



LAST UPDATE: 9/24/09

## POLICY MANUAL

## 1. GOAL AND OBJECTIVES

### 1.1. Maintain a Strong Vertically Integrated Developmental System

- 1.1.1. Operate a recreational program.
- 1.1.2. Operate a U9 – U10 Academy program.
- 1.1.3. Operate an Advance State competitive program.
- 1.1.4. Operate a WSSL competitive and recreational program.
- 1.1.5. Enhance coaching and development of ALL teams.
- 1.1.6. Qualified Professional Coaching for Academy and Advanced GJSC Players.
- 1.1.7. Encourage and maintain mentoring relationship between older and younger teams.

### 1.2. Strengthen Financial Position

- 1.2.1. Standardize and improve expenditure and budgeting process.
- 1.2.2. Broaden fundraising projects.
- 1.2.3. Maintain scholarship program.

### 1.3. Coaching

- 1.3.1. Recruit and develop quality coaches.
- 1.3.2. Develop training opportunities for coaches.
- 1.3.3. Provide training sessions for coaches to observe.

### 1.4. Refereeing

- 1.4.1. Develop training opportunities for referees and encourage participation.
- 1.4.2. Maintain strong relationship with Referee Assignor.
- 1.4.3. Develop new referees in accordance with CSYSA guidelines and requirements.

### 1.5. Develop Facilities and Equipment Program

- 1.5.1. Schedule for practice fields.
- 1.5.2. Maintain GJSC office.
- 1.5.3. Conduct equipment inventory.
- 1.5.4. Maintain GJSC SoccerPlex facility for practices and games.

### 1.6. Enhance Image of Soccer in Community

- 1.6.1. Annual community events.
- 1.6.2. Lobby for improved media coverage of GJSC/high school/state/national play.
- 1.6.3. Establish relationship between GJSC and City and County administration and adult soccer program.

### 1.7. Strengthen Interaction with State (CSYSA) and national soccer organizations (USYSA, USSF, NSCAA, US Club Soccer).

- 1.7.1. **Maintain and develop an extensive College and Professional Advisory Program (C&PAP) for players who want to reach the “next level”. Develop and enable GJSC soccer players to:**
- 1.7.2. Play and excel at club and high school soccer programs and develop the skills and training habits to play in college and beyond.
- 1.7.3. Participate and sustain a positive experience as a member of one of Colorado’s Premier Soccer Clubs.
- 1.7.4. Participate and excel on GJSC teams that will achieve success in league, state, regional, national and international competition.
- 1.7.5. Develop the foundation for a life long passion and participation in soccer and a healthy and active lifestyle.
- 1.7.6. Recognize that individual and team goals are accomplished within the structure of commitment, confidence, accountability, self-esteem, character, responsibility, community, and fair play.

## 2. COACHES

### 2.1. Licenses:

- 2.1.1. GJSC competitive coaches are **encouraged** to obtain an E-level license after their first year and a D-level license after their second year. A copy of each coach’s current license is kept on file at the GJSC office.
- 2.1.2. GJSC does not pay for travel or lodging expenses of Team Coaches for licensing courses.
- 2.1.3. A Coaches Education Budget will be established each year to pay registration fees of USSF or NSCAA Coaching Courses for individual GJSC coaches with the approval of the Technical

Director. GJSC pays for USSF (or NSCAA equivalent) E, D, and 50% of the entry fee for C, B and A licensing courses for Team Coaches. The total amount spent on coaching education will not exceed the Coaches Education Budget without prior approval from the Board of Directors.

2.1.4. The GJSC Board may approve additional funding for coaching education.

2.2. **Hiring Coaches:**

2.2.1. The Technical Director will hire all new coaches. All GJSC coaches will have a contractual agreement with the organization. The General Manager of the GJSC must sign all coaching contracts.

2.2.2. The Technical Director is responsible for hiring, evaluation, and dismissing of all GJSC coaches.

2.2.3. The Technical Director will interview each technically qualified coaching candidate to determine his or her non-technical qualifications (overall philosophy, coaching philosophy, experience in leadership, disciplinary history, interpersonal skills, etc.), and approve or reject each candidate.

2.2.4. Recruitment and advertising for qualified coaches will be ongoing.

2.3. **Removal of Coaches:**

2.3.1. All U11-U18 coaches, whether paid or unpaid, will sign a Coach Contract with the GJSC outlining the responsibilities, expectations, and Code of Conduct of a GJSC Coach. Failure to abide by the Coaches Code of Conduct or the responsibilities set forth in the contract may be grounds for termination. The Technical Director removes a coach with written notice.

2.3.2. If a coach is removed, the DOC will 1) act as interim coach until a replacement can be found, 2) appoint an interim coach until a replacement can be found or 3) appoint a new coach.

2.3.3. When a coach is removed from the program, the removed coach is not to have any contact with the team in any coaching capacity after the last contracted day.

2.4. **Procedures for voicing coaching concerns:**

2.4.1. The GJSC encourages an open forum for parents and players to express their concerns when presented in a manner that is appropriate and constructive. However, there is an appropriate time and place to voice these concerns. When coaches are on the field training teams, it is not appropriate to approach them at that time. Individual concerns do not need to be raised in front of the entire team or voiced via team email lists. In order to help facilitate resolution to coaching concerns in a manner that is fair to both the player and the coach, the following procedure is to be followed:

2.4.1.1. Speak directly with the coach and try to resolve the problems where they began, face to face with the coach. This should be done at an appropriate time when there are no other players or parents around, and when the coach is finished with training or coaching. If you feel that the problem has not been resolved here, then go to the next step.

