

# WR-C Soccer

## Policies and Procedures Manual

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## **Introduction**

All members of WRC Soccer are asked to refer to this manual as a point of first reference to answer questions and to understand the goals and objectives of WRC Soccer.

This document will aid the many volunteers who so willingly give their time and expertise with a structured approach in providing the members of WRC Soccer with the opportunity to enjoy the game of soccer.

This manual will be published on the WRC Soccer website so that all members (players, parents, coaches, managers) and potential members can access current information about WRC Soccer.

### CMSA League Structure

Tier I-III League is the level of play where teams compete to represent WRC Soccer at ASA Tier I, Tier II and Tier III provincial level play.

Tier IV-VI League is the level of play where teams usually compete to represent WRC Soccer at ASA Tier IV provincial and Inter-Cities play.

### WRC Soccer Programs

WRC Soccer Club offers the following programs:

1. U6 and U8 Mixed program both indoor and outdoor.
2. Super 8 Programs in cooperation with Carburn Sports and McKenzie United Soccer Club, outdoor only.
3. U10 House League in cooperation with Carburn Sports and McKenzie United Soccer Club, outdoor only.
4. U10 to U18 Tier IV-VI Programs in partnership with Carburn Sports.
5. U10 to U18 Tier I-III Programs in partnerships with Carburn Sports.

U6 & U8 Mixed program where the emphasis is on fun and participation. WRC Soccer U6 (3v3) and U8 (4v4) players play & practice at the WillowRidge Community Centre for the outdoor season and in local community gyms and the Soccer Centres for the indoor season.

Super 8 & U10 (7v7) House League is offered in the outdoor season in cooperation with Carburn Sports and McKenzie United Soccer Club. Travel for games between the three clubs is necessary.

U10 to U18 Tier IV-VI for Carburn and WRC players. Players in these program are placed on blended teams after evaluations and are often hosted by Carburn Sports. Practices are once or twice per week in community gyms plus games.

U10 to U18 Tier I-III Programs for Carburn and WRC players. Players are placed on teams using Coach Reports, Technical Reports and scrimmages. High Performance Soccer Academy is mandatory once or twice per week along with team practices and games.

Teams are formed in March-April for outdoor soccer and again in September-October for indoor soccer. Players are evaluated and the resulting evaluations are used by the soccer committee in placing the players. Written appeals may be made to the soccer committee by email. After the appeal is heard, all decisions are final.

Refunds will only be made for:

1. Injuries which prevents the player from participating and not being placed on a team.
2. If WRC Soccer does not have a team for the player to play on.

In instances where friends ask to play together they will play at the level of the lowest placed player.

### Season's Evaluation

All players are evaluated during the season by the coaches. These evaluations assess the player in areas of technical and physical abilities, game intelligence, game awareness, and attitude.

Evaluations use small-sided games to allow the coaches and technical staff to observe the players. Notes are made by the evaluators and these are combined with the season's evaluations to assign players to rosters. The season's evaluation is weighted much more than the Skills & Scrimmages. New players will be assessed mainly on Skills & Scrimmages

### Recruiting

WRC Soccer prohibits recruiting players from other WRC Soccer teams or other club teams by coaches, parents, players or friends. Transfers must follow procedures as outlined in the CMSA Rules and Regulations. All coaches are required to familiarize themselves with the CMSA rules.

All club members are permitted to market WRC Soccer and to present information about our programs to potential members.

### Team Organization

It is recommended that all teams have a team manager who coordinates the various tasks that are essential for the operation of a successful team and organizes team volunteers to help in the completion of many team roles.

### Selection of Coaches

WRC Soccer is a volunteer organization where the vast majority of coaches are parents. WRC Soccer recognizes coaches as either parent coaches or individual coaches.

- Parent coaches work with a team on which the coach's son or daughter is a member.
- Individual coaches work with teams where the coach has no immediate family members on the team.

### WRC Soccer Tier I-III Coaches

The WRC Soccer committee selects team coaches. Tier I-III coaches should have advanced coaching certifications and/or advanced playing experience or a combination of the two.

### WRC Soccer Tier IV-VI Coaches

Potential coaches for the WRC Soccer Tier IV-VI Program are identified at player registrations and through the soccer community.

Coaches receive WRC Soccer apparel upon completion of a one year coaching commitment

### Training of Coaches

#### NCCP Coach Education

WRC Soccer encourages all coaches to become certified and to continuously improve their coaching skills. Any coach who completes (passing) a certified coaching program may apply to WRC Soccer for reimbursement of course fees to obtain certification.

