

GWINNETT SOCCER ASSOCIATION

# Policies & Procedures Manual

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# 1. Introduction

- 1.1 Vision Statement
- 1.2 Mission Statement
- 1.3 Tag Line: "GSA....Where the Kid's Come First"
- 1.4 Tag Line: "GSA....Where National Champions Train"
- 1.5 The Gwinnett Soccer Association, Inc. (GSA) is a non-profit corporation dedicated to the promotion and development of soccer in and around Gwinnett County.
- 1.6 GSA is designed to provide a broad-based, low cost recreational soccer program where children can have fun and learn the game through controlled competition. In an effort to emphasize skill development in the younger age groups and encourage participation of all children interested in the game of soccer, team standings are not maintained in the U5, U6, U8 & U10 recreational age groups.
- 1.7 GSA does not discriminate on the basis of race, creed, color, national or ethnic origin or religion in the administration of education, and other policies, scholarship and loan programs, and athletic or other programs or the ability of participants to pay.
- 1.8 This manual is not meant to provide hard and fast rules for every situation but to be used as a guide. You will find some situations are not covered. We ask that you bring these to the Directors/Officers attention to that consideration may be given to updating or re-evaluating policies in the future.
- 1.9 Some duplication in this manual is unavoidable. Where policies or procedures are in contradiction of each other, these contradictions should be referred to the Directors/Officers for a ruling and disposition.

## 2. Organization

- 2.1 GSA is affiliated with the Georgia State Soccer Association (GSSA), United States Soccer Federation (USSF), and the Federation Internationale de Football Associations (FIFA).
- 2.2 The affairs of the Association shall be controlled and administered by a Board of Directors (the Directors) which can be composed by a minimum of six (6) members and a maximum of eight (8) members. The Board is responsible for establishing policies for the association and for long range planning needs of the organization.
- 2.3 The GSA Officers are responsible for the operation of the association based upon the policies and procedures established by the Board of Directors. The four elected officer positions shall consist of a President, a Vice President, a Secretary and a Treasurer.
- 2.4 The President shall establish a working group of officers to meet the needs of the organization. The following officer positions currently exist:
  - 2.4.1 Boys Director of Coaching
  - 2.4.2 Girls Director of Coaching
  - 2.4.3 Director of Commissioners
  - 2.4.4 Director of Small Sided Soccer
  - 2.4.5 Director of Volunteers
  - 2.4.6 Director of Concessions
  - 2.4.7 U5 Age Group Commissioner
  - 2.4.8 U6 Age Group Commissioner
  - 2.4.9 U8 Boys Age Group Commissioner
  - 2.4.10 U8 Girls Age Group Commissioner
  - 2.4.11 U10 Boys Age Group Commissioner
  - 2.4.12 U10 Girls Age Group Commissioner
  - 2.4.13 U12 Boys Age Group Commissioner
  - 2.4.14 U12 - U19 Girls Age Group Commissioner
  - 2.4.15 U14 - U19 Boys Age Group Commissioner
  - 2.4.16 Recreational Registrar
  - 2.4.17 Select Registrar
  - 2.4.18 Recreational Uniforms

- 2.4.19 Select Uniforms
- 2.4.20 Field Scheduler
- 2.4.21 Field Maintenance
- 2.4.22 Risk Management
- 2.4.23 Team Pictures
- 2.4.24 Referee Coordinator
- 2.4.25 State Certified Referee Assignor
- 2.4.26 Referee Booker (Small Sided Program)
- 2.4.27 TOPSoccer Coordinator
- 2.4.28 State Representative
- 2.4.29 Girls Select Program Commissioner
- 2.4.30 Boys Select Program Commissioner
- 2.4.31 Select Program Parents Representative

### **3. Finances**

- 3.1 GSA's fiscal year runs from August 1 to July 31
- 3.2 The Treasurer maintained detailed records of monies received and spent.
- 3.3 All expenditures in excess of \$200 require pre-approval of the treasurer using the associations PO Request form.
- 3.4 No member, coach or manager may make a financial commitment on behalf of GSA without prior written approval from the President or Treasurer.

## **4. Volunteers**

### **4.1 Coaches**

- 4.11 The success and the continued growth of our programs are dependent on our being able to attract and retain qualified coaches. Because of the recent introduction of soccer to this country, it is a rare situation to find an experienced soccer coach or a parent who has played soccer as a youth who can step in to take a team.
- 4.12 It is, therefore, necessary to develop coaches from parents who have children playing at GSA. To aid in the development of coaches, Georgia State Soccer Association (GSSA) offers training for G, F, E, and D licenses. All our coaches are encouraged to obtain an F license. In addition, GSA and GSSA supply supplementary information, training courses and clinics.
- 4.13 No one person can recruit and develop the number of coaches necessary to meet our needs. If you are interested and want to learn more, ask your child's coach to supply you with a list of soccer books, other material or advice. Also, you could offer to help your child's coach with practice.

### **4.2 Other Volunteers**

- 4.21 Non-coach volunteers are needed for the success of our programs also. GSA is constantly looking for people (parents of soccer players are a prime source) who have the qualities needed to encourage, support, and teach our children the fundamentals of sportsmanship and soccer. Should you find an interested person (male or female), encourage them to assist and be sure you do everything you can to teach them about the game. You, GSA, the game of soccer, and most of all the children will benefit by receiving more individual attention. The following is an example of activities where volunteers play an important role at GSA:

### **4.3 Team Parent/Manager**

- 4.31 The team parent/manager is an invaluable member of the team and an integral link in the communication channel at GSA. They handle many of the administrative aspects of the team such as uniform distribution, team pictures, team phone lists, phone calling and other items to help the coach whenever possible.

### **4.4 Concession Stand Volunteer**

- 4.41 Your team may be solicited for assistance in operating the concession stand at GSA. The concession stand helps GSA generate additional revenue that offsets the cost of

operations at GSA and gives adult volunteers the opportunity to meet GSA members from many different teams.

