

# **Council Bluffs Futbol Club (CBFC)**

## **Player, Parent and Coach Handbook**

### **Introduction**

This edition of the Council Bluffs Futbol Club Player/Parent/Coach Handbook is meant to be a guide to our structure and policies for players, parents and coaches. Please direct all questions, comments and suggestions about the content to the CBFC President or any Board Member. This handbook is a living document, amended to meet the evolving needs of the club's members.

### **Our Mission**

Council Bluffs Futbol Club is committed to the development of dedicated soccer players as athletes, leaders and citizens. We pledge to encourage a dedication to personal training, inspiration of a love for the game and a passion for teamwork.

We are committed to acquiring professional coaches, developing professional coaches from within our community, access to the highest level of competition, an expectation of personal responsibility, and the principles of sportsmanship, fair play and fun.

### **Background**

CBFC was developed during the spring of 2005 and kicked off its first season in the fall of 2005, participating in the Nebraska Soccer League (NSL) and Eastern Nebraska Soccer Association (ENSA). Each team consists of a USSF "D" licensed coach. The club director of coaching is Chris Jensen. He currently holds a USSF "D" license. The CBFC president is Paul Cox.

### **Program Philosophy**

The Council Bluffs Futbol Club believes in the lessons that sports teach each and every one of us. We believe in the structure, discipline and effort required to succeed in team athletics teaches participants lifelong lessons. Lessons that help define and shape the personalities of adolescent athletes for the better.

### **CBFC Juniors Program**

The CBFC Juniors Program is a soccer program primarily devoted to the enjoyment and development of soccer players without the emphasis on travel or high-level competition. The purpose of the program is to provide an opportunity for the participants to have fun, learn the sport and develop life skills including a lifelong love of the game.

### **CBFC Fundamental Years**

U11 & U12 teams build on the recreational development while continuing to emphasize the development of soccer fundamentals, technical skills and the enjoyment of the game. Expectations of player responsibility and concepts of personal training are introduced. Teams consist of 10 to 14 players and play in 8v 8 small side format (7+ goalies). Teams will play a minimum of six games in the fall and six games in the spring. Practice will be held two times a week with the head coach or a member of the CBFC coaching staff. Winning is not stressed as much as individual player development and the mastering of technical skills. Player development is the primary focus. Appropriate and rewarding training by qualified coaching staff is guaranteed for all players. Unbalanced playing time is typical for this level of development. Playing time is and always will be at the discretion of the team head coach and will reflect individual player's abilities and training routine.

### **CBFC Competitive Years**

U13 to U18 teams continue to build on our mission and vision, soccer fundamentals, technical skills and the enjoyment of the game. The tactical aspect of the game is introduced. Player responsibility and the development of personal training habits become our expectation. Teams in the competitive program shall consist of up to 18 players (or 22 players as allowed by ISA and League rules) and shall play in an 11 v 11 large-side format (10 + goalie). Teams will play a minimum of six games in the fall and six games in the spring. Practice will be held two times a week with the head coach or a member of the CBFC coaching staff. Team play and winning are stressed more. However, the primary focus continues to be player development in an effort to earn an athletic scholarship when the player continues his/her education after graduating from High School. Earning college scholarships are the focus for U16-U18 Players. Appropriate and rewarding training by qualified coaching staff is guaranteed for all players. Playing time is NOT guaranteed for this level of development. Playing time is and always will be at the discretion of the team head coach and will reflect individual player's abilities and training routine and habits.

### **Codes of Conduct**

## General Principles:

CBFC will not tolerate sexual, racial or any other type of discrimination  
CBFC will encourage an atmosphere of openness, cooperation, respect and support  
CBFC will encourage loyalty within the team and the Club  
CBFC members will positively promote the image and development of the game of soccer

## FIFA Code of Conduct:

The Council Bluffs Futbol Club endorses the FIFA's rules of fair play

Play the game for the game's sake  
Be generous when you win  
Be graceful when you lose  
Be fair always no matter what the cost  
Obey the laws of the game  
Work for the good of your team  
Accept the decisions of the officials with good grace  
Believe in the honesty of your opponents  
Conduct yourself with honor and dignity

## **Player Code of Conduct**

All CBFC team members are expected to develop and grow both athletically and personally from their individual CBFC experience. It is the belief within our administration and coaching staff that the club soccer experience teaches players a lot about life and how to live it responsibly within a team environment.

Players who act negligently, irresponsibly or hostile will be held accountable for their actions. Consequences will be on a case by case basis. The club reserves the right to sanction its players if their actions warrant it.

## Player principles and guidelines:

Understand the rules of the game and play by them  
Be punctual and prepared for all training sessions and games. This includes having proper equipment on, properly inflated ball and being dressed appropriately.  
Cooperate with and be respectful to all coaches, teammates, opponents and match officials.  
Support your teammates, Club members, team and coaches.  
Be gracious in victory and dignified in defeat.  
Do not interact with spectators during matches  
Do not argue with officials  
Communication with opposing players should be limited to congratulations and offers of assistance.

Do not use abusive or profane language.  
Fighting or physical violence will result in mandatory suspensions and or dismissal from the Club.  
Illegal possession and/or use of alcohol, drugs or tobacco products are strictly prohibited by athletes.  
Communicate effectively with coaches and teammates  
Represent yourself and your club with dignity, humility and class.

### **Parent Code of Conduct**

Parents, family members, friends and spectators are also expected to conduct themselves to the highest possible standards of civility and professionalism possible.

