



# CONCEPTION BAY SOUTH SOCCER ASSOCIATION

## ALL STAR POLICY

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## 1. Document Revision History

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### **2 Mission Statement**

"The Conception Bay South Soccer Association is dedicated to develop, organize and promote soccer within the community. The CBSSA strives to advance its members love of soccer with competitive spirit and fair play principles that allow all participants to reach their desired level of achievement within the sport."



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### **3 Glossary of Abbreviations**

CBSSA – Conception Bay South Soccer Association

NLSA – Newfoundland and Labrador Soccer Association

CSA – Canada Soccer

FIFA – Federation Internationale de Football Association



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### 4 Eligibility

- 4.1 The Conception Bay South Soccer Association (CBSSA), hereafter known as the 'Association' will maintain an 'All Star' for players who have registered for CBSSA membership.
- 4.2 Players will only be eligible for the All-Star program provided they have no outstanding fees and/or fines owed to this or any other Association.
- 4.3 Fees for the summer 'All Star' programs will be set by the Association no later than March 1st of the year of competition. The fee will include the price of jersey, shorts and socks. The fee for Provincial League teams will also include the cost of a white jersey and white socks.
- 4.4 The All-Star program will be available to players deemed by the Association's Technical Director to have reached the necessary skill and maturity level to play within their age category based on date of birth.

Any player deemed by coaching staff to have reached the necessary skill and maturity level to play at a level above their age group can do so only upon written application to the Board by the Coach or parent with the approval of the Association's Technical Director. This application must have the written consent of the parents or guardians of the player.



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### 5 Pools and Teams

- 5.1 Teams and pools will be chosen for Female and Male divisions where numbers allow.
- 5.2 Where All Star player numbers are low co-ed (male & female) will be allowed to practice and/or play where the Board deems it would be appropriate.
- 5.3 After the Fall Tryout process the prospective All-Star Players will be divided into training pools for ages Under 17 and younger where numbers permit.
- 5.4 Rules governing the conduct of players and playing rules in the All Star program will be as per the League the teams are registered and if not addressed by that League will then default to the rules adopted by Newfoundland and Labrador Soccer Association (NLSA).
- 5.5 Tier 1 Teams U13 and older will play in the NLSA Provincial League in their own age divisions and their Provincial League playoffs where possible.
- 5.6 U11 and younger All-Star teams as well as all Tier 2 U13 and older teams will play in the Metro League in their own age divisions where possible.
- 5.7 Tier 2 Teams will play in the annual Provincial Mega tournament or Metro Jamborees in their own age divisions as well as any League year end competition.
- 5.8 Any exception to where a team will play must come in written form to the Board for consideration. The Board's decision will be final.



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- 5.9 Each All-Star Team in divisions U9 and older must practice at an average of at least one (1) time per week, with gaps no longer than twelve (12) days between practices.
- 5.10 Coaching staff must provide a completed 'Credential' form to the General Manager of the Association two (2) weeks prior to any tournament, league or game requiring such forms.

## 6 Registration

- 6.1 All players who are selected for Tier 1 teams must register through the Association for Winter Training. Those who fail to register and do not practice in Winter Training will be removed from the Tier 1 Team selection and must tryout again to be named to any team.
- 6.2 All players who are selected for pools are strongly encouraged to register through the Association for Winter Training.
- 6.3 All pool selections must be submitted to the General Manager by the Association's Technical Director no later than 1 week after the conclusion of tryouts for each group of the tryout year. Notification of selection will be made by way of posting on the CBSSA website and Facebook page.
- 6.4 Once notification of being selected, all All-Star fees are considered due and must be paid to the CBSSA as soon as possible.
- 6.5 CBS Soccer will provide payment options to those wishing to register players for All Star programs in both winter and summer.
- 6.6 The deadline for registering and beginning payment of Winter All Star fees will be the December 1st immediately following selection. Payments can be made in arrangement



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- 6.7 with the General Manager of the Association with full payment being made no later than March 1<sup>st</sup>.
- 6.8 Failure to register and pay outstanding fees will make the player ineligible for League Play.
- 6.9 The Association's General Manager will confirm with the team manager and/or Head coach the eligible roster list no later than seven (7) days prior to the team's first league game.
- 6.10 If the player does not register and pay outstanding fees prior to competition the CBSSA will inform the League involved the player is ineligible for play.