- 4.42 We are also in need of concession stand coordinators. This position manages the concession stand during a weekend "shift". Please contact the Director of Concessions if you are interested in volunteering or would like additional information.

## **4.5 Field Marshal**

- 4.51 Every home team is required to provide a field marshal for all games played at GSA. The team parent/manager shall be responsible for designating a field marshal for each game. The field marshal should report a minimum of 30 minutes before the scheduled start of the game and remain on duty at that field for the duration of the game.
- 4.52 When you first arrive at GSA, please report to the Officer of the Day to pick up your field marshal vest and to sign-in. The Officer of the Day will help if you have any questions and should be your first point of contact if you have any questions or concerns.
- 4.53 The Field Marshal will assist in the daily operation of a specific field on game day. The Field Marshal will help with injuries, trash cleanup, and general information and help enforce the rules of the Association.

## 5. Concession Stand Operations

- 5.1 No one under 13 years old is allowed in the concession stand during operating hours. This includes "helpers" and children who are of an age to be left with a babysitter. The area is small and introducing extra individuals causes confusion and slows the process. Moreover, the cooking area contains hot kitchen equipment and could cause injury if touched.
- 5.2 Workers must be at least 13 and adults only must be assigned to the lunch shift from 11:30 to 2:30.
- 5.3 Shifts other than lunch shift may be split with the understanding that the workers who are leaving must train the individuals replacing them. Also, if a replacement worker does not show up, then the original worker must finish the shift. It is preferred that individuals be assigned to a complete shift as opposed to a partial one. The lunch shift may not be split. Each volunteer needs to sign in on the sign in sheet in the Concession Stand.
- 5.4 Teams may be assigned a concession stand plus one of the other GSA complex jobs such as bathroom duty, trash, etc. One does not cancel the other.
- 5.5 A team that fails to show up for concession stand duty may lose a practice field for the next week.
- 5.6 The last shift is 2:30 to close and close varies depending on the actual start time of the last game. Close can be as early as 5:00pm or as late as 6:00pm. Workers should plan accordingly. The last shift workers are expected to help clean the concession stand before they leave.
- 5.7 Coaches or Team Managers will be reminded of the concession stand duty via email the week prior to the team's assignment. Please respond to the email in a timely manner indicating that they are aware of the assignment and have made arrangements to staff the concession stand.

## 6. Officer of the Day

### 6.1 Opening Procedures

- 6.1.1 Unlock the shed and get the corner flags out for set up
- 6.1.2 Unlock the gates onto the complex (make sure all locks are locked in place to prevent losing them)
- 6.1.3 Check in Field Marshals and advise them of their duties
- 6.1.4 Have Field Marshals set up corner flags for start of games
- 6.1.5 Have GSA team(s) coaches move the goals into place
- 6.1.6 Unlock the garage and get the golf cart

### 6.2 Ongoing Duties

- 6.2.1 Best effort to keep the games on schedule
- 6.2.2 Monitor the Field Marshals
- 6.2.3 As games are completed for the day on each field, check if there are games on the field the next day. If so, leave the goals where they are. If no games are scheduled for the next day, advise the coaches of the last game of the day that the goals must be moved for practice for the next week. All small sided goals should be moved up against the back fence.
- 6.2.4 Be available in case of injury or emergency
- 6.2.5 Make sure the complex is policed for trash and receptacles emptied

### 6.3 Closing Procedures

- 6.3.1 Confirm goal placement for the next day
- 6.3.2 Make sure all corner flags are locked up in the shed
- 6.3.3 Close and lock any open gates to the field – parking lot gates remain open and secured
- 6.3.4 Make sure volunteers take care of cleaning the bathrooms
- 6.3.5 Put the golf cart back in the garage and hook to the charger
- 6.3.6 Lock the small shed after the corner flags have been stored

## 7. Operating Guidelines

- 7.1 As part of GSA's affiliation with GSSA, players and coaches are covered by both medical and liability insurance. The medical insurance provides secondary coverage while participating in practice sessions and games and while traveling to and from practices and games. Questions about insurance coverage should be referred to GSSA at 770-452-0505.
- 7.2 GSA provides a uniformed policeman on Saturday (and when indicated, on Sunday) for safety in crossing Cole Road. If you park in the school lot, PLEASE cross at the crosswalk only. It may take an extra minute, but Cole Road is very busy and we would hate to have someone hurt. PARKING PRACTICES: It seems that a couple of times each season we have to remind people about parking. Generally, the problems with parking do not involve GSA parents, but people from other associations who can't read, recognize symbols or don't know that a yellow curb means no parking.
- 7.3 The entrance to the parking lot is from the North side where the arrows are pointed inward and the exit is from the South side where the arrow points outward. The handicapped spaces are for the handicapped or they can be used to drop children off rather than tying up the lot near the entrance. Parking in marked spaces is the only parking permitted at GSA. Parking is not permitted on curbsides or on the dirt. The high school parking lot is just across the street and has several hundred spaces available.
- 7.4 Cars parked illegally will first receive a written warning and have their license number recorded. Repeat offenders are subject to having their cars towed. We are sorry to have to resort to this but the safety of our children is just too important. Illegal parking reduces visibility for both the driver and the children and increases the risk of a tragic accident.
- 7.5 Do not litter and if you see some litter, please pick it up. We want to keep our fields clean. Remember that this is your property and its value is enhanced if it is kept clean.
- 7.6 GSA has signs at each entrance which prohibit pets within the complex. While most people are very responsible, even the best of dogs will eventually have to answer the call of nature. Because of the number of people who visit the complex, and local health codes, please be considerate of others.
- 7.7 The consumption of alcoholic beverages is forbidden for obvious reasons. Situations where beer or wine coolers, for example, are consumed on the premises are rare, but it has happened on several occasions. If you as a coach see someone drinking alcoholic beverages, either ask them not to do so or seek assistance from a GSA Officer or Field Marshal.
- 7.8 Smoking or the use of other tobacco products is strictly prohibited on all GSA properties, including Crossroads Field.
- 7.9 No weapons are allowed on the GSA Complex.
- 7.10 Have your children at practice on time and to the games at the time requested by the coach. Please pick your children up promptly after practice.
- 7.11 Have the courtesy to call the coach if your child is unable to attend a practice and/or a game.
- 7.12 If a practice or game is postponed because of weather, the coach will notify the Team Parent, who will in turn, notify the team members. If there is no notification, everyone is expected to be there. Assuming a game will be called off may result in forfeiture of a game for the team.