Parent principles and guidelines:

Provide only positive support during training and games.  
Be involved in your child's development in a positive manner  
Do not criticize your child, your child's teammate or coaches – especially in the presence of your child or his/her teammates.  
Do not talk with a player, coach or official from either team during matches or training sessions except to offer support, congratulations or assistance.  
Do NOT coach from the sidelines.  
No abusive or profane language  
Do not argue with or make comments to officials  
Be gracious in victory and dignified in defeat.  
Do not argue with opposing fans  
Do not criticize opponents  
Fighting or physical violence will not be tolerated and will be prosecuted to the fullest extent of the law.  
Always allow a cooling off period before addressing any concerns with coaches or staff.  
Always display the same good sportsmanship and positive behavior that you expect from your child.

### **Coaches Code of Conduct**

All CBFC coaches are expected to represent themselves and the club to the highest possible level. The development and needs of the athletes and the teams are to be of the highest priority and main focus of the coach. CBFC has very high expectations of its coaches and coaching staff.

Coaches principles and guidelines:

Understand the rules of the game and ensure that players understand and follow them  
Be punctual and prepared for all training sessions and games

Show respect for players, opponents, coaches and officials  
Do not use abusive or profane language  
Be gracious in victory and dignified in defeat.  
Do not talk with fans, opposing players or opposing coaches during matches or training sessions except to offer support, congratulations or assistance.  
Coaching from the sidelines during games should be positive and appropriate.  
Do not argue with officials  
Do not criticize a player in front of other players  
Wear appropriate attire to all training sessions and matches.

### **Violations of Code of Conduct**

Coaches have the primary responsibility of addressing violations by players and parents. The Director of Coaching has primary responsibilities for addressing violations by coaches. Coaches, the Director of Coaching and Administrators will work together to address violations by parents and spectators.

Sanctions that may be imposed include but are not limited to: reprimand, suspension from team or Club activities, functions and facilities and in extreme cases expulsion for the Club. When appropriate the Board of Directors will report violations to the Iowa Soccer Association.

### **Grievance Procedures**

The following guidelines have been established and adopted by the club to protect the players, coaches and parents from awkward and inappropriate situations when it comes to the professional discussion and handling of grievances. CBFC coaches and staff have been instructed to adhere to these guidelines to help maintain the club/player/parent relationship.

Complaints related to playing time are not valid concerns to be address by the Grievance Procedures. The Council Bluffs Futbol Club does NOT guarantee game playing time as part of the club – CBFC DOES guarantee training time and quality training sessions.

Knowing when and how to get your questions and concerns answered and addressed is a common place problem for parents in the world of youth sports. At sometime during the season, you may have a question about your son/daughter and his/her role on their team and within the program. More often than not, these questions involve playing time.

Having a clear and understood policy regarding parent/player/coach communication is the goal and objective of the CBFC Grievance Procedure. These guidelines are created to protect the player and coach from unnecessary embarrassment and establish and nurture a trusting and professional relationship between the parent, player, and coaching staff.

A by-product of this policy is education of the athlete in the facts of professional and appropriate communication. Teaching a young athlete to handle a variety of stresses is a

duty of any coach. Establishing open lines of communication is only viable if the athlete participates in the process directly with players and staff.

Specifically the procedure is as follows when you have a concern or question regarding your child. We expect you to use the following procedure, in its order, to solve the problem:

**The athlete should speak with or meet with the coach.** If the matter remains unresolved, or the athlete has a reasonable concern, then...

**The parent should speak with or meet with the coach.** Parents are expected to set up a meeting with the coach ahead of time. Meetings should not be during, before or after matches or training sessions. If a parent approaches a coach before, during, or after an event, in a hostile manner, the coach has been instructed to not engage in that conversation. Rather, they should ask the parent to set up a meeting, refer to the CBFC Grievance procedure and then walk away. If the matter remains unresolved, then...

**The parent will meet with the coach and the Director of Coaching.** Depending on the situation we may ask that the athlete attend the meeting. Parents are expected to call the coach and set up a meeting time away from training and or match setting. We do not feel it is proper for the parent or the coach to discuss coaching decisions before, during or immediately after training sessions and or matches. The Director of Coaching has the authority to resolve the matter, make a recommendation to the Board of Directors or refer the matter to the Board of Directors. If the matter remains unresolved, then...

**The parent may contact the Club President or any Board Member and ask to discuss the situation. All board decisions are final.**

**We Will NOT Tolerate hostile, aggressive confrontations to any of the coaching staff, or towards other athletes, and/or parents. If this type of behavior does happen, the person and/or persons involved and the athlete will be sanctioned by the Club. Each situation will be handled on a case-by-case basis. All decisions will be made by the club only and will not be scrutinized or discussed by the other players and/or parents.**

It is important that players and parents alike understand that conversation with a coach is allowed and encouraged at any time throughout the season as long as it is civil and polite. However, when problems do arise, we all need to be rational and calm before during and after a discussion occurs.

We discourage a player or parent from approaching a coach prior to training and or match as the coach is mentally preparing himself for the upcoming event and working to set up grids and training for the team as a whole.

We also discourage and ask parents not to confront a coach immediately following the conclusion of an event as generally speaking individuals and parties that are involved are too close emotionally to have a productive discussion about a problem.

The administration of Council Bluffs Futbol Club will always act on behalf of the coach. We will support our coaches and their decisions as long as the coach can justify any questionable actions. If the coach puts a player in harm's way, either physically, emotionally or psychologically we will take every course of action necessary to facilitate a solution and appropriate response.

Please note that this grievance procedure is designed to deflect hostile confrontations between players/parents/coaches. We encourage all CBFC coaches to engage in normal conversation with parents at all times. We will do our best to be proactive in our communication and expectations.

### **Conflicts**

The Council Bluffs Futbol Club By-Laws shall govern if there are any conflicts with this or any other CBFC Club or Team documents or policies.

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