## 7 General Rules

- 7.1 In the event there is a third team in any division the Association's Technical Director in collaboration with the team's Head Coach will decide whether to balance all or some of the teams in the division or to enter the team as a 'C' Division Team for Metro League play.
- 7.2 Playing time will be based on 'equal play' for U7 through U11 divisions. All Tier 2 teams U13 and older will be required to use 'fair play' as the basis for playing times. Provincial League teams will base playing time on the team's needs.
- 7.3 There will be no 'alternates' named for any team.
- 7.4 Call ups to fill vacancies on a team will be as per Section 14 of and must follow the rules of the league or tournament the team is playing in.





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- 7.5 All members of our club teams must exhibit good sportsmanship on or off the field and not engage in any conduct that would damage the reputation of the Association.
- 7.6 There will be zero tolerance for any abuse to referees, staff and opponents as per the NLSA 'Zero Tolerance policy' available online at [www.nlsa.ca](http://www.nlsa.ca).
- 7.7 All Head Coaches, Assistant Coaches, Managers, Trainers and Player's must abide by the NLSA's 'Zero Tolerance Policy'.
- 7.8 If a player is dropped from Tier 1 that player may then tryout for the 'Metro' team.
- 7.9 Before any player can be removed from the Tier 1 Team after team final selection is made, the Board must be notified and give approval. If the Board chooses it can investigate the issue further in a manner determined by the Board before making a final decision. The Board's decision will be final.
- 7.10 If an All-Star team has a player selected to the 'NLSA Provincial Team program' the Club team must abide by NLSA policy regarding the use of that player from the team.
- 7.11 Any player registered with the Association's 'All Star' program may participate in House League as well, up to the Under 13 program. All Star players must indicate if they will play House League prior to June 10<sup>th</sup> of the current House League season.
- 7.12 A maximum of five (5) registered team staff members will be permitted to sit on the bench during games or tournaments.
- 7.13 If a team forfeits a game or causes any issue for their league that results in financial penalty the team is responsible for paying the penalty. The fine must be paid to the Association before the team is permitted to continue playing in its league.



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### 8 Apparel

- 8.1 Coaches, assistants and team management who will be at the bench during games will wear athletic attire with the Association's approved logos (jackets or shirts, track pants or sports shorts etc.). Absolutely no jeans permitted.
- 8.2 The Association will provide all All-Star Head Coaches with a Strikers FC logo polo shirt. As well other team staff will receive a CBSSA Logo top to wear at games and tournaments.
- 8.3 The Association will allow only surnames to be printed on CBS Soccer apparel.
- 8.4 All Star teams are required to wear only the apparel as approved by the Association and adorned with the appropriate Association logo.
- 8.5 Teams can do fundraising initiatives which can include the purchase of extra apparel through the Association suppliers and adorned with appropriate CBSSA logo. (See Fundraising/Sponsorship Policy)
- 8.6 Any extra team uniform must be adorned with the appropriate CBSSA logo.
- 8.7 At any sanctioned Provincial league/Metro League or tournament games, CBSSA teams must wear Club colours – Navy w/white or White w/Navy.



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### 9 Coaches – Selections and Guidelines

- 9.1 By August 30th of each year the Association will advertise for coaches for all its All-Star programs for the coming season. The Association will set the deadline for receiving all star applications at the time it announces it will be receiving applications.
- 9.2 All applicants must be prepared to attend an interview process before a panel approved by the Board for All Star Coaching selections. The panel may deem it unnecessary to interview all applicants.
- 9.3 Application does not guarantee selection to the Association's coaching staff.
- 9.4 Coaching decisions will be made by the Technical Director before the close of tryouts in the fall of each year.
- 9.5 The Team Head Coach will submit names in writing to the Association of its choices for Assistant Coach(es), Manager and any other team staff for approval. All positions on the team staff must abide by the guidelines of this policy.
- 9.6 Coaching applicants must provide all current coaching qualifications.
- 9.7 Coaching applicants must provide a team seasonal plan when required.
- 9.8 Coaches must have the necessary training required to coach the level of play they are applying for as set out by the NLSA. If that level has not been reached but can be acquired within the necessary timeline the applicant may still be considered for the position.
- 9.9 Key consideration will be based on qualifications and experience.
- 9.10 The Board may require anyone in the assistant coaching role to undergo training as determined necessary by the Association, the NLSA or the CSA.