- 7.13 If you have questions, suggestions or complaints take them to the coach. The coach will not be aware of any problems unless they are consulted. Coaches will make every effort to solve any problem that might arise.
- 7.14 The coach is the first contact for players and parents regarding any matter relating to your team. Discussing any problems with the coach quickly will result in a smooth season. In the event that parents require further discussions; they should follow this order to resolve the issue:
- 7.14.1 Your Age Group Commissioner
  - 7.14.2 Director of Coaching/Director of Small Sided Soccer
  - 7.14.3 The Director of Commissioners
  - 7.14.4 The Vice President of GSA
  - 7.14.5 The President of GSA
- 7.15 Teach your children responsibility. When you registered your child to play soccer, you made a commitment for both you and your child to both the coach and the team. There should be no tardiness or absence from practice of a game unless illness arises. You are punishing the team and coach and are not teaching your child to be responsible if you allow them to miss practices and games.
- 7.16 Spectators shall remain at least five yards behind the touchline. Usually a boundary shall be indicated by a line parallel to the touchline; even if it is not there, please observe this courtesy.
- 7.17 Spectators will not be allowed to verbally abuse any player, coach, or referee during the game or during practice. Anyone violating this rule will be asked to leave the playing area by the referee or a league official.
- 7.18 Spectators for both teams are required to be on the opposite side of the field from the coaches.
- 7.19 Constructive criticism may be offered only by the coaches.
- 7.20 Let the referee who has been trained to do so call the game.
- 7.21 GSA does not recommend putting names on uniforms for safety reasons. If your team chooses to place names on jerseys, we suggest putting the child's first name only.
- 7.22 GSA abides by the "Laws of the Game" as published by FIFA with some modifications made for youth players. The "Laws of the Game" with youth modifications are contained on the Georgia Soccer website at [www.gasoccer.org](http://www.gasoccer.org).
- 7.23 Refund Policy
- 7.23.1 Select Players: Select players are not eligible for a refund after the signing date as established by Georgia Youth Soccer Association.
  - 7.23.2 Recreational Players: GSA encourages players to register early to guarantee them a spot on the upcoming season. If a player requests to withdraw their registration anytime before between registration and the first game, GSA will refund all of the registration except a \$25 processing fee. Please note that players who register after

the designated cutoff and are charged a late fee will only have the late fee refunded in the event GSA cannot place them on a team.

- 7.23.3 There will be no refunds after the first game of the season and all refunds require the approval of the GSA President. Please note that all requests for refunds must be submitted to GSA in writing either by mailing GSA at P.O. Box 210, Lilburn, GA 30048 or emailing the GSA President.

## **8. Safety**

### **8.1 Goal Safety**

- 8.1.1 NEVER allow anyone to play on or climb on the net or goal framework.
- 8.1.2 Always use extreme caution when moving goals. Portable soccer goals should only be moved by adults who are authorized to do so. Allow for adequate manpower to move goals of varied sizes and weights.
- 8.1.3 GSA uses three different types of goals as part of our program. Each has a different set of safety requirements.
  - 8.1.3.1 U6 goals are made of light weight aluminum and SHOULD NOT be anchored in way. These goals are designed to move if a player comes in contact with the goal.
  - 8.1.3.2 U8 goals are larger and must be anchored at all times. The goals should be anchored with one sandbag.
  - 8.1.3.3 U10 & older use larger goals and they too must be anchored at all times. These goals are required to be anchored by two sandbags at all times.

### **8.2 Lightning Policy**

- 8.2.1 The responsibility for removing athletes from the practice/game area in a timely manner lies with the head coach of the GSA team(s). If the head coach is not present, an assistant coach will assume responsibility.
- 8.2.2 During game days, the Officer of the Day has ultimate responsibility for clearing the fields.

#### **8.2.3 Criteria for Evacuation**

- 8.2.3.1 The GSA policy will be as follows:
- 8.2.3.2 The GSA Coach or Officer will inform the visiting team of GSA's policy with regards to lightning during pre-game warm-ups if weather conditions warrant.
- 8.2.3.3 The GSA Officer of the Day will monitor the lightning detector, will watch for lightning and listen for thunder, and will be responsible for determining when the fields are to be cleared.