2.4.1.2. Write a letter addressed to the appropriate Director(s) of Coaching. In this letter, you must document the steps that you took previously with the coach and the coach's response. Also include a solution that you would recommend. This report to the Director(s) of Coaching must be in writing. The Director(s) of Coaching will respond within 14 days of receipt of written report. If you do not feel that the problem has been resolved here, then go to the next step.

2.4.2. Write a letter addressed to the President of the Board of Directors documenting your concerns and all the steps that you have previously taken in attempt to remedy the situation. Send this letter to 529 25 ½ Rd, Suite B112. Grand Junction, CO. 81505

2.4.3. GJSC coaches must train teams according to the standards and curriculum established by the Technical Director

2.4.4. GJSC Coaches must encourage their team's participation in all GJSC player development programs and club events.

2.5. **Team Assignment:**

Every effort will be made to assign coaches to teams in advance of tryouts. In the event a coach has not been selected, the appropriate Director(s) of Coaching will act as the interim coach or will appoint one. In the case of new teams being formed, the Director(s) of Coaching will assume team

formation responsibility until the new coach has been selected. This may include assigning players to teams, notifying players of team placement and conducting practices.

2.6. **New Coach Orientation:**

Coaches new to GJSC will receive an orientation to the GJSC and their team by the Director(s) of Coaching. Each coach will receive (in writing or via the GJSC website) a GJSC Coaching Manual, Technical Manual, Policy Manual and Club Program Manual. The GJSC website is [www.grandjunctionsoccer.org](http://www.grandjunctionsoccer.org)

2.7. **Coaches' Code of Conduct:**

2.7.1. The primary roles of the youth soccer coach are teacher, motivator, and communicator. The coach must fulfill all three roles in order to provide a successful soccer experience for all involved. GJSC coaches are expected to familiarize themselves with and abide by the CSYSA Rules and Procedures. All GJSC coaches are required to follow the GJSC Coaches Code of Conduct. Failure to adhere to this Code will result in disciplinary action up to and including release from their coaching responsibilities. Coaches:

2.7.1.1. Are expected to attend practices and games and arrive on time. If a coach is unable to attend a practice or game they will notify the Director(s) of Coaching.

2.7.1.2. Treat players with respect, avoid putdowns, sarcasm and ridicule.

2.7.1.3. Follow guidelines established by the Director(s) of Coaching.

2.7.1.4. Are positive and look for positives in players.

2.7.1.5. Communicate and administer the playing policy of the GJSC.

2.7.1.6. Strive to help each player reach his or her potential and be prepared to move to the next stage of development.

2.7.1.7. Know how to properly use a supplied First Aid Kit.

2.7.1.8. Will strive to develop the players' appreciation of the game.

2.7.1.9. Educate players to the technical, tactical, physical and psychological demands of the game for their appropriate level.

2.7.1.10. Will have reasonable and realistic expectations.

2.7.1.11. Know and communicate GJSC goals and policies to players and parents.

2.7.1.12. Win without gloating.

2.7.1.13. Accept the decisions of the official with good grace.

2.7.1.14. Tolerate defeat without complaining.

2.7.1.15. Discourage unfair gamesmanship.

2.7.1.16. Will not use profanity, abusive language or negative personal remarks.

2.7.1.17. Will follow the coaches' appearance policy (see Section 2.8) and support club equipment sponsor policy (see Section 2.9).

2.7.1.18. Will NOT entice a current GJSC team or player(s) to leave the GJSC for another club.

2.7.1.19. Are responsible for tournament participation.

2.7.1.20. Will be familiar with teams and players and maintain good communication with other head coaches within age group.

2.7.1.21. Attend all coaches meetings and events.

2.7.1.22. Communicate their expectations for player and parent participation at a pre-season team meeting.

2.8. **Coaches Appearance Policy:** GJSC is an Adidas sponsored soccer club. Each coach is issued a Adidas coaches package. GJSC endorses the USSF and NSCAA belief that coaches should "look like coaches" with soccer shoes and proper athletic attire. GJSC coaches will wear Adidas or GJSC attire at all official GJSC soccer events, including, but not limited to: practices, games, tournaments, GJSC special events.

2.8.1. Coaches will wear official GJSC /Adidas issued attire at all games. If weather does not permit GJSC issued attire, then coaches are asked to enthusiastically support the Adidas brand.

2.8.2. Coaches will wear proper athletic shoes at all practices. Adidas shoes are not required but coaches are asked to enthusiastically support the Adidas brand.

2.9. **Coaches Equipment Policy:** GJSC is a Adidas sponsored soccer club. Coaches will use Adidas or generic soccer equipment. Coaches are asked to follow this simple guide: *If the team uses it and Adidas makes it, then use Adidas.*

