

# MCPHERSON STRIKERS SOCCER CLUB, INC.

## HANDBOOK

The McPherson Striker Soccer Club, Inc. is organized as an educational and charitable organization to advance and foster the game of soccer, as well as to promote sportsmanship and the development of the individual soccer player to the highest of level of his/her ability.

We are affiliated with and pay dues to the Kansas State Youth Soccer Association (KSYSYA) and the United States Youth Soccer Association (USYSA). With the goals and purposes in mind, the following guidelines have been established.

### I. TEAM OPERATIONS

#### A. TEAM NAME, LOGO AND PATCH

1. Name: The name of this association shall be the McPherson Striker Soccer Club, Inc.
2. Logo and Patch: The team logo shall be as depicted below:



**B. MANAGEMENT:** Each team must have a Head Coach and a Parent Representative -

1. Description and Duties of the Head Coach:

- a. Any interested coach shall fill out an application to be turned in at registration in May for the upcoming seasonal year.
- b. The head coach of a team shall be selected by a committee consisting of the Director of Coaches, Director of Boys' Teams and the Director of Girls' Teams. The selection of a head coach shall then be approved by the whole board at the first board meeting in July
- c. The head coach must attend coaches' meetings as called by the Director of Coaches.
- d. The head coach will be one of the two voting delegates representing his/her team at the annual meeting.
- e. The head coach must consult with the team parents, via the parent representative regarding practice schedules, game schedules, team equipment and expenses.
- f. The head coach must maintain regular communication with a skills coach, if a skills coach has been assigned to his/her team, deferring to the skills coach in matters of skills training (by "skills" we mean basic foot skills, game skills, and game strategies, etc.).
- g. The head coach will adhere to all rules and regulations as given in the Handbook and the Bylaws of the McPherson Striker Soccer Club, Inc.

2. Description and Duties of the Skills Coach:

- a. The skills coach will provide skills training as needed by the head coach (by "skills" we mean basic foot skills, game skills and game strategies, etc.).
- b. The skills coach must be approved by a committee consisting of the Director of Coaches, Director of Girls' Teams and the Director of Boys' Teams.
- c. A skills coach will be assigned to a team, to work with the head coach, in the event that the head coach selected for the team lacks adequate skills qualifications.
- d. The skills coach must communicate regularly with the head coach. In the event of unresolved conflict with the head coach, the skills coach may appeal to the Director of Coaches.
- e. The skills coach must attend practices and games on a schedule agreed upon with the head coach.

3. Duties and Description of the Parent Representatives:

- a. A pool of names for prospective parent reps is created. The parent rep coordinator will call these prospective parents. If more than one parent is interested, the parent representatives will be selected by a special meeting of the team parents. The

- representative will be the second voting delegate at the annual meeting.
- b. He/she will arrange financial support for the skills coach at tournaments.
  - c. He/she will be in charge of fundraising and of social events for the team. We encourage the parent representative to delegate these responsibilities to other team parents as well.
  - d. He/she will assist the head coach in disseminating information to the team members and in making decisions regarding tournament participation and league affiliation, etc. (as per B.1.e. above).
  - e. He/she will assist the Club Registrar, Director of Coaches and Director of Boys/Girls in the registration process.
  - f. He/she will act as liaison between parents and coaches. In the case of unresolved conflicts, appeals may be made to the Board, via the Director of Coaches.

### **C. FINANCIAL MANAGEMENT**

1. Player fees: A twenty dollar (\$20.00) administrative fee will be assessed at registration. This fee is non-refundable if the child is selected for a team. A commitment form will be signed by the player and one parent/guardian. Other fees will be discussed at the team meeting. These will include league fees, uniform costs and tournament fees. A child will not be allowed to play until all his/her fees are paid.
2. Fundraisers: Individual teams may do their own fundraising with pre-approval of the fundraising committee and/or the board. Fundraising shall be done in a manner consistent with the highest image of the program. Fundraisers shall not be against the law. Individual teams will be responsible for all occurrences related to their fundraiser, including, but not limited to personal and property liability and taxes. The team, the club and the programs shall not be misrepresented in any way.
3. Donations: The team or club may accept donations with board approval.
4. Fundraising Committee: A fundraising committee will be formed to help with fundraising. The Director of Fundraising will be the chairperson. Fundraising will be completed and all fees must be paid before the first game.