- 8.2.3.4 When the 8-20 mile alarm indicator is illuminated on the lightning detector, the GSA Officer of the Day will retrieve the bullhorn and stand ready to clear the fields.
- 8.2.3.5 When the 3-8 mile alarm indicator is illuminated on the lightning detector, the GSA Officer of the Day will sound the audible siren on the bullhorn for at least 5 seconds and suspend all games/practices. Everyone must evacuate to a safe structure or location. A safe structure at GSA would be defined as either inside the GSA Clubhouse or the garage. The exterior of the clubhouse and the pavilion area are not safe areas and these areas should be cleared.
- 8.2.3.6 Everyone who is not inside one of these structures should be sent to their vehicle. A vehicle is considered safe if it is fully enclosed with a hard metal roof, rubber tires, and completely closed windows. Persons should not touch the sides of the vehicle! Convertible and "soft-top" vehicles and golf carts do not provide a high level of protection and cannot be considered safe from lightning.
- 8.2.3.7 Persons should avoid using plumbing facilities and land-line telephones during a thunderstorm.
- 8.2.3.8 If no safe structure or location is within a reasonable distance, personnel should find a thick grove of small trees surrounded by taller trees or a dry ditch. Everyone should assume the "lightning-safe" position; a crouched position on the ground with the feet together, weight on the balls of the feet, head lowered, and ears covered. DO NOT LIE FLAT! Minimize the body's surface area and minimize contact with the ground.
- 8.2.3.9 If unable to reach safe shelter, persons should stay away from the tallest trees or objects (i.e. light poles, flag poles, etc.), metal objects (i.e. fences, bleachers, etc.), individual trees, standing pools of water, and open fields. Persons should avoid being the highest object in an open field.
- 8.2.3.10 In situations where thunder and/or lightning may or may not be present, yet someone feels his/her hair stand on end and skin tingle, LIGHTNING IS IMMINENT! Therefore, all persons should assume the "lightning-safe" position as described above.
- 8.2.3.11 A cellular and/or portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
- 8.2.3.12 All individuals should have the right to leave a site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel that they are in danger from impending lightning activity.

#### **8.2.4 Criteria for Safe Return**

- 8.2.4.1 Personnel should not return to the practice/game area until thirty (20) minutes have passed since the last lightning flash or the lightning detector indicates that lightning is greater than 20 miles away.
- 8.2.4.2 Each time lightning is observed and/or thunder is heard, the "20-minute clock" is to be reset.
- 8.2.4.3 Blue skies in the local area and/or a lack of rainfall are not adequate reasons to breach the 20-minute return-to-play rule. Lightning can strike up to ten (10) miles away from the rain shaft of a storm.

#### **8.2.5 Care of Victims**

- 8.2.5.1 Because lightning-strike victims do not remain connected to a power source, they do not carry an electric charge. Therefore, it is safe to touch the victim to move him/her to a safe location and to render medical treatment.
- 8.2.5.2 During an ongoing thunderstorm, lightning activity in the local area still poses a deadly hazard for personnel responding to the victim. Personnel should consider their own personal safety before venturing into a dangerous situation to render care.
- 8.2.5.3 The first priority of personnel is to move the lightning strike victim to a safe location. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes. Therefore, it is critical that CPR and AED use is initiated as soon as safely possible.
- 8.2.5.4 The basic triage principle of "treat the living first" should be reversed in cases involving casualties from a lightning strike. It is imperative to treat those persons who are "apparently dead" first. Lightning strike victims should be evaluated and treated for hypothermia, shock, fractures, and burns as well.

## 9. Recreational Teams

### 9.1 Small-Sided Soccer

- 9.1.1 In 1994, GSA began implementing the small-sided soccer program as promoted by GYSA (Georgia Youth Soccer Association) and USYSA (United States Youth Soccer Association). The philosophy of this program is to allow the game to become the teacher by maximizing each player's touches on the ball and encourages all the players to develop their skills in all positions. Further, the philosophy discourages intense competition until the older age groups.
- 9.1.2 It has long been acknowledged by youth coaches and experts that young players need to start at a smaller, modified version of the game. But the questions always were always "How small do we start?" and "How do we progress to the 11-a-side game?"
- 9.1.3 Soccer coaches in North America looked to Europe and South America for answers to these questions to discover how the traditional soccer nations produce all their talented players.
- 9.1.4 In the rest of the world, there is no such thing as U6 or even U8 soccer. In Europe, the youngest age group for organized youth soccer is U10. In South America and Africa, the youngest age group for organized youth soccer is usually U14 or U15. In most parts of the world, the children's first experience with soccer usually occurs in an unsupervised, unorganized setting in the form of small-sided games in the back yard or in the streets without adult coaches.
- 9.1.5 This kind of environment, where kids are free to play the game away from stifling adult supervision, where they have the freedom to experience the pure joy of playing, discovering, experimenting and learning new tricks, is where their love of the game is nurtured. This is the environment that has produced all the wonderfully gifted players you have marveled at during the World Cup. Here in North America, we have a similar breeding ground for NBA stars in the inner city hoop courts.
- 9.1.6 In Holland, the U10 players start by playing 4v4, after which they progress to 7v7 at U12 and 11v11 at U14. Holland is renowned worldwide for producing top talent. Other European countries play 7v7 at U10 across half a regular soccer field, using smaller goals.
- 9.1.7 As mentioned before, U6 and U8 soccer is a phenomenon unique to North America. Our culture encourages placing ever-younger children into organized sports. If we are not careful, we could lose track of the purpose behind youth sports and force very-younger children into highly competitive situations based on our own adult ambitions. We need to replicate the "street soccer" environment of the rest of the world and allow our kids to experience the joy of discovery.
- 9.1.8 Some benefits of small-sided soccer include:
  - 9.1.8.1 Each player gets more touches on the ball than with 7v7 or 11v11
  - 9.1.8.2 Enhanced player development with faster improvement due to more touches on the ball

- 9.1.8.3 Players love it!
- 9.1.8.4 Players are always involved
- 9.1.8.5 Players experience all the attacking and defending elements of the game
- 9.1.8.6 The game itself becomes the teacher
- 9.1.8.7 Reduced need for experienced coaches
- 9.1.8.8 Easier for beginner coaches to grasp the principles of soccer
- 9.1.8.9 Need less field space
- 9.1.8.10 It is appropriate for the players' mental, physical and technical abilities

## **9.2 Recreational Team Formation**

9.2.1 For the establishment of recreation teams a process will be implemented to reduce the opportunity for a "stacked" team. Teams are formed through random assignment each fall season for all teams U14 and below. A separate random assignment process will be held prior to the spring season to fill in for teams that have players that did not return from the fall season and to accommodate new players. The Age Group Commissioner for each age group will be responsible to insure a process is used to fairly distribute talent across the teams in their age group. No skill trials will be held for GSA recreational teams. Below is a very general description of the process.