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- 9.11 All team bench staff must undergo a Police Record check and Vulnerable Sector screening annually.
- 9.12 All team bench staff must have completed the online 'Respect in Sport' program every five years. Any fees will be paid by the Association – receipt is required for reimbursement.
- 9.13 All coaching staff must have at least one (1) member to be the same gender as the team.
- 9.14 The team Head Coach or in their absence the designated Head Coach is accountable for his/her team staff during practice, at games and when involved in team events.
- 9.15 Head Coaches, Assistant Coaches, trainers or any other team staff may be removed from their post by the Board if it is deemed that they are operating in contradiction to the All Star Policy or have through their role compromised the reputation of the Association.
- 9.16 The Board may remove anyone from the team coaching staff, including trainers and managers, who do not fulfill their responsibilities as required by the All Star Policy or are deemed to not be providing the service to the team required by the position they hold.
- 9.17 Team Staff removed by the Board may put forward an appeal in writing to the Board within seven (7) days of notice of removal. The Board will render its decision on the appeal within five (5) days of receiving the appeal. The Board's decision is final.



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9.18 Coaches from the current year who do not intend to coach in the coming season must return all equipment to the Association within seven (7) days after the last game of the season.

### **10 Team Staff Standards**

10.1 The team coaching staff will refrain from making any abusive, demeaning, sarcastic, racial or derogatory verbal comments to players, opposing teams, parents, Association staff or officials at any time while engaging in activities related to the Association or its affiliates.

10.2 The team coaching staff will refrain from drinking any tea, coffee or any other hot beverage during training or on the sidelines during games.

10.3 Cellular phone use by team coaching staff during sessions is prohibited unless in emergency situations.

10.4 The Association coaching staff will show due care and attention to the team equipment.

10.5 The Association will keep a checklist of all equipment signed out by the coaching staff of all teams.

10.6 No type of training, including running, will be used as a form of punishment for any player.



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### **11 Fines**

All fines handed down by the NLSA to a player for conduct is the responsibility of the player to pay as required by the NLSA.

All fines handed down by the NLSA to a coach for conduct is the responsibility of the coach to pay as required by the NLSA.

All fines handed down by the NLSA to a team for any reason is the responsibility of the team to pay as required by the NLSA.

All fines handed down by the NLSA to the Association for any reason based on the actions or conduct of a player, coach or team will be the responsibility of that player, coach or team to pay as required by the NLSA.

The CBS Soccer Association will not be responsible to pay any fines handed down to the Association based on conduct or actions of any player, coach or team.

### **12 TECHNICAL COMMITTEE**

The CBS Soccer Association Board of Directors will appoint a Technical Committee prior to Tryouts each year to assist the Technical Director with tryouts, pool and team selections. The committee, in part or in whole, will act as an advisory panel to the Technical Director and will consist of at least four (4) members. The makeup of the Committee will be at the discretion of the Board of Directors.



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### **13 Tryouts – All Age Divisions**

- 13.1 CBSSA will hold tryouts in the fall of the year for the purpose of forming Training Pools for Winter Training.
- 13.2 Anyone taking part in the tryouts will be assessed an Assessment Fee
- 13.3 Anyone who misses tryouts and would like to be assessed will be subject to the Assessment Fee.
- 13.4 Players Fees for Tryouts will be set by the Association no later than August 31st of the Tryout year.
- 13.5 Tryouts will be conducted by the Technical Director who will choose any assistants required.
- 13.6 The number of tryout sessions for each age group will be determined by the Technical Director.
- 13.7 No later than seven (7) days after the completion of the Fall Tryout for any age group the Technical Director will submit a list of players for the age group for winter training to be posted online.
- 13.8 Pending on numbers there may be more than one training group per age group. The Technical Director will decide the appropriate number of training groups based on commonly accepted standards.
- 13.9 Each spring prior to League seasons the CBSSA will hold a Spring Tryout for the purpose of finalizing teams for League play.
- 13.10 Anyone who paid the Assessment Fee in the Fall will not be required to pay the fee again but will be required to attend tryouts.