- 2.9.1. **Player Evaluations: U11-U14** GJSC players will receive at least two written standard form evaluations during the calendar year prior to tryouts. At least one of these evaluations must be made available to the player's parents/guardians at least one week prior to tryouts. **U15-U18** players will receive at least one written standard form evaluation at the end of their season. Evaluations will include notification of potential team movement.
- 2.9.2. GJSC Coaches will attend and observe games of other GJSC teams in their age group.
- 2.10. **Types of Coaches: GJSC** has several different types of coaching positions. All GJSC coaches will fulfill the responsibilities and duties of a GJSC coach as defined in the GJSC Policy Manual, Coaching Contract, and Coaches Code of Conduct.
- 2.10.1. *Staff Coaches*—includes, but is not limited to:
- 2.10.1.1. Director(s) of Coaching – see Section 15.5
  - 2.10.1.2. U4-U8 DOC – see Section 15.6
  - 2.10.1.3. U9-U11 DOC – see Section 15.4
  - 2.10.1.4. U12-U15 DOC
  - 2.10.1.5. U16-U18 DOC
  - 2.10.1.6. Staff Coach
    - 2.10.1.6.1.1. Be the Age Group Coaching Supervisor:
      - 2.10.1.6.1.2. • Report to the Technical Director regarding the age group.
      - 2.10.1.6.1.3. • Communicate with and know all the coaches in the age group.
      - 2.10.1.6.1.4. • Be familiar with all the players in the age group.
    - 2.10.1.6.2. Attend coaches meetings.
    - 2.10.1.6.3. Assist with the training of GJSC players and Team Coaches as needed.
    - 2.10.1.6.4. Assist with the with non-coaching responsibilities such as equipment management, field set up, club promotion, special events, tournaments, etc.
- 2.10.2. *Team Coach* – Team coaches are contracted as head coach of one team a year. Team Coaches will work closely with the Staff Coach assigned to their age group.
- 2.10.3. *Skills Trainer* – Attend practices and games and will assume team-coaching responsibilities in the absence of the Staff Coach. Assist in the teaching of skills and tactics at practices.
- 2.11. **Salary Rates:** The GJSC Board of Directors approves the GJSC salary rates for the Technical Director. Team Coaches and Skill Trainer's salary rates will be determined by the Technical Director. GJSC requires a signed Coaches Contract and Coaches Code of Conduct prior to initiating any salary payments. Assistant Coaches can be volunteer or paid. They report to the team coach.
3. **TEAMS**
- 3.1. **Tryouts:**
- 3.1.1. Overall responsibility for tryouts rests with the Technical Director. Tryouts for each age group are conducted, under the guidance of the Technical Director, by the designated DOC (see Section 2.11.1.6.2) with the help of the age group Team Coaches, Trainers and additional evaluators approved by the Technical Director.
  - 3.1.2. Tryouts are open to any CSYSA eligible and age appropriate player.
  - 3.1.3. GJSC will provide all appropriate equipment to run tryouts including first aid kits, balls, cones, bibs, tryout numbers, goals, etc.
  - 3.1.4. Club Administrator will organize player check-in, assign bib numbers and review player birthdates. Team managers and/or board members will be available to explain basic GJSC policies to parents and distribute GJSC program literature.
  - 3.1.5. All current GJSC players are expected to attend tryouts. **NO PLAYER HAS A GUARANTEED POSITION FROM YEAR TO YEAR.** If more players' tryout than there are roster spaces available, then some players may be placed on a wait list. The Director of Coaching in charge of the age group is responsible for contacting players who do not make a team or are wait-listed prior to announcing the placement results. If a current GJSC player is dropped from a team, the coach making the decision **FOLLOWED BY** the "new coach" must contact the player individually prior to announcing the placement results.
  - 3.1.6. It is the responsibility of the Director of Coaching overseeing each age group to ensure that all players are notified about tryout results. The Premier team coach must complete his/her roster first, followed by the United team coach until all the teams' rosters are complete.

- 3.1.7. The decision whether there are enough players for a team will be based on the number of registered players. The GJSC will not register a competitive team with fewer than 13 players on the roster.
- 3.1.8. *Player Identification and Evaluation:* Players will be evaluated and placed on teams based on the evaluation process of the GJSC coaches. As a general guideline, GJSC coaches evaluate players based on the four pillars of player development: technical, tactical, physical and psychological observation.
- 3.1.9. For returning GJSC players, evaluation will be based their **prior soccer year and tryouts**. Tryouts are a whole year process. GJSC coaches communicate throughout the year regarding the development of players.
- 3.1.10. Prior to tryouts players within the GJSC organization may be asked to guest play at tournaments or practices with other teams within the club.
- 3.1.11. Teams are not final until players have registered. The Director(s) of Coaching have final authority to make adjustments to teams at their discretion.
- 3.2. **Playing Up Guidelines:**
  - 3.2.1. CSYSA does not permit older players to play down in age. It does permit players to play up under certain conditions. GJSC allows playing up on a limited basis.
  - 3.2.2. Players wishing to play up must petition the Technical Director and inform both age group coaches before tryouts.
  - 3.2.3. Players may only play up if (1) they are evaluated in the top 50% of players of the older Premier level team. (2) ONLY if there are enough registered players at his/her age group to assure team formation. (3) Players in two age groups need to be combined to complete a team roster.
  - 3.2.4. Players must be evaluated by coaches at both their own age level and the age level desired.
  - 3.2.5. The Technical Director and the coaches of the teams involved will review whether a player will be allowed to play up. In case of a conflict, the final decision about playing up rests with the Technical Director.
  - 3.2.6. Consistent with the philosophy of the USYSA, the decision will be based first on what is best for the player's development, second the team and third the club.
- 3.3. **Team Roster Limit Guidelines:** Team rosters are filled at the Technical Directors discretion up to the CSYSA roster limit (18) and the GJSC roster minimum (13). The Director(s) of Coaching has the final say on roster size up to the CSYSA roster limit.
- 3.4. **Practice Guidelines:**
  - 3.4.1. All GJSC Premier Teams will practice three times a week. Additional practices may be requested under certain circumstances (i.e. State Cup preparation). United teams practice a minimum of two days a week with optional third practice.
  - 3.4.2. No GJSC team may interfere with school activities taking place at practice sites.
  - 3.4.3. Fields are never to be used when conditions may cause damage to the playing surface.
  - 3.4.4. Player conflicts involving practices and games should be worked out between players and coaches.
- 3.5. **Playing Time Guidelines:**
  - 3.5.1. The Technical Director will communicate the GJSC playing time philosophy to coaches.
  - 3.5.2. *Premier Teams:* Playing time is commensurate with commitment, practice performance and participation, and game performance. Players will play in each game but equal playing time is NOT guaranteed for Premier Team players.
    - 3.5.2.1. Poor practice or game performance, attitude or effort may result in reduced playing time.
    - 3.5.2.2. Missing practice or game may result in reduced playing time.
  - 3.5.3. *United teams:* Playing time is commensurate with commitment, practice performance and participation, and game performance. Players who demonstrate a commitment to practices will receive at least half of each half of playing time. This should not be confused with equal playing time for all players. Some players will play more than others.
    - 3.5.3.1. Poor practice or game performance, attitude or effort may result in reduced playing time.
    - 3.5.3.2. Missing practice or game may result in reduced playing time.