### **9.2.2 U5 & U6 Teams**

9.2.2.1 The Age Group Commissioner and/or the Director of Small Sided Soccer assign players in the U6 age group. Every attempt is made in this age group to accommodate all the special requests regarding team composition.

### **9.2.3 U8 Teams**

- 9.2.3.1 Teams in these age groups will be given two (2) open picks as follows:
- 9.2.3.2 The coach's pick (Usually the Coach's child)
- 9.2.3.3 The assistant coach's pick (Usually the Assistant Coach's child)

### **9.2.4 U10 & Older Teams**

- 9.2.4.1 Teams in these age groups will be given three (3) open picks as follows:
- 9.2.4.2 The coach's pick (Usually the Coach's child)

- 9.2.4.3 The assistant coach's pick (Usually the Assistant Coach's child)
- 9.2.4.4 The team's free name pick (Any eligible player in the age group)
- 9.2.4.5 If the coach and/or assistant coach do not have a child on the team, any eligible player in the age group may be substituted.
- 9.2.4.6 Players returning to the same age group in the spring season may return to the same team; otherwise, they will be placed in the assignment pool. For purposes of team formation, players within each age group will be separated by age (e.g., for U10, 8 and 9 year olds will be separated). Teams will be filled out by alternately selecting from the two age groups until all players have been placed on a team. All U12 recreational teams and below will be reformed each fall season. U14 and above players may return to the team they played on in the immediate past season, otherwise they will be placed back into the assignment pool.

## **9.3 Recreational Post Season Functions**

### **9.3.1 Playoffs**

- 9.3.1.1 At the end of the spring season, all recreational teams U-10 and above will participate in a post-season tournament. U-10 age group playoff pairings will be based upon a blind draw. U-12 and above are seeded by seasonal record. The first (and in some instances the second) place team from each age group will represent GSA in the GYSA State Recreational Tournament for their respective age group.
- 9.3.1.2 GSA presents awards to the teams who finish in first or second place in their age group. Only first place awards will be awarded if there are two or three teams in the age group. If there is only one team in an age group, first place awards will be given.

### **9.3.2 Team Party**

- 9.3.2.1 It is quite natural for parents and coaches to want to reward players for a season of hard work and skill improvement. An end-of-the season function can be a memorable occasion for the players, but good judgment must be exercised by the parents.
- 9.3.2.2 In planning an end of the season function, it should be remembered that it is for the children, not the parents. Therefore, do things that the children would enjoy such as picnics, family get-togethers, a parent's soccer game, etc. GSA strives to promote an atmosphere of learning and self-worth for players in these age groups while providing a level of competition consistent with the physical and emotional maturity of children under 10 years of age. The objective is to identify all players in these age groups as

winners and to instill in these children a feeling of achievement and satisfaction simply for playing the game and being part of a team.

## 10. Select Teams

- 10.1 For children wishing to play at a higher level of competition, GSA also fields select teams for boys and girls in U10 through U19. The boys select teams are in the CLASSIC division while the girls select teams are in the ATHENA division. Players are selected to teams based upon open tryouts or skills assessments. Tryouts or skills assessments will be advertised at least four weeks before they will take place and will be conducted by each and every select team for which there is a coach. For Select Teams, the registration fee will be collected after team selection and is non-refundable.
- 10.2 Select teams are more demanding and require a genuine commitment on the part of the players and their parents to the team. Usually, there are more frequent and longer practice seasons in addition to extensive traveling to play games. Additionally, most select teams play in several tournaments before, during and after the regular season; many of these tournaments require overnight stays and are often times out of state. Many teams may have paid coaches and/or trainers where the team is responsible for their fees. Most teams try to offset the cost of tournaments by conducting various fundraisers (which must be approved by the GSA in advance) during the course of the season.
- 10.3 Most select teams are designated by single age groups. For example, players born in 1989 would be designated by the birth year preceding their team name. In addition, individual teams will be assigned a color, indicating their rank within GSA for the age group. The first team in the division will be RED, the second WHITE, the third BLACK and the fourth BLUE. All teams will use this name when registering with GYSA or for any tournaments (i.e. GSA 89 Phoenix Red).
- 10.4 Tryouts or skills assessment are usually conducted at the GSA complex during the timeframe designed by GYSA. Usually, these teams are being put together for the fall season, but may enter summer tournaments to give the "new" team the opportunity to play together. Occasionally, players are added during the season or between the fall and spring season. It is understood that the player's participation and financial commitment to the team extends for one seasonal year (the fall and spring season).
- 10.5 Even though at a higher competitive and more intense level, select soccer is still a game and should be fun for the players. Georgia Youth Soccer Association (GYSA) rules state that all select players must play at least half of every game. It is the responsibility of the coach of the team employing the unlimited substitution procedure to assure that this policy is carried out.
- 10.6 Additional information about select teams may be obtained from the Select Commissioners or other officers in the Association.

## **11. Player's Code of Conduct**

### **11.1 Expectation of Players**

- 11.2 The game that GSA will support must provide opportunities for:
  - 11.2.1 Fun, enjoyment and many other recreational satisfactions.
  - 11.2.2 Achievement, recognition and the pursuit of excellence relative to the skill potential, personal competitive goals and physiological and psychological needs of the participants.
  - 11.2.3 The development of physical, mental, social and emotional fitness.
- 11.3 The type of game that the Association will not support nor tolerate is that which brings the game into disrepute; that which results in physical or mental violence; and that which is morally indefensible.
- 11.4 All GSA players are expected to:
  - 11.4.1 Play the game for the game's sake.
  - 11.4.2 Be generous when you win
  - 11.4.3 Be graceful when you lose.
  - 11.4.4 Be fair always, no matter what the cost.
  - 11.4.5 Obey the laws of the game.
  - 11.4.6 Work for the good of the game.
  - 11.4.7 Accept the decisions of the officials with good grace.
  - 11.4.8 Believe in the honesty of your opponents.
  - 11.4.9 Conduct yourself with honor and dignity.
  - 11.4.10 Honestly and wholeheartedly applaud the efforts of your team and your opponents.