WRC Soccer recommends Community Coach Youth or Senior, certification for all coaches. There are two Community Coaching designations:

1. Community Youth Certification for coaching youth up to U13

## 2. Community Senior Certification for coaching youth over U14

Coaches may take the Senior Certification without taking the youth certification; however, they will not be permitted to coach in provincial cup competitions without having completed the Community Coaching Certification. Having completed the Community Coaching Certification, a coach is eligible to pursue a Provincial B Coaching License.

### In-House Coach Training

WRC Soccer offers in-house coach training to all coaches in WRC Soccer free of charge. In-house coach training is offered throughout the year in various clinics, seminars and the like. See WRC Soccer website for coaches training information.

### CPIC Clearance

In accordance with CMSA policy, all team officials must have photo ID cards and CPIC clearance before being allowed on the bench. Special bench mom/dad passes are issued to teams by CMSA to permit attendance on an irregular basis on the bench without CPIC clearance.

### Playing Time

Playing time is a function of player age and level of play.

#### U10 and U12

- Are seen as development years in WRC Soccer. At U10 and U12, each player should play a minimum of 50% of each game. However, if a player fails to attend a team session, whether excused or unexcused, then the coach may reduce the playing time of the player in the next game.

Unfortunately, indoor soccer rules of play make it almost impossible for any player to play 50% of the game. Coaches at U10 and U12 are advised to maximize the time on the pitch for each player.

#### Tier IV-VI Teams

- Players who participate in Tier IV-VI League level play are entitled to play a minimum of 50% of each game on average. Playing time over a short span of games should equate to 50% playtime. If a player fails to attend a team session, whether excused or unexcused, then the coach may reduce the playing time of the player in the next game, reducing average playtime below 50% over a short span of games.

Note: Indoor soccer rules of play make it almost impossible for any player to play 50% of the game. At the Tier IV-VI coaches may utilize power-play and penalty kill units.

#### Tier I-III League Players

- Tier I-III league players compete for playing time. Playing time is a function of several factors including match fitness, practice performance, practice attendance, match performance and attitude on and off the pitch. Coaches are encouraged to identify a starting eleven players for each game based on criteria known to the players. Coaches are strongly encouraged to avoid multiple substitutions of the same player in a game.

Note: In indoor soccer, Coaches may utilize power-play and penalty kill units during indoor play at the Tier I-III level. Players compete for playing time as they would in the outdoor game.

#### Play Up's

Coaches who need extra players may ask the coach of a lower division team for permission to play a player from the lower division team from either club. Coaches are not permitted to directly ask a player on a lower division team or a younger aged team to play-up to a team.

The steps involved to acquire a play-up form a lower division team are:

1. The coach requiring a player(s) contacts the coach of the lower division team, specifying a player or a position. Coaches should ensure that the player(s) selected for play-up are not put into a situation where they could get discouraged or injured. WRC Soccer encourages play-ups whenever possible. Coaches should not withhold play-up opportunities for any player unless the player will end up playing more than one game in a 24 hour period.
2. The lower division coach contacts the play-up player to schedule the play-up.
3. The play-up player collects his/her player card to bring to the game.
4. The play-up player is noted on the game sheet, specifying number of games played up.
5. Following the game the play-up player collects his/her ID card.

No coach is permitted to deny a player the right to play-up unless doing so creates a situation where a player will play more than two complete games in one day. A coach may deny a player a play-up request if a player has failed to demonstrate team commitment, is injured or if the player has been in violation of WRC Soccer Code of Conduct.

### Club-to-Club Transfers

A club-to-club transfer involves the movement of a player from the WRC Soccer Club to another club. In order to receive permission to transfer to another club, a player must comply with all CMSA rules and regulations for transfer. Players who owe fees or who possess club property will be refused transfer by CMSA. Club-to-Club Transfer forms are available from CMSA.

### Scheduling

All CMSA games are scheduled by CMSA. Many games are allocated to community pitches and it is up to each club to assign and communicate the location for games played on community fields. The remaining games are assigned by CMSA to City of Calgary fields and these game locations are available on the CMSA website.

### Re-Scheduling Community Based Games

Coaches can decide before GOING to the field whether they want to reschedule a game due to bad weather. If both coaches have agreed to postpone a game before game time, then the referee must be informed ahead of time so that unnecessary travel can be avoided.

Once the teams are at the field, only the referee has the authority to suspend or abandon the match due to bad weather, team coaches have no authority suspend or abandon a game if a referee is present.

### Games Where CMSA Assigns the Fields

The only official source for field closure information is the City of Calgary Rain-Out Line (268-2300 code 9855). The rain out line is also available on the CMSA website.

### Player Identification Cards

Photo ID cards are required for all players in the U12 to U18 age levels, as well as all coaches and Team officials.. ID cards must be presented to the referee at the start of each game. Failure to supply ID cards will result in forfeiture of the game. Following the completion of each season coaches are required to return ID cards to the players.