- 3.5.4. Playing time may be restricted due to player or parent discipline issues.
- 3.5.5. Coaches must communicate the GJSC policy concerning playing time to players and parents.
- 3.5.6. Inferno and Blaze teams: Playing time is commensurate with commitment, practice performance and participation, and game performance. Players who demonstrate a commitment to practices will receive at least half of each half of playing time. This should not be confused with equal playing time for all players. Some players will play more than others
- 3.6. **Team Nicknames:**  
All GJSC teams must be registered with CSYSA, WSSL, and for any tournament as FIRE FC. Team nicknames may not be used on GJSC team uniforms, T-shirts, hats, warm-up, attire or GJSC flags.
- 3.7. **Roster Changes and Player Movement Guidelines:** When a player is registered with the GJSC, they make a commitment first and foremost to the club and second to a specific team. GJSC discourages dropping players from one team to another during a season. However, after team rosters are set subsequent to tryouts, specific situations may allow additions and/or subtractions of players from team rosters. In all cases, CSYSA roster limits must be followed, and the GJSC Club Administrator must be notified of any roster changes throughout the playing season.
  - 3.7.1. Player Movement After Tryouts: Player movement after tryouts should be restricted to the period between fall and spring seasons and should occur only as noted below:
    - 3.7.1.1. Coaches of both affected teams must communicate clearly about the possibility of player movement and reach agreement prior to talking to any player.
    - 3.7.1.2. Movement must involve prior communication with players and parents, as well as approval of the Director(s) of Coaching.

#### 4. **COMMUNICATION**

- 4.1. **Coach/Parent Communication**
  - 4.1.1. Coaches will hold at least one team meeting per season, preferably at the beginning of each season. Throughout the year, meetings should be scheduled as needed.
  - 4.1.2. Communication with parents is important. Coaches should inform players and parents about the following: 1) goals for the upcoming season, 2) philosophy on teams and individuals, 3) parental conduct and support, 4) tournaments and other team functions, 5) fundraising, if necessary and 6) the level of player commitment that is expected.
  - 4.1.3. Coaches must inform parents of any changes throughout the season.
  - 4.1.4. Parents who have concerns about their coach (es) or other team matters should contact the coach first before going to the Director(s) of Coaching. See Section 13 for procedure.
- 4.2. **Team Managers**
  - 4.2.1. **Selection:** The team manager is chosen from among parent volunteers when teams are selected. The primary responsibilities of the team manager are to serve as a communication link between parents and coach and to assist with the administrative details of running the team. She/he also receives information from the Club Administrator regarding the GJSC Board decisions and policies throughout the year.
  - 4.2.2. **Tryouts:** Team Managers are expected to assist with tryouts and to enlist parent volunteers as needed. Specific information is disseminated to managers by the Club Administrator before tryouts.
  - 4.2.3. **Registration:** Team Managers are responsible for overseeing registration procedures for their teams (see Section 5).
  - 4.2.4. **Communication with Coach:** The team manager and coach determine what assistance is needed and identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will handle. The team manager is responsible for coordinating the various team activities and finding the appropriate help when needed.
  - 4.2.5. **Communication with Players and Parents:** Early in the season, team managers should establish a workable communication system to inform team members and parents of practice and game changes and any other information. This can be done in the form of a phone tree, email list, or a contact person can be designated for team members to call for information. Team managers should also provide a roster with names, emails, phone numbers and a schedule of games, snack assignments, directions to away games, carpool information, etc.

- 4.2.6. **Team Funds:** The team manager or team treasurer is responsible for handling deposits and disbursements of team funds with the Club Administrator (see Section 10).
- 4.2.7. **Game Sideline Behavior:** Team managers may assist the coach in maintaining appropriate sideline behavior as outlined in the GJSC Parent Code of Conduct (see Section 18).
- 4.2.8. **Uniforms:** Team managers are responsible for handling uniform orders for their team with the GJSC U11–U18 Coordinator.