## **12. Parent's Code of Conduct**

### **12.1 Parents should remember**

- 12.1.1 Children have more need of example than criticism.
- 12.1.2 Athletic participation for your child and others should be a positive experience.
- 12.1.3 Attempt to relieve the pressure of competition; not increase it. A child is easily affected by outside influences.
- 12.1.4 Be respectful to your child's coach and to officials. .
- 12.1.5 Be courteous and respectful particularly to those opponents from other soccer teams or associations. The opponents are necessary friends. Without them, your child could not participate.
- 12.1.6 Applaud good plays by your team and by members of the opposing team.
- 12.1.7 Between the exuberance of the winner and the disappointment of the loser, we find a person called a referee. All of them follow the same creed to watch every move of every player and to call the game to the best of their ability.
- 12.1.8 Do not openly question the referee's judgment and never their honesty. They are a symbol of fair play, integrity and sportsmanship. Remember, no referee can call a perfect game anymore than anyone can coach or play a perfect game.
- 12.1.9 Accept the result of each game. Encourage the children to be gracious in victory, and turn defeat into victory by working towards improvement.
- 12.1.10 Parental evaluation carries a great deal of weight with children. The attitude shown by parents at games towards their child, the opposing team, the officials and the coach influences the child's values and behavior in sports. Criticism, disrespect for officials and opponents by overanxious or overprotective parents bent on immediate success rather than long-range benefits undermines the purpose of sports and brings into the game stresses beyond those of competition. When the child cannot cope effectively with such stresses, it contributes to behavior not in keeping with the spirit of the game.

### **12.2 Ten Commandments for Parents**

- 12.2.1 Make sure your children know that win or lose, you appreciate their efforts and are not disappointed in them. Be the person in their life they can look to for constant positive enforcement.
- 12.2.2 Try your best to be completely honest about your child's athletic capability, competitive attitude, sportsmanship, and actual skill level.

- 12.2.3 Be helpful, but don't coach your child on the way to the game, or on the way back. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
- 12.2.4 Teach them to enjoy the thrill of competition just for the pleasure of being out there trying. Help them develop the feel for competing, for trying hard, and for having fun.
- 12.2.5 Try not to relive your athletic life through your child.
- 12.2.6 Don't compete with the coach.
- 12.2.7 Don't compare the skill, courage, or attitudes of your child with other members of the team.
- 12.2.8 Get to know your child's coach so you can be assured that his/her philosophy; attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
- 12.2.9 Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before over-reacting.
- 12.2.10 Explain that courage is not the absence of fear, but means doing something in spite of fear. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your child say, "My parents really helped, I was lucky in that respect."

## 13. Coaches Code of Conduct

- 13.1 This Code of Conduct has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the development of the sport of soccer. (The term "Coach" shall include, but is not limited to Head Coach, Trainer, Assistant Coach, Manager, and/or Team Representative.)

### 13.2 Responsibility to Players

- 13.2.1 The coach's responsibility is to the health and safety of all participants. The coach must never place the value of winning over the safety and welfare of players.
- 13.2.2 It is recommended that the coach become certified in basic first aid and be prepared to handle medical emergencies at all practices and games, both home and away.
- 13.2.3 Coach should have and know how to use a properly supplied first aid kit and ice.
- 13.2.4 Coach should know emergency phone numbers and procedures.
- 13.2.5 Coach should know the location of the nearest emergency medical facilities.
- 13.2.6 Coach should always carry Medical Release forms to all practices and games.
- 13.2.7 Coach should follow up on all injuries with parents/guardians.
- 13.2.8 Coach should supervise and control his/her players to avoid injury situations. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
- 13.2.9 Coach should know and understand the Laws of the Game and instruct players to play within the laws and the spirit of the game at all times.
- 13.2.10 Coach will refrain from teaching unsafe or unsportsmanlike methods to the players
- 13.2.11 Coach will refrain from teaching and will discourage demeaning songs, cheers or chants to the players.
- 13.2.12 Coach will refrain from seeking any advantage beyond that of superior skill, tactics and fitness.
- 13.2.13 Coach should be a positive role model and set the standard for sportsmanship on and off the field when in the presence of his/her players.

- 13.2.14 Coach should keep the sport in proper perspective with the player's academic education.
- 13.2.15 Coach is prohibited from using, possessing, or being under the influence of alcohol or illegal drugs in the presence of players.
- 13.2.16 Coach is prohibited from smoking or using tobacco in any form in the presence of players.
- 13.2.17 Under no circumstances should coach authorize or encourage the use of performance enhancing drugs.
- 13.2.18 Coach should inspect player's equipment and field conditions for safety reasons.
- 13.2.19 All players MUST wear shin guards at all practices and games.
- 13.2.20 Coach should continue his/her own education in the sport in order to be able to educate the players in technical, tactical, physical and psychological demands of the game for their level.
- 13.2.21 Coach should be sensitive to each player's developmental needs, strive to have each player reach his/her full potential and be prepared to move to the next stage of development.
- 13.2.22 Coach should develop the player's appreciation of the game. Players should have fun and receive positive feedback.
- 13.2.23 The coach must behave in an ethical and legal manner. The coach must complete and submit to GSA the required Employment/Volunteer Disclosure Statement.
- 13.2.24 The coach shall provide appropriate number of training sessions and games according to the player's stage of development in accordance with published GSA guidelines.
- 13.2.25 The coach shall keep winning and losing in proper perspective.
- 13.2.26 In order to protect coaches, volunteers, and program participants—at no time during a game, practice or any other team event will a coach be alone with a single child/player where they cannot be observed by others.
- 13.2.27 Coaches shall never leave a player unsupervised.
- 13.2.28 Coaches will not submit a player to any type of abuse including but not limited to physical abuse, sexual abuse, verbal abuse or neglect.
- 13.2.29 Coaches will respond to players with respect and consideration and treat all players equally regardless of sex, race, religion, and/or culture.
- 13.2.30 Coaches must appear clean, neat and appropriately attired.
- 13.2.31 Profanity, inappropriate jokes or sharing intimate details of one's personal life in the presence of players or parents is prohibited.

- 13.2.32 Coaches may not date program participants or parents of players for the team which has been assigned to coach.

### **13.3 Responsibility to GSA & GYSA**

- 13.3.1 Coach should work in the spirit of cooperation with the officials, administrators, coaches, spectators and participants.
- 13.3.2 Coach should know and follow all rules set forth by GYSA and member leagues. A current copy of GYSA rules are available on their website at <http://www.gasoccer.org>

### **13.4 Responsibility to Officials**

- 13.4.1 Coach must not criticize game officials and instruct his/her players, parents, and spectators to refrain from criticizing officials.
- 13.4.2 Coach shall treat officials with respect before, during, and after the game. Professional respect should be mutual and there should be no demeaning dialogue or gesture between officials, coach, or player.
- 13.4.3 Coaches must not incite players or spectators or attempt to disrupt the flow of play.
- 13.4.4 Coach is responsible for and will be accountable for the conduct of his/her players, parents, and spectators.

## 14. Select Committee

### 14.1 Select Committee Charter

- 14.1.1 The Select Committee is charged with the responsibility of overseeing all the activities of the select teams at GSA. It is the responsibility of this committee to ensure that the GSA Select Program provides a competitive environment for young people who wish to play soccer at a higher level than recreational soccer. This committee is responsible for making annual recommendations to the President regarding head coaches and trainers for each of the select teams. It is also the committee's responsibility to ensure that the guidelines defined herein are followed and adhered to by the entire coaching staff.
- 14.1.2 The President shall appoint the Select Committee. The members may include, but are not limited to:
  - 14.1.2.1 GSA President
  - 14.1.2.2 GSA Vice-President
  - 14.1.2.3 Boys Director of Coaching
  - 14.1.2.4 Girls Director of Coaching
  - 14.1.2.5 Girl's Select Commissioner
  - 14.1.2.6 Boy's Select Commissioner
  - 14.1.2.7 Parents Representative
  - 14.1.2.8 Other designee if needed
- 14.1.3 The President shall appoint the Select Committee Chairperson.
- 14.1.4 All members of the Select Committee will serve for two seasons to coincide with the term of the GSA President.
- 14.1.5 Role and Responsibilities
  - 14.1.5.1 The Select Committee will meet a minimum of once every calendar quarter. Additional meetings will be called on an "as needed" basis. If anyone outside of the Select Committee would like to meet they need to contact the Select Committee chair to schedule.
  - 14.1.5.2 The Select Committee will interview, evaluate and select all select coaches prior to their participation in the tryout process (policy 9200).
  - 14.1.5.3 The Select Committee will review and approve all trainer selections.
  - 14.1.5.4 The Select Committee will make sure all coaches are aware and comply with all of the Rules and Responsibilities as outlined in section 14.6.
  - 14.1.5.5 The Select Committee will make sure all coaches are aware and comply with all of the guidelines detailed in the "Select Tryout Process" as outlined in section 14.6.

- 14.1.5.6 Any grievances must be submitted to the Select Committee in writing and the Select Committee will review and make recommendations to the GSA President.
- 14.1.5.7 The Select Committee is responsible for distributing the GSA Select Rules and Policies to the select coaches once per year. Requests may be made for additional copies any time throughout the year.

## 14.2 Coaching Application

14.2.1 All coaches or trainers requesting consideration for selection as a select team coach or trainer beginning in the fall season shall submit an application to the Select Committee no later than the date published on the Spring Season Calendar. Any coach or trainer requesting consideration for selection as a replacement for a resigning or released select team coach or trainer shall also be required to submit an application to the Select Committee before consideration by the Select Committee.

14.2.2 A select coach and trainer applicant should pursuant to GYSA be licensed at the appropriate level or above as required by GYSA.

Program Division	Minimum License Level
Academy	State "D"
Athena C & Lower	State "E"
Classic III & Lower	State "E"
Athena B & Higher	State "D"
Classic II and Higher	State "D"
National League	National "C"
Region III Premier League	National "C"

14.2.3 The Select Committee shall interview all applicants on their initial application for a coaching position. Subsequent interviews are based on an as-needed basis and are not required if approved unanimously by the Select Committee. If any Select Committee member dissents, the coach will be required to participate in an interview.

14.2.4 GSA prefers a staff coach be put in place for Academy age groups when a qualified candidate is available. Qualified parent coaches may be asked to assist when necessary.

14.2.5 Applicants are required to provide the DOC's the following, in writing, at the interview. The Select Committee will review and give final approval.

- 14.2.5.1 Copy of Application
- 14.2.5.2 Outline of coaching philosophy
- 14.2.5.3 Team rules
- 14.2.5.4 Team Disclosure Form (includes financial information)

14.2.5.5 Anticipated tournament scheduled

14.2.6 Interview discussion shall remain confidential.

### 14.3 Paid coaches and trainers

14.3.1 Any coach or trainer must be approved by the Select Committee

14.3.2 The team is responsible to pay the GSA treasurer the designated player/team training fees. The GSA Treasurer will pay each coach or trainer their monthly fees after receiving payment from the team. This compensation should be included in the Team Financial Disclosure Form that is submitted to the Select Committee

14.3.3 The Select Committee shall establish guidelines for compensation to coaches and trainers. The Select Committee must approve any variance from these guidelines in advance. It is recommended that these fees be paid out monthly. The select Committee recommends they be paid on a flat fee basis. Compensation guidelines are as follows

	Age Group	Minimum/Month	Maximum/Month
14.3.3.1	R3PL	\$700	\$1200
14.3.3.2	Classic 1/Athena A	\$500	\$1125
	Classic 2/Athena B/Academy	\$500	\$900
	Calssic 3/Athena D -lower	\$400	\$750

14.3.4 The team is expected to reimburse a coach or trainer for out-of-pocket expenses incurred by the coach or trainer on behalf of the team. The coach must review the proposed expense (i.e., any expense to be incurred for equipment such as balls, pennies, goals, warm-ups, tent, etc.) with the Team Manager prior to incurring the expense. For out of state tournaments, the coach should be reimbursed for the hotel room and a minimum of \$25 per day as a food allowance (if not reimbursed by team dinners, lunches, etc.).