### Tournament Information

Teams are encouraged to enter tournaments. WRC Soccer and Carburn Sports will pay for one tournament per team per season to a maximum of \$150.

### Travel Permits

All teams must apply for travel permits from CMSA prior to travelling outside of the province. No permit is required for travel within Alberta. Out of province and International travel permits take longer to process and cost more.

WRC Soccer is able to provide reasonable financial assistance requests to aid players in paying registration fees.

### Provincial Championship Tournament Travel

Teams that travel to compete in ASA provincial championship tournaments receive funds from CMSA in the form of a travel grant. These grants are paid according to the tournament location to WRC Soccer after the completion of the competition. The grants are automatically paid out by CMSA to WRC Soccer. WRC Soccer matches the Travel Grant funds from CMSA.

### Insurance

All members of WRC Soccer, including executives, manager, coaches, trainers, officials, employees and volunteers, while acting within the scope of their duties with WRC Soccer, are insured through the Alberta Soccer Association. Further information is available through the Alberta Soccer Association.

### Uniforms, Equipment and Merchandise

The WRC Soccer maintains the inventory of uniforms and equipment at the WillowRidge Community Centre. A volunteer equipment manager and uniforms manager are responsible for distributing and collecting the uniforms and equipment. Because the equipment manager and uniform manager positions require a considerable time particularly in the fall and spring, a few rules are necessary for coaches and managers.

1. Coaches and managers are responsible for pick-up and returning uniforms and equipment. Only coaches and managers are permitted to sign out or exchange uniforms and equipment. Parents and players are not permitted to procure or return equipment and uniforms.
2. Uniforms and equipment MUST be returned on time.
3. All uniforms must be laundered with the name of the team and coach clearly labelled.

4. Coaches are required to submit the names of any player who fails to return a uniform. Players who fail to return a uniform will have their uniform deposit cheque cashed.

Each team is supplied with the following recommended equipment issue if available:

- 1 ball per player
- 2 game balls
- 3 cones per player (U10-12) / 2 cones per player (U14-18)
- 8 pinnies / bibs of one colour
- 6 pinnies / bibs of a second colour
- 1 medical kit
- 1 ball pump and inflation needle

### Club Merchandise

WRC Soccer will designate approved tracksuits and equipment bags, as well as other merchandise that will be made available for sale each season. This merchandise may be made available through third party official suppliers.

*Club Code of Conduct We should look at the FAW codes of conduct that Lynn James gave us and insert here.*

### Club Discipline Policy

Minor breaches to WRC Soccer Code of Conduct are dealt with by the coach of the team, or by the soccer committee if the breach was by a coach. Serious breaches to WRC Soccer Code of Conduct by a player, parent or coach are subject to referral to the Soccer Committee who convenes a Discipline Committee consisting of the HPSA Technical Director, Senior Coaches and selected independent club member(s).

All WRC coaches, committee members, and volunteers are available to members of WRC Soccer. However, this is a volunteer organization and as such, respect and restraint in communication are critical. Also, allow them sufficient time to get back to you: remember that they have responsibilities that go well beyond WRC Soccer, including their professions, families, and their children's soccer and other activities.

### Problem Solving Procedure

The following steps are to be used in dealing with any issue or problem that occurs in WRC Soccer:

- Remember that WRC Soccer is a volunteer organization and everyone is well intentioned and working toward a positive soccer experience for all players and members.
- Please act maturely and respectfully, and try to see both sides of an issue.
- Organize your thoughts, wait 24-48 hours after a conflict before contacting the team manager.
- Address all issues in the order outlined below:
  - First address the manager of the team.
  - Failing resolution, address the coach of the team.
  - Failing resolution, address WRC Soccer committee.

### Officiating

It is important for coaches, players and parents to realize that encouraging and fostering the education of the referee is their responsibility. WRC Soccer assigns referees for all games played on our community fields. For all games played on city fields, the referees are assigned by Calgary Minor Soccer Association. Standardized referee training system is offered in the Spring by WRC Soccer.

### Travel & Fund Raising

WRC Soccer cannot subsidize players for travel expenses. Coaches are reminded that the decision to travel must not put financial strain on families. All travel should be planned well in advance so that fundraising opportunities are available.

WRC Soccer members may not *profit* individually from team fund raising activities. All fundraising activities should have a specific purpose such as travel costs, extra training, travel uniforms, training gear, etc.

Each team should set a written policy and have its parents sign a document indicating what happens to fund raised moneys in excess of the specified purposes and where the player leaves the team to another WRC Soccer team or simply leaves WRC Soccer. If a player leaves the Cub then any fund raised monies in excess of expenses should be retained by the team.

WRC Soccer can help support your event by advertising on our website – please contact the WRCA office.