## 5. REGISTRATION

### 5.1. Procedures

- 5.1.1. In early June GJSC must notify the Colorado State Youth Soccer Association (CSYSA) regarding the teams GJSC will be fielding for the next year. Once the coaches select their teams, each player needs to commit to a position on the team by submitting the required registration materials and fees (as set forth in Section 5.1 and 5.2).
- 5.1.2. Team's managers will be provided with registration materials for their teams which include the following: 1) CSYSA membership forms and player pass cards, 2) CSYSA team rosters form, 3) GJSC information forms and registration instructions, 4) GJSC Fee Disclosure Form.
- 5.1.3. Team managers review the player registration forms for completeness and accuracy and set an appointment with the U11-U18 Director(s) of Coaching to submit the materials. Players who have not paid their fees in full (unless they have been granted a scholarship or are current in an approved Payment Plan) or who are not properly registered with CSYSA will not be allowed to play.
- 5.1.4. All GJSC teams will be registered with CSYSA or WSSL.
- 5.1.5. If changes occur in the state registration procedure, team managers will be notified.
- 5.1.6. All Recreational (U4-U10) teams will fill out a GJSC internal registration form when registering. The Director/administrator(s) of Coaching Developmental and the GJSC Administrator will supervise registration.
- 5.2. **Fees:** The GJSC Board sets registration fees on an annual basis. Registration is for the seasonal year: U11-U14 is a fall and spring commitment with preseason and postseason tournaments and optional indoor soccer participation; U15-U18 Girls is a fall commitment with preseason and postseason tournaments and optional indoor soccer participation; U15-U18 boys is a spring commitment with preseason and postseason tournaments and optional indoor soccer participation.
- 5.3. Competitive Fees are inclusive of:
  - GJSC Staff Coaches fees
  - CSYSA/WSSL fees
  - Referee fees
  - Practice and game field rental
  - Coaches continuing education courses
  - Administrative staff
  - Limited insurance coverage through USYSA
  - Operational overhead (office rent, utilities etc.)
- 5.4. Recreational Program Fees are inclusive of:
  - CSYSA fees
    - GJSC Staff Coaches fees
  - Administrative staff
  - Referee fees
  - Practice and game field rental
  - Operational overhead (office rent, utilities etc.)
  - Limited insurance coverage through USYSA
  - U9 & U10 Developmental Volunteer Team Coaches receive a \$25 credit toward the following season's fees with completion of all coaches' clinics
- 5.5. Fees do not include:
  - Coach's per Diem for tournament travel
  - Uniforms
  - Coach's fee
  - Special team parties or events
  - Cost of travel

- Indoor soccer
    - MSC Stadium rental
  - Soccer Camps
- 5.5.1. Full payment of fees or commitment to an approved Payment Plan shall be made before the start of league play for each team.
- 5.5.2. Registration fees are nonrefundable. However, in the event a physician-documented illness or injury prevents a player from participating, a prorated refund may be available. (See Section 6.6.8)
- 5.5.3. Refunds are subject to GJSC General Manager's approval.
- 5.6. **Scholarships:**
- 5.6.1. Applications for scholarships are available through the GJSC Administrator and the GJSC website, gjsoccer.org.
- 5.6.2. Scholarships are awarded on the basis of need.
- 5.6.2.1. Full or partial scholarships are awarded for player registration fees.
- 5.6.2.2. Scholarships are not awarded for GJSC uniform or for items such as: team bags, warm ups, gloves, compression shirts or training shirts. Scholarships are not awarded for alternative color jerseys, shorts, and socks. Scholarships do not include extra or replacement uniform items.
- 5.6.2.3. Scholarships are not awarded for team travel or tournament expenses.
- 5.6.3. A GJSC Scholarship Committee will review and make the final decision on all scholarship requests. All requests will be kept confidential.
6. **EQUIPMENT**
- 6.1. **General Equipment Policy:**
- 6.1.1. GJSC provides a start-up package of required basic equipment as determined by the Director(s) of Coaching for new teams at no charge.
- 6.1.2. GJSC provides upgrade equipment for "conversion" teams (U12 to U13) consisting of #5 practice balls.
- 6.2. **Reimbursement:**  
Reimbursement from the GJSC equipment budget for equipment purchased by the coach or team manager shall only be considered for items listed in Section 6.2.1.1. With prior approval by the Technical Director and if accompanied by receipt and itemization of expenses.
- 6.3. **Inventory:**  
The Technical Director shall maintain an inventory of equipment purchased for each team, date of delivery and cost of purchase. This inventory shall be used to determine the status of the equipment allowance for each team and budgeting projections. Prior to ordering equipment for a new season, the Director(s) of Coaching shall check the club Inventory for available equipment.
7. **UNIFORMS**
- 7.1. **Official Uniform:** Adidas is the exclusive uniform supplier of the Grand Junction Soccer Club. The Club maintains a three-year purchase policy for our boys' and girls' competitive teams, which is compliant with the strategic partnership agreement between the club and Soccer Stop. All competitive teams are required to purchase a new Adidas beginning in the Fall 2009 season and every three years thereafter or upon the adoption of a new style by the GJSC, WHICHEVER IS LONGER from the Fall 2009season.\* Uniforms must be purchased and used in league/tournament play for each team's representative Colorado State Youth Soccer Association season immediately following the uniform launch.
- 7.2. The Club's competitive uniform policy governs uniform purchases for FIRE FC competitive teams, boys and girls, ages U11-U18 only.
- 7.3. **Cost:** Competitive program registration fees do not cover the cost of uniforms. Individual players must purchase their uniform.
- 7.3.1. PAYMENT IS DUE AT REGISTRATION FOR THE REQUIRED UNIFORM.
- 7.4. **Team Pricing:** Soccer Stop offers a generous Adidas discount to the GJSC on the initial team orders of the required kits. The GJSC recommends that team managers take advantage of this discount pricing and deadlines when organizing team optional items such as warm-ups, bags, etc.