14.3.5 Air and Car Expense: The team may reimburse a coach or trainer for airfare or gas expense incurred by the coach or trainer to and from the out of state tournaments. Mileage at .35 cents per mile. The team can pay for rental car or mileage whichever is less.

14.3.6 The team is not responsible for any other expenses such as listed below unless specifically approved in advance by the team:  
Rental Car  
Misc. Expenses outside of the \$ 25.00 per day

### 14.4 Team Management

14.4.1 The team recommended requirements are as follows:

- 14.4.2 Coach/(coach/trainer)/coach and trainer
- 14.4.3 Team Manager
  - 14.4.3.1 Responsible for taking care of items to include but not limited to, the team roster, logging training time, player card information, volunteer duties, forms submission, parent information, and any other related issues.
- 14.4.4 Team Treasurer
  - 14.4.4.1 Responsible for taking care of all of the finances of the team. The treasurer shall report to the team manager and head coach the status of the team finances and team member finances. Each team should have a separate checking account set up, and a financial update should be given to each team member on a monthly basis notifying them of money taken in, expenses paid, and balance on their account and the team account. Team financial information will be made available to the Select Committee upon request.
- 14.4.5 Tournament Manager
  - 14.4.5.1 Responsible for all tournament related activities to include but not limited to:  
Tournament registration, Roster Submission  
Hotel and Travel, Travel permits, Etc.
- 14.4.6 Positions 14.4.3 through 14.4.5 may be filled by one or more individuals.

## **14.5 Coach/Trainer Selection Process**

- 14.5.1 The Select Committee shall select the coaches and trainers based on their qualifications and the interview.
- 14.5.2 The GSA Board of Directors shall ratify the Selection Process at the Board of Directors meeting following completion of the selection process. At this time the Board of Directors shall receive a list of coaches and trainers for informational purposes.
- 14.5.3 The Select Committee or the appropriate Director of Coaching shall notify all applicants of the Select Committee's decision in a timely manner following the Board of Directors meeting.

## **14.6 Select Team Tryout Process**

- 14.6.1 The Select Committee Chairperson must notify the local newspapers to advertise GSA tryout. This information will include age group, dates, times, coaches and phone numbers. The GSA website will also reflect the age group, coaches, phone numbers, dates, times and field location.

## 14.6.2 Pre-Tryouts

- 14.6.2.1 The Red team coach is responsible for the organization for the tryout for their particular age group.
- 14.6.2.2 The Red team coach is responsible for field preparation.
- 14.6.2.3 The Red team coach is responsible for the player sign-in process with player identification numbers and a registration sheet.
- 14.6.2.4 Each team must provide a copy of the Team Financial Disclosure Form to every player who attends tryouts for this age group.
- 14.6.2.5 Before tryouts begin, all coaches within age group must meet and discuss projected returning players, projected new players, borderline players and projected offers.

## 14.6.3 Tryouts

- 14.6.3.1 Tryouts should begin on time and have the players ready to play as soon as possible.
- 14.6.3.2 The following is the recommended format for tryouts.
  - 14.6.3.2.1 Divide the field into four sections, play small-sided (4v4 or 5v5) games with a coach watching each game.
  - 14.6.3.2.2 Each game should last approximately 12-15 minutes. When time is up, coaches meet for a quick discussion and move clockwise to the next field to watch new players. Players should stay on the same field.
  - 14.6.3.2.3 Coaches rank players for their team accordingly:
    - 1=Accept
    - 2=Not Sure
    - 3=Reject
  - 14.6.3.2.4 After completing small-sided games, set up for a game using a full size field.
  - 14.6.3.2.5 After each game, coaches should meet for a quick discussion and evaluation.

## 14.6.4 Player Selection

- 14.6.4.1 The Red team coach must confirm commitments and release players not selected as soon as possible. If there is some indecision, give a list of confirmed players and a list of possible selections. The White team coach can offer any player released by the Red coach an offer sheet and must also provide the Black team coach a list of any players not selected. The Black team coach can offer any player released by the White team coach an offer sheet. This process continues until all rosters are completed.

14.6.4.2 Any player who attends tryouts but is not selected for any team must be contacted as soon as a decision regarding that player has been made. All coaches share the responsibility of contacting the players who were not selected. These players should be contacted by phone the evening of the decision to allow these players a chance to play elsewhere.

NEED MIKE F. TO GIVE ME INFORMATION

14.6.4.3 Recommended number of players per team:

14.6.4.3.1	U10	Maximum 11 Players
14.6.4.3.2	U11 - U14	Maximum 15 Players
14.6.4.3.3	U15 - U16	Maximum 16 Players
14.6.4.3.4	U17 - U19	Maximum 18 Players

## 14.7 Player Movement

14.7.1 Any coach wishing to transfer a player from another team (e.g., White to Red), must request the transfer from his/her commissioner first, and then the commissioner will discuss this desire with the other coach, parents, and player. The commissioner will reject or indicate approval of the transfer by signing the transfer form.

14.7.2 Any appeals as to the decision of the commissioner shall be made to the full Select Committee.