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### 14 Team Communication

- 14.1 The team head coach, assistant coach and/or manager will communicate to the players and parents through telephone, cell phone, email, text message **and any social media format approved by the Association.**
- 14.2 Any team operating a Facebook or other social media page, or account must provide access to the parents and the Association.

### 15 Player Release Policy

- 15.1 If a player is not performing to the required standard of play for the team, he/she may find themselves being released by the team.
- 15.2 A player can find themselves being released from the team if their actions are interfering with the training of the team, maintain poor attendance or act abusive towards teammates, coaching staff, Association staff, officials, opposing teams or conduct themselves in any manner that is counterproductive to the development of the team.
- 15.3 The Head Coach will inform a player of any concerns they may have. If the concerning behavior continues the Head Coach will inform the players parents in writing as well as the Association of the issue to work it out.
- 15.4 If the behavior continues the Head Coach will notify the Association of the intention to release the player. The Association will then conduct a meeting involving the parents/guardian of the player in question, the Head Coach or anyone else they deem necessary for making the final decision.





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- 15.5 The released player will have seventy-two (72) hours to appeal to the Association in writing.
- 15.6 If an appeal is received, the Association will strike an Appeals Committee. The Committee will review the appeal and decide if a hearing is warranted. If a hearing is necessary, it will involve the Committee meeting separately with the appellant and the Team's Head Coach. The Appeal Committee's decisions will be final.

## **16 Call Up Procedure**

- 16.1 Tier 1 All Star teams may call up players from Tier 2 teams at the same age level or Tier 1 or Tier 2 teams from the age group immediately younger.
- 16.2 Tier 2 All Star teams may call up players from the age group immediately younger or from House League.
- 16.3 A player can be called up for the maximum allowable games as outlined by the Leagues the player is part taking part in.
- 17.5 Contact must first be established with the appropriate team Head Coach and inform the Association's Technical Director
- 16.4 Teams cannot call up direct from the younger age All Star team without first being approved by the Association's Technical Director.



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### **16 Important Dates**

March 1<sup>st</sup> – Summer Fees set

April – NLSA Annual General Meeting

April 25<sup>th</sup> – Approximate deadline for teams to be picked for summer competition (or as close to this date as possible)

June 10<sup>th</sup> – Deadline for All Star players to indicate if they are playing House League

August 1<sup>st</sup> – Fees set for Winter Training

August 15<sup>th</sup> – Posting for All Star Coach Applications.

August 31<sup>st</sup> – Fees set for Tryouts

End of Fall and Spring Tryouts – Approximate deadline for coaching selections

December 1<sup>st</sup> – Registration for Winter Training deadline

November – CBS Soccer Association Annual General Meeting (AGM).



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### **17 Smoking/Alcohol and Drug Policy**

The CBSSA has a zero tolerance policy for the use of tobacco, vaping, alcohol or non doctor prescription drugs at any practice or game held at any facility in Conception Bay South which is conducted through the CBS Soccer Association for a minor team.

Also, the CBSSA has a zero tolerance policy for the use of tobacco, vaping, alcohol or non doctor prescription drugs at any practice or game by any player, coach and staff or any official with the CBSSA at any venue.

### **18 Personal Information**

18.1 Personal information is used for the following:

- i) Registration purposes with the Newfoundland and Labrador Soccer Association, the Canadian Soccer Association and Leagues in which you or your child participate or to communicate with you should the need arise.
- ii) For the collection of registration or other fees.
- iii) For staff employment purposes.
- iv) For team staff or Association staff for emergency contact purposes.
- v) For Directors, Coordinators, Staff, Liability Insurance Officials and/or Security Company utilized by CBS Soccer Association.
- vi) No other sharing of personal information is permitted.



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- vii) Unless you specifically authorize us to release your personal information, or release is required or permitted by law, CBS Soccer will not sell, lease or trade your personal information to other third parties. CBS Soccer reserves the right to use photographs of members for advertising or promotional purposes.

18.2 The Association processes and stores personal information in secure and confidential databases necessary to protect the secrecy of the Confidential Information and to prevent the Confidential Information from falling into the public domain or into the possession of an unauthorized person.

## 19 COACHES TRAVEL ALLOWANCE POLICY

1. This policy applies to a maximum of two coaches of teams traveling to their division's provincial championships, mega tournaments and Provincial League play off the Avalon Peninsula within the province of Newfoundland and Labrador. The Association must approve those who are traveling as team coaches for the purposes of this policy. Anyone who is not previously approved for the Travel Allowance will not be considered for reimbursement.
2. A per diem for each day, including travel days, approved by the Board will be set at \$35.00 for each of two coaches per team paid at a rate of \$10.00 for breakfast, \$11.00 for lunch and \$14.00 for dinner. Breakfast will not be paid for the day of departure to attend a tournament and dinner will not be paid on the day of return.



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3. Up to two hotel rooms at the lowest available rate for the minimum necessary days, approved by the Board, will be covered by the Association for each team for coaches, provided the team has more than one coach. Coaches must share a room where practical.
  
4. A transportation allowance will be provided to cover the cost of gas for coaches at the rate stipulated in the chart below. Each team may claim up to two vehicles provided there is more than one coach traveling. All travel to be reimbursed under this policy must be conducted no earlier than two days before the scheduled start of the first game and must be completed within two days of the final game of play. Coaches must share transportation where practical.
  
5. Standard kilometer travel claims:
  - Clareville – \$90.00
  
  - Marystown – \$125.00
  
  - Gander – \$125.00
  
  - Grand Falls/Windsor – \$150.00
  
  - Corner Brook – \$225.00



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6. A Travel Claim report must be completed along with applicable receipts and submitted to the Association's office no later than thirty (30) days after the trip.
7. The Board will have final say on all expense claims for travel.

## **20 TEAM FINANCIAL ACCOUNTS**

- 20.1 The Association will maintain accounts for All Star teams for the management of their fundraising.
- 20.2 The Association will charge a levy of \$50.00 per team per season to maintain their account.
- 20.3 The Team Manager will be the team representative to deal with the office regarding the accounts of the team.
- 20.4 The team management must keep an accurate and up to date account of the team's financial affairs.
- 20.5 Monies collected by team staff should be deposited with the Association as soon as possible.
- 20.6 The team must provide a budget to the Association outlining its fundraising activity and what the money is being raised to pay for.
- 20.7 The team must provide any documentation regarding its accounts to the Association upon request.
- 20.8 The Team account must be brought to a close no later than September 20<sup>th</sup> of each year. If a team is travelling to Atlantic or National Championships their account must be closed no later than October 20<sup>th</sup> of the tournament year.



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### Appendix 1

#### PARENT/GUARDIAN CODE OF CONDUCT

1. Remember that your player(s) are involved in organized soccer for their enjoyment.
2. Encourage your player(s) to always play by the rules.
3. Teach your player(s) that effort is as important as victory so that the result of each game is accepted without undue disappointment.
4. Turn defeat to victory by helping your player(s) to work toward skill improvement and good sportsmanship. Never draw attention to mistakes by criticism.
5. Provide your player(s) with plenty of encouragement because that is the best way for them to want to learn.
6. Show respect and appreciation for the volunteer coaches who give their time to provide sport activities for your player(s). Do not publicly question the coaches or manager's judgment and never question their honesty.
7. Never openly criticize the performance of a referee or an assistant referee. They have the power to stop the game.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. When attending games applaud good play for both teams.
10. Do not coach from the sidelines, this is the coach's job and what you say may contradict what the coach has been teaching. This will lead to confusion on the part of the player. We want players to make their own decisions as part of their development.



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- 11. Avoid confrontation with opposing parents regardless of the circumstances.**
- 12. Your role is one of a supportive spectator not a participant in the game your player(s) involved in.**