- 7.5. **Training Kits:** The practice training kits are required uniform items for all GJSC U11-U18 competitive teams, Premier and United level teams This kit consist of 2 t-shirts and 1 sweatshirt and cost \$25.00.
  - 7.6. **Warm-Up Suits & Team Bags:** Warm-ups and team bags are official optional items. The GJSC recommends matching team warm-ups and kits for all Premier and United teams. Matching warm-ups and bags help establish team and club unity. When teams and players look good, they feel good, and therefore play well. GJSC recommends that team managers take advantage of discount pricing and place orders before pricing deadlines.
  - 7.7. **Soccer Balls:** At all GJSC practices, clinics, and training sessions, Adidas balls will be the exclusive balls used.
  - 7.8. **Goalkeeper Jersey:** GJSC goalkeepers must wear an official Adidas goalkeeper jersey in league and tournament games. Individual players may purchase a personal Adidas goalkeeper's jersey in addition to a regular uniform top.
  - 7.9. **Shoes:** Individual players may choose their own style and color of shoes.
  - 7.10. **Numbers:** Uniform numbers are assigned in coordination with teams in the same age group to eliminate duplication of numbers among players. This also eliminates number conflicts as players move from one team to another within an age group. Team managers will supervise uniform orders and assigning of jersey numbers.
  - 7.11. **Uniforms during league play:** All GJSC players must wear the official GJSC uniform kit during all league and tournament game play, including all national and international games and tournaments.
  - 7.12. **Team Nicknames on Uniforms:** Printing of team nicknames on GJSC uniforms is not permitted.
  - 7.13. **Shin guards:** In accordance with CSYSA regulations, all players must wear shin guards at practices and games.
  - 7.14. **Uniform Recycling:** Recycling is encouraged and is handled on an ongoing basis by parent volunteers.
8. **GAMES/FIELDS**
- 8.1. **Team Schedules:** Shortly before each season coaches will receive game schedules from CSYSA or WSSL. Managers are responsible for seeing that the schedule is distributed to each player.
  - 8.2. **Game Postponement:**
    - 8.2.1. Postponement of any game will conform to CSYSA policy (see CYSA Rules for details).
    - 8.2.2. The Referee Assignor should be notified at least a week in advance if a game will not be played.
    - 8.2.3. The City and County will determine if weather conditions have made GJSC home fields unplayable. All postponements are recorded on the GJSC weather hotline at 970-242-4550 Ext. 4
  - 8.3. **Practice and Game Day Cancellations:** GJSC coaches, players, managers and parents should call the weather hotline by 7:00 am on a weekend game day and by 3:00 pm during the week to determine if the fields have been closed due to weather. A phone tree should be set up by the team manager to notify all the players on your team.
    - 8.3.1. If GJSC home games have been canceled, COACHES OR MANAGERS MUST CALL THE OPPOSING COACH AND LET THEM KNOW OF THE CANCELLATION.
    - 8.3.2. IF PLAYING AN AWAY GAME GJSC COACHES WILL NEED TO CALL THE OPPOSING COACH ABOUT THEIR FIELD CONDITIONS.
    - 8.3.3. If games have not been canceled, all players should come to the field at the scheduled time. DO NOT ASSUME GAMES ARE CANCELED IF IT SNOWED THE NIGHT BEFORE THE SCHEDULED GAME. CHECK THE WEATHER HOTLINE.
    - 8.3.4. If the fields are cleared due to lightning, all players, coaches, referees and spectators must wait in their cars until the individual who has made the decision to clear the fields, has determined it is safe to resume play. The delay will be no longer than 45 minutes and all players and coaches are expected to stay until 45 minutes has expired.
  - 8.4. **Onsite Game Day Cancellation Policy:** In the event there is a need to cancel or delay games due to inclement weather (especially due to lightning), this is the procedure that should be followed by all GJSC members.

- 8.4.1. The GJSC Referee Assignor or General Manager will make the judgment. If there is no GJSC Referee Assignor or General Manager present then the center referee will make the judgment.
- 8.4.2. At any time, the center referee can make the decision to clear their field if they feel that the conditions are unsafe. It is solely up to the center referee to make a determination, should there not be a staff member or GJSC Board member on-site. Coaches may assist the referee in the decision, if necessary. All coaches will respect the decision of the center referee.
- 8.4.3. If the game is not one requiring referees, the decision can be made by the coaches.
- 8.4.4. If at any time a parent feels that their child is endangered due to weather, we recommend that they take their child to the nearest shelter.
- 8.4.5. If the fields are cleared due to lightning, all players, coaches, referees and spectators must wait in their cars until the individual who has made the decision to clear the fields, has determined it is safe to resume play. The delay will be no longer than 45 minutes and all players and coaches are expected to stay until 45 minutes has expired.
- 8.5. **Make-up and "tba" Games:**
  - 8.5.1. Each team is responsible for rescheduling home games that are canceled.
  - 8.5.2. Rescheduling should be coordinated with the General Manager so that an available field and referee can be reserved.
  - 8.5.3. All make-up games must be scheduled and completed in accordance with CSYSA guidelines.
- 8.6. **Disciplinary Action Regarding Games:** Any team refusing to take the field at a scheduled league game (i.e. repeated forfeits, refusing to travel) may face Club disciplinary action. Teams that forfeit league games will pay the required CSYSA issued \$500.00 fine. Payment for the fine will come out of the team's account.

## 9. TOURNAMENTS

- 9.1. **General Information:**
  - 9.1.1. Staff and Team Coaches should consult the CSYSA website, tournament brochure or CSYSA *Goal Post Scripts* for information on Colorado tournaments.
  - 9.1.2. GJSC requires participation in pre and post season tournaments in order for teams to remain competitive. Coaches are responsible for presenting a list of appropriate tournament options for the team at the beginning of the season. The team (with parental input) and coach will decide which tournaments to attend. Teams will participate in all required GJSC tournaments (See Section 9.2, 9.3, 9.5).
  - 9.1.3. The use of team nicknames is not permitted when registering for any tournament. All teams will register with their official GJSC team name. (For example, FIRE FC Premier, United, Inferno, and Blaze.
- 9.2. **GMIT:**
  - 9.2.1. The GMIT is a GJSC sponsored tournament for teams U9-U19. This tournament is for non-premier level teams
  - 9.2.2. All GJSC Non Premier teams are **REQUIRED** to participate in this tournament.
  - 9.2.3. Parent volunteers are expected to actively participate in tournament operations.
  - 9.2.4. **FIRE CLASSIC :**
  - 9.2.5. The Fire Classic is a GJSC sponsored tournament for teams U11-U18. This Tournament is for all CYS and WSSL teams.
- 9.3. **Out of State Tournaments:**
  - 9.3.1. Consult CSYSA rules and procedures for out of state tournaments and travel. All procedures must be followed.
  - 9.3.2. GJSC requires all players traveling out of the area to tournaments to adhere to GJSC Player Code of Conduct (see Section 17) while representing GJSC.

## 10. TEAM/CLUB FUNDS

- 10.1. **Team Account:**
  - 10.1.1. GJSC allows each team to have a team account. All team accounts must be opened at Alpine Bank. Each team will be required to maintain a balance sheet that will be turned into the office no later than 1 week after the final season game for review. Teams are required to

keep all receipts and deposit slip as teams will be subject to random audits throughout the year. Because GJSC is a non-profit entity, organized pursuant to Section 501(c)(3) of the Internal Revenue Code, all funds in this account may only be used for the benefit of the specific team, but cannot be used for the benefit of individuals.

- 10.1.2. The funds in this account are derived from the following sources: 1) donations earmarked for a specific team, 2) monies generated by fundraising efforts of specific teams, 3) other funds deposited in the account by specific teams for use by the team as a whole, such as money for equipment, tournaments, travel and other team activities.
- 10.1.3. As stated above, team funds may only be used in manners that will benefit the team as a whole. Individual GJSC members may not have access to team funds unless, at a minimum, all members of that player's team are afforded equal access, and the purpose for which the monies are used is permissible under the referenced IRS regulations. Permitted uses of team account funds include, but are not limited to, the following: 1) purchase of equipment such as nets, cones, balls, banners, flags and clothing for the team (where each team member is provided the particular item of clothing), 2) payment of tournament fees, 3) payment of travel and per diem expenses for the team and its coach, such as hotel and airfare, when such travel involves overnight stay, 4) individual player trophies and awards, 5) non-monetary coaches' gifts, 6) soccer camps and clinics and 7) team parties.
- 10.1.4. Prohibited uses of team account funds include, but are not limited to, the following: 1) coaches' normal expenses 2) compensation for any adult such as the team manager or coach, 3) food, transportation expenses, etc. which are associated with participation in home and away CSYSA or WSSL games 4) any purchase or expense which benefits an individual player and not the entire team or Club. If in doubt as to whether an expense is allowable ask the Club Administrator for clarification.
- 10.1.5. As a general matter of policy, the funds in any particular team account are considered as being allocated to that team and not to the individual players on the team. Consequently, these funds will continue to be allocated to that team as it moves from one age group to the next. Correspondingly, when a player transfers to another team within GJSC or leaves the Club altogether, funds will remain with the team and will not follow the player.
- 10.1.6. All remaining funds of disbanding teams will be allocated to the GJSC scholarship fund.

## **10.2. Team Fundraising:**

- 10.2.1. Individual teams are encouraged to explore options for team fundraising. The team manager is responsible for overseeing team fundraising activities using parent volunteers as needed.
- 10.2.2. Teams must request permission in writing from the GJSC General Manager /or GJSC Board President to engage in fundraising activities (subject to Section 10.2.6). Submitted proposals must specify the fundraising activities. Permission, when granted, will be effective for one year from the date of approval.
- 10.2.3. GJSC encourages development of teams willing and able to compete nationally and internationally. The club cannot, however, commit financial resources to support travel for any of its teams.
- 10.2.4. GJSC reserves the right to forbid or terminate any fundraising activity deemed inappropriate or inconsistent with the image and goals of the club.
- 10.2.5. GJSC retains ownership, copyrights and control of usage of the GJSC logo.
- 10.2.6. GJSC may approve the use of the GJSC name on appropriate merchandise or other items. Approval requires advance notice of the nature of the merchandise and an information copy of the artwork.
- 10.2.7. All sales promotions must contain a disclaimer to the effect that the GJSC provides no express or implied warranty.
- 10.2.8. 10% of all individual team fundraiser income after expenses will go to the GJSC Scholarship Fund.

## **10.3. Team Sponsorship:**

- 10.3.1. Individual GJSC teams may not solicit or accept corporate sponsorship or corporate donations that would support or enhance their soccer experience except in the case of Region IV and National Championships or teams competing internationally.
- 10.3.2. Sponsorship is contingent upon review and approval by the GJSC Board of Directors.

- 10.3.3. Sponsor logos on GJSC uniforms, warm-ups and bags shall be prohibited.
- 10.3.4. Sponsors or donations under other circumstances will be accepted by the Club to benefit the entire organization.

11. **CLUB/TEAM EVENTS Annual Meeting:** Election of GJSC Board member's takes place at an annual meeting held each June. Nominations for these positions are solicited during the preceding months and must be presented 30 days prior to the annual meeting. In addition to the election of board members, the meeting includes a summary of the past year, upcoming concerns and issues, annual financial reports and goals.

## 12. MISCELLANEOUS

- 12.1. **Volunteers:** GJSC depends upon its parent volunteers for many of its operations. Parental commitment to club related opportunities as well as to team activities is needed and expected. **All parents must complete a volunteer form at the time of registration.**
- 12.2. **Guest Players for Tournaments:** The Team Coach is responsible for registering unregistered players. Unregistered players must pay registration and tournament fees.
- 12.3. **Olympic Development Program:** GJSC encourages, nominates and recognizes players advancing to ODP teams. GJSC coaches are encouraged to participate in Colorado, Region IV and National ODP Programs. The Technical Director will nominate players to the State ODP Program.

## 13. **GREIVANCES / DISCIPLINE HEARINGS & APPEALS PROCEDURES:**

It is the opinion of the United States Soccer Federation, the governing body for the CSYSA and GJSC, that the vast majority of concerns/complaints received by a youth soccer organization can be adequately addressed by the General Manager or Technical Director. Examples of types of issues deemed appropriate for the General Manager to independently resolve include: a pattern of behavioral issues, education re: policies/procedures and communication issues. The General Manager or Technical Director will NOT independently address issues that involve a legal issue or potentially could impact the liability of the GJSC. These issues, or any other issue deemed necessary by the General Manager or Technical Director be directed to the GJSC Board of Directors.

- 13.1. Complaints received by the GJSC, either verbally or in writing, will be directed to the appropriate Coaching Program Director. The GJSC office will maintain a file entitled "Complaint, Concern and Feedback File". A standardized form will be utilized to document the following:
  - 13.1.1. Date of conduct
  - 13.1.2. Date of complaint
  - 13.1.3. Name, address and phone number of the individual making complaint
  - 13.1.4. Best method to contact this individual
  - 13.1.5. Description of complaint
  - 13.1.6. Comments by General Manager/Director
  - 13.1.7. Date and action take by General Manager/Director
- 13.2. Upon documentation of the complaint in the file, the General Manager/Director will initiate a contact with the involved parties, via phone conversation and/or meeting.
- 13.3. The General Manager/Director has the authority following said discussion to take the following action, with detailed documentation in the Log Book:
  - 13.3.1. Discussion satisfactory, no further action
  - 13.3.2. Reprimand
  - 13.3.3. Probation
  - 13.3.4. Suspension (always to include a subsequent appropriate probationary period)
  - 13.3.5. Removal (requires written approval of the GJSC Board of Directors).
- 13.4. Any complaint against a DOC/Administrator will be directed to their supervisor. Any complaint against the General Manager/ Technical Director for the GJSC will be directed to the President of the Board of Directors.
- 13.5. ***Discipline Hearings*** may occur in the following to general categories: 1) action that may involve possible CSYSA sanctions and 2) all other actions by GJSC members that may give rise to a grievance.
  - 13.5.1.1. All grievances must be brought to the Disciplinary Committee (DC) in written form within 14 days of the said incident.

- 13.5.1.2. The DC shall consist of the Vice-President, General Manager, and Technical Director. One Board member appointed by the GJSC President. The GJSC President will sit on the DC and only vote in the case of a tie. Should there be a conflict of interest with regards to a DC member and the grievance, then the President will appoint an alternate DC member from the Board of Directors.
- 13.5.1.3. The DC shall have the discretionary power to establish the penalties applied to individuals brought before it, The DC is authorized to set specific conditions of probation and to establish penalties for probation violations.
- 13.5.2. ***Opportunity to Participate*** – Fair notice and opportunity for a hearing shall be accorded to any GJSC athlete, recreational or competitive coach, trainer, manager, administrator, director, support staff, employee, parent, official, or GJSC member before the DC may declare that individual ineligible to participate in any athletic competition. Exception to the above may be made if the immediate supervisor or DC finds the complaint involves criminal activity, including but not limited to, physical, mental, emotional, or sexual abuse.
- 13.5.3. ***In accordance with USSF Bylaw 701, 702, 705, a participant or spectator shall have the right to:***
- 13.5.3.1. Notice of the specific charges or alleged violations of GJSC policy in writing and possible consequences if the charges are found to be true, within 14 days of receipt by the GJSC.
- 13.5.3.2. Have a hearing before a disinterested and impartial body of fact-finders on the charges within 45 days of the GJSC's receipt of a written report of alleged misconduct.
- 13.5.3.3. Receive 21 days (from date of postmark) advance notice of the charges and of the date, time and place of the hearing in which to prepare a defense.
- 13.5.3.4. Attend the hearing in person.
- 13.5.3.5. The right to be assisted in the presentation of one's case at the hearing; the person assisting in the presentation shall not be allowed to speak unless they were a witness to the incident in question.
- 13.5.3.6. The right to bring witnesses to the hearing and to present oral and written evidence and argument.
- 13.5.3.7. The right to confront and question witnesses, including the right to be provided the identity of witnesses in advance of the hearing.
- 13.5.3.8. The right to have a record made of the hearing from a transcription of the audio taped proceedings, if the proceedings are recorded per request of one of the parties, upon written request.
- 13.5.3.9. Receive written notification of the DC's findings, conclusions, actions and full explanation of his/her appeal rights, including the procedure for filing an appeal, and the time periods within which an appeal may be filed with the GJSC Appeal Panel. Except in the extenuating circumstances, the decision shall be mailed within 10 days of the hearing by certified mail.
- 13.5.3.10. Appeal any decisions to the Appeals Panel, and beyond, in accordance with these Rules and Procedures.
- 13.5.3.11. No ex-parte communication is permitted between or among any and all parties involved in the incident or those involved in rendering a decision or procedural determination with the exception of providing explanations involving procedures.
- 13.5.3.12. Violations of any or all of the hearing procedures may become grounds for dismissal of the complaint or automatic appeal; or immediate disciplinary action taken against the charged party or parties.
- 13.5.4. After both sides have presented all testimony, the DC shall retire to executive session to deliberate and decide. The decision shall represent the considered judgment of the majority of the voting DC members who hear the evidence presented at the hearing.
- 13.5.5. Any suspension stated in these rules shall commence with the next sanctioned game in which the suspended individual would otherwise be eligible to participate.
- 13.5.6. Participants whose misconduct outside of Colorