment, uniforms and supplies as directed by the board of directors.
- c) Coordinate storage of soccer equipment in the off-season(s).
- d) Inventory all equipment at the end of Summer and Fall travel seasons and provide a inventory record to the association board.
- e) Prepare budget recommendations during the annual budgeting process and operate within the budget parameters as provided by the board.
- f) Perform other duties as may be assigned by the board of directors or by the President.

**The Referee Director** responsibilities include:

- a) Maintain records of referee participation and performance.
- b) Interface with other local soccer clubs to share referees.
- c) Interface with State Referee Association (SRA).
- d) Schedule applicable training reviews and monitoring of referees.
- e) Assume the responsibility of seeing that all referees are properly trained either through SSA conducted clinics or by MYSA sponsored clinics.

- f) Maintain a list of all existing potential referees and give notice of clinic and test dates.
- g) Attend all club sponsored referee clinics.
- h) Be responsible for assigning appropriate number of referees for all regular games and make-up games, working closely with the Field Director in this regard.
- i) Report to the board any action by a player, coach or assistant coach that might require disciplinary action.
- j) Arrange payments with the Treasurer, to referees for services rendered.
- k) Report all referee assignments to the MYSA office as required.
- l) Perform other duties as may be assigned by the board of directors or by the President.

**The Field Director** responsibilities include:

- a) Coordinate and arrange for field preparation, availability and to report problems.
- b) Schedule use of assigned fields for games and team practices.
- c) Work with the Shakopee Park & Rec Dept. in the initial layout and marking of fields, erecting goal posts, securing goal posts, and making sure fields are free of rocks, holes and debris.
- d) Schedule all games and practices at the appropriate field locations in coordination with the Shakopee Park & Rec Dept.
- e) Report field assignments to MYSA office.
- f) Ensure restroom facilities are available at each game/practice site.
- g) Communicate with Referee Director the field schedules.
- h) Determine conditions of fields and communicate rain-out closures to other board members for notification of coaches and referees.
- i) Perform other duties as may be assigned by the board of directors or by the President.

**The Communications Coordinator** (Public Relations) responsibilities include:

- a) Provide website information to the Webmaster.
- b) Coordinate all press releases to local paper, and produce all flyers and handouts for registration and other events.
- c) Coordinate SSA representation in community events such as Taste or Shakopee, Derby Days, etc
- d) Distribute flyers to the schools in conjunction with the Shakopee Park & Rec. Dept. Organize picture day.
- e) Coordinate logo items and spirit wear.
- f) Perform other duties as may be assigned by the board of directors or by the President.

**The Webmaster** responsibilities include:

- a) Act as coordinator and overseer of the website and all related technologies.
- b) Maintain the website in a current status.
- c) Provide online forms, documents and information related to the programs.
- d) Procure hosting and related services for the club.
- e) Perform other duties as may be assigned by the board of directors or by the President.

**The Volunteer Director** responsibilities include:

- a) Recruit, train and schedule volunteers.
- b) Identify operations or programs that will need assistance in running or operating and then filling those tasks with volunteers from the membership.

- c) Identify the club's annual volunteer needs, prepare detailed descriptions of all volunteer responsibilities for the respective needs, and communicate information regarding volunteer needs to the board of directors.
- d) Effectively inform parents the opportunities to serve the club and recover their volunteer deposit.
- e) Coordinate and deploy volunteers and delegate the tasks to be performed.
- f) Manage the processing of reimbursement forms for reimbursement with the Treasurer.
- g) Perform other duties as may be assigned by the board of directors or by the President.

**The Rec Director**

- a) Develop and maintain the Rec program for ages 5-12
- b) Recruit team managers
- c) Work with club trainers.
- d) Overseeing the organization of teams within each age group
- e) Encourage travel program involvement amongst volunteers
- f) Preparing coaches and teams to move forward into the travel soccer portion of the club.
- g) Prepare end of season report on training and player development.
- h) Solicit comments and reviews from parents of participants and report to the association board.
- i) Work with equipment director for uniforms and equipment.
- j) Perform other duties as may be assigned by the board of directors or by the President.

**The Project/Calendar Director** responsibilities include:

- a) Maintain SSA calendar.
- b) Manage project processes.
- c) Create project timelines.
- d) Create project "issues" lists.
- e) Assist with up-front project planning.
- f) Provide accountability and follow-up to assigned projects.
- g) Perform other duties as may be assigned by the board of directors or by the President.

**The Coaching Director** will support the club Mission Statement and goals as stated in the soccer handbook. The Director of Coaching responsibilities includes, but are not limited to the following:

- a) Interface with the appropriate State organizations in order to improve the level of coaching in any soccer programs.
- b) Facilitate club evaluations, including but not limited to approval and selection of club evaluators.
- c) Provide written annual performance reviews for each coach.
- d) Ensure coaches are licensed.
- e) Offer programs to advance coaching skills.
- f) Offer programs to advance player skills.
- g) Organize evaluations for team selection.
- h) Provide information to coaches on program rules and procedures.
- i) Perform other duties as may be assigned by the board of directors or by the President.

**The Fundraising Coordinator** responsibilities include:

- a) Develop and manage fund-raising programs and their associated volunteers.
- b) Report to the board of directors all fundraising results in a timely manner.
- c) Perform other duties as may be assigned by the board of directors or by the President.

## Appendix B: Referee Fees

All referees must be state certified. Referee clinics are held during the months of January through April of each year. Soccer Referees are to receive the following remuneration.

	Center Ref	Lines person
Traveling Under 9/10	\$20	n/a
Traveling Under 11/12	\$25	\$20
Traveling Under 13/14	\$30	\$25
Traveling Under 15/16	\$35	\$30
Traveling Under 17/up	\$45	\$35

A person refereeing a Premier game will be paid for the next age group higher than he/she is refereeing. For example, a person centering U14 Boys Premier Game would be paid \$35 (the U15/16 rate).

# Evaluation and Tryout Policy

## Team Placement Process

**Why do we need a Team Placement Process:** When teams move from a recreational status to a competitive status, the nature of the team formation needs to change from one based largely on social/neighborhood ties to one based on player skill and commitment.

Player placement is vital to the individual player's soccer development and psychological development. Stronger players soon learn that there is no point in passing to the very weak players because they will simply lose the ball after a step or two. This could not only affect the confidence of the individual, but also the relationship he/she has with their teammates. Placing a stronger player on a weaker team could lead to the frustration of the individual causing them to try and do it all on their own. Soccer is a game of control and passing, not a series of individual rushes up and down the field. The weaker players quickly lose confidence because they soon realize that they can't compete at that level. They don't even want to try and touch the ball, so they can't improve and often quit because they are not having fun. If we build the teams based on players with equal skill and ability, the players have a better chance at improving their individual and collective skills together and will likely play more.

**Who will be evaluated:** All players (U8 – U19) will be required to participate in evaluations. Players must be registered prior to the evaluations to be considered.

**How will players be evaluated:** 4 Categories will be used in the evaluation process.

1. Attendance Sheet
2. Coaches Evaluation
3. Skills Testing
4. Game Evaluation (Small sided & Large Field)

**Attendance Sheet:** The attendance sheet from the previous season will be filled in by the team's coach(s) and each player that misses a practice or a game will be marked down accordingly. Players will have the opportunity to be excused from practice by either a family emergency or an injury. Players that do not call and are absent will be marked absent for that specific date.

**Coaches Evaluation:** A coach's evaluation will be given to the Director of Coaching and copies will be provided to the club President and Boys/Girls Director. The evaluation will contain each player's rank and its explanation. The evaluation will also require the coach to give an overall technical, physical and game effectiveness mark.

**Skills Testing:** The players may be required to participate in skills tests which will give them an objective score on their technical ability. Once they have been scored, we will be able to give them an age group ranking for their technical ability.

**Game Evaluation (Small-Sided):** Small sided games will be conducted by the Director of Coaching and will have additional input from qualified licensed coaches' from outside the community. Qualified licensed coaches from within the Club, not associated with the team, may also be used. The fields will be ranked and the top level teams will begin on the top fields. For the first hour, players will be moved from field to field based on their game performance. They will then be evaluated on the field they finish on. Players will be evaluated on their technical and physical abilities by two evaluators.

**Game Evaluation (large game):** The second field evaluation will have players playing on a field that is relevant in size and numbers to the age group they are trying out for. Evaluators will mark players based on the level of play that will be available to the age group.

Once all of the information is collected, we will schedule coaches meetings and begin the team formation process.

## Team formation process

Teams will be rostered in accordance with the MYSAs minimum and maximum roster sizes.

Age Group	Minimum	Maximum
U9 & U10	8	12
U11 & U12	10	14
U13 through U15	11	18
U16+	11	22

An additional team will be formed if two more players plus double the minimum are available for an age group. For example if 18 players are available for a U9 team, two U9 teams will be formed with 9 players per team.  $(8 \times 2) + 2 = 18$

1. Based on evaluations and skills testing, the top 75% of a team's roster will be locked in.
2. Remaining players will be placed on teams based on evaluations and skills testing, coach's evaluations and/or the needs of the club as determined by the board.
3. The Head Coach will be able to provide input for "bubble" players. (e.g. bottom 2 players scores are equal with next players).

For example, for a 16-person team, selection of the first 12 players will be based on try-out rankings 1-12, the following 4 players will be selected based on coach's rankings from the prior season; the head coach will be allowed input on players placed 15 and 16 and will be allowed to choose any player ranked first or second among the remaining players by try-out. Once first team formed, process starts over for next team and so on. "Lock-in" numbers will vary for each team depending on the number on the team.

## The Evaluators

1. The Director of Coaching, Boys Director, Girls Director, and President will be required to approve and select each evaluator.

2. Each evaluator will be required to have 3 years coaching experience and/or an 'E' coaching certificate or higher.
3. An 'evaluation team' will consist of minimum of 2 evaluators per player group and the same team of evaluators will be used for all evaluation sessions.
4. There should be one outside evaluator per "evaluation team"
5. The coaches of each age group will be permitted to observe the try-out performances of all players but they will not be permitted to converse or interact with either the players or the evaluators at any time during the try-out process.
6. The evaluators shall have no connection with the group of players being evaluated.

## **Player Absences**

Excused absences may be granted by the appropriate Girls or Boys director and will be considered for injury and illness, and other situations that would result in a family hardship if the individual were to tryout.

An individual seeking an excused absence must notify the appropriate Girls or Boys Director prior to the start of the tryout session.

Excused players are placed on a team according to the previous season's coach's evaluation of their performance. 25% of a team's roster can be made from coach's evaluations.

Unexcused players are placed on the bottom team within the age group or as determined by the Director of Coaching, Boys Director, Girls Director, and President.

## **Evaluations**

### ***When:***

Once a year in the late summer or early fall. U11-19 tryouts will take place after the State Tournament and before the MN High School Soccer season starts. U9-U10 tryouts will take place in late September or early October.

### ***Where:***

All tryout sessions are the 17<sup>th</sup> Avenue Soccer Complex

### ***Time:***

Each tryout session will be completed within 2 hours

***What to Bring:***

Soccer ball, cleats, shin guards, water

***Registration:***

Registration must be done online, prior to the start of the evaluation dates. Players need to be on the field at the starting time of their session.

***Cost:***

A registration fee deposit of \$50 will be charged at the time of online registration. The balance of the registration fee will be due no later than January 31.

***Late Registration:***

Late registrations may be accepted to fill vacant roster positions. Late registrations will be treated as an unexcused absence.

## Parent Code of Ethics

### SHAKOPEE SOCCER ASSOCIATION PARENT CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child(ren) participating in traveling soccer by following the Parent Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or any other event.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free soccer environment for my child, and I will refrain from the use of these substances at all events.
- I will remember that the game is for children and not for adults.
- I will do my very best to make soccer fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect, regardless of age, race, sex, creed, or ability, and I will demonstrate the same respect.
- I will promise to help my child enjoy the soccer experience by assisting with coaching only if asked, being a respectful fan, providing transportation, or in whatever manner I am otherwise able.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and submit to your child's team manager before the first game of the season.**

**Team Managers: please retain on file for the entire season and supply to SSA upon request.**

# Player Expectations

## Shakopee Soccer Association Traveling Player Expectations

The goal of the Shakopee Soccer Club is to make our teams highly competitive and at the same time make this an enjoyable experience for all players, parents and coaches. This means that players need to be available for practices, games and scheduled weekend tournaments.

Traveling soccer allows players the opportunity to develop a higher level of play and to compete against players from around the region. As a result, playing traveling soccer involves a greater commitment than participating in local recreational programs.

All Shakopee Soccer teams participate in leagues that involve travel to other cities for weeknight games. Teams may also participate in a number of weekend tournaments during the season.

During the summer season, players usually practice two or three times a week until the start of the season. After the regular season begins, players generally have one practice and two games each week. Weekend tournaments are scheduled upon the agreement of the player's parents and their coaches.

Players are expected to attend all practices, games and tournaments unless their coaches have excused them. Missing practices or games to participate in other activities is not considered an excused absence. Coaches/Team Managers should be notified at least two weeks in advance of any planned family vacations. Notification before league play begins is preferable, as it provides a chance to reschedule league games if necessary.

In order to maximize the amount of each player's playing time, team size is set to an optimum amount. Due to the minimum number of players on each team, it is imperative that each player and his or her parents have the necessary commitment to traveling soccer. Failure to attend practices, games and weekend tournaments places an unfair and unnecessary burden on the players who are attending on a regular basis and to their parents who have made financial and time commitment to your team.

Please remember a commitment to the Shakopee Soccer Association summer season begins with your registration and ends in August of the same season, after the state tournament.

Please consider your decision to register for traveling soccer very seriously if you know scheduled vacations or other sports might conflict with the player's commitment to the team.

Player Name \_\_\_\_\_

Player Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and submit to your child's team manager before the first game of the season.  
Team Managers: please retain on file for the entire season and supply to SSA upon request.**