### **D. REGISTRATION**

1. Announcement of registration dates and locations must be made PROMINENTLY in area newspapers and by whatever other means convenient.

- a. Registration will be held each May. Registration forms will be completed and the commitment fee will be collected.
  - b. If there are more players registered than can be rostered to one or more teams, a tryout will be held.
2. All paperwork pertaining to the registration of a player must be submitted to the club registrar by the team coach or parent representative in a timely manner (live birth certificates with all first time registrations, USYSA membership forms, notarized medical release forms, team, and commitment fees.).
3. Every candidate for a team roster must register each year, or give advance notice of intended absence to the Director of Boys'/Girls' at least five days prior to the scheduled registration. Failure to appear at registration may result in automatic disqualification of a player, regardless of past experience with the team. In the case of an emergency due to which a player misses registration without advance notice, that player's parents may petition the board for that player's late admission to the team.
4. All candidates must register for teams in their own age and gender groups, regardless of whom they have played for in the past. Individual exceptions to the rule regarding gender and age can be made by petition to the board, only when the board determines that compelling reasons exist for such exceptions (e.g., the need to form combination teams when insufficient candidates show up for tryouts). The McPherson Striker Board strongly discourages "playing up".
5. Coaches must have team selections completed and all roster information submitted to the Director of Boys'/Girls' in a timely manner.
6. Coaches are free to recruit players who are not currently rostered to a team before registration and/or tryouts. Coaches may recruit players who are not currently rostered to a team after tryouts are completed but only at the discretion of the Director of Girls'/Boys and the Director of Coaches. A coach wishing to recruit after tryouts must inform the board, via the Director of Coaches, of his/her intent to do so.

#### **E. TRYOUTS/PLAYER SELECTION**

1. Tryouts are to be completed in July each year.
2. Coaches and/or Director of Boys/Girls will communicate clearly the criteria to be used for making team selections. Players will be selected without regard to race, color, religion, ethnic background or national origin.
3. The board must inform coaches of criteria to be used in the selection of team members.

4. Basing his/her decisions on as much knowledge of the players as he/she has available (observations made at tryouts and during previous seasons), the coach should consider a player's behavior/attitude and coachability, as well as the player's apparent skill level at the time of the tryouts. We encourage coaches to work patiently with unskilled or troublesome players, but also to make decisions in the best interest of team morale, using consistently applied standards of acceptable behavior, etc.
5. Coaches will have the final say about which players make the team and which players are cut as a result of the tryouts, unless formal challenges are made.
6. Challenges to a coach's decision may come from parents and must be addressed to the board in the form of formal complaints (see the handbook's rules regarding the proper procedure for making a formal complaint).
7. If a coach feels his/her lack of experience makes selections too difficult, he/she may request the help of another, more experienced coach.

## **E. TOURNAMENTS**

1. Each team will decide at the team meeting, called by the coach, which tournaments the team will attend.
2. Each player is expected to attend the tournaments, or to inform the coach in advance so that a guest player may be found as a substitute.
3. A fee to guest players may be charged.
4. It is the parents' responsibility to make arrangements for their child to attend if the parents are unable to attend to tournament.
5. Team parents will be responsible for providing nominal expenses for the skills coach unless other arrangements can be made.

## **F. FEES AND FINANCIAL AID**

1. Each player will be assessed fees to cover the cost of league fees and tournament fees, in addition to the non-refundable administrative fee.
2. All or part of the fees and costs may be waived upon showing of financial hardship. The player that has financial hardships must contact the coach, who then contacts the board and submits his/her

name for board consideration. Any player who receives financial aid may be required to participate in the club fundraiser.

## **G. STATE REGISTRATION**

1. All KSYSA registrations must be funneled through the club registrar and submitted by the above-mentioned deadlines.
  - a. State issued Certificate of Live Birth (photocopy). (These will be kept with the team roster and saved for the next season).
  - b. KSYSA/Striker application forms, signed by parents.
  - c. Current player cards, signed by player. With recent photograph – to be shown to referee at each game.
2. Teams will be responsible for registration for individual tournaments on their own. Registration forms may be obtained from the tournament director for that tournament.
3. Coaches may make roster changes throughout the year. If a player transfer from another team, the coach must complete the player transfer form, fill out a new roster, take it to the registrar and secure KSYSA approval. Some tournaments allow three guest players.

## **H. UNIFORMS**

1. All uniforms will be a combination of red, white and black.
2. All players must wear shin guards during all games and practices.
3. Uniforms will be purchased by parents. Uniforms will consist of shorts, jersey, alternate jersey, and socks. The uniform will be selected by a uniform committee consisting of the Equipment Manager, Director of Girls/Boys, Board President, and at least two parent reps.
4. The goal will be to have a uniform last 2-3 years.

## **I. EQUIPMENT**

1. Each team will be supplied with a first-aid kit. The coach must have the first-aid kit at all games and practices. It will be turned in at the end of the season to the Director of Coaches.
2. Coaches are not to make unauthorized purchases. The president of the McPherson Striker Soccer Club, Inc. will make the decisions

regarding purchases after approval and consultation with the treasurer and equipment manager.

## **J. RULES FOR FORMAL COMPLAINTS BY PARENTS**

1. Parents must be informed of their right to make complaints about anything regarding the treatment of their child, but they must also be informed of their responsibility to make their complaints in a formal and orderly way, as per the following:
  - a. If they wish to complain about a coach or about the result of the team selection process, the parents must first address the complaint to that coach.
  - b. If the problem is not resolved through communication between parents(s) and coach, then the parent(s) must secure a written complaint form from the team's parent representative and file a written complaint with the McPherson Striker Soccer Club, Inc. Board.
2. The written complaint must be addressed to the President of the board, who must then:
  - a. Make an immediate notice of receipt to the parent(s).
  - b. Committee (officers of the board).
  - c. The executive committee will then make as prompt a response as possible, informing both coach and parent(s) of any decisions made.
3. All parent representatives participating in the program must be provided with a set of standard complaint forms, which will consist of two parts:
  - a. a complaint form with mailing instructions provided and space for a letter to be written
  - b. an acknowledgement-of-receipt form which the President can detach and return to the parent(s).

\*\*\*Any coach or board member who is both the subject of a complaint and a member of the executive committee must be temporarily removed, for the duration and purpose of the arbitration, from the executive committee and replaced with another board member not named in the complaint.

## **K. COACH EVALUATION – BY PARENTS AND PLAYERS**

1. All parent representatives must be provided with a set of evaluation forms, which are to be filled out both by parents and by players.
2. The following procedure is recommended:

- a. Approximately one week before the evaluations are to be done, parent representatives will announce to the parents and players that they will be receiving the evaluation forms from the parent representatives.
  - b. At a game near the end of the regular session, or at the final tournament of the season, parent representatives must pass out evaluation forms and pencils to all parents and players.
  - c. Parent representatives then collect the completed evaluation forms and pencils and deliver them as soon as possible to the President of the Board.
  - d. The President will then call a meeting of the executive committee (officers of the board) in order to review the evaluations and formulate any recommendations or commendations they deem appropriate.
  - e. Once they have reviewed the evaluations, the executive committee may then convey the results to the coaches.
- \*\*\*Any member of the executive committee who is also a coach may not sit in on the review of evaluations from his/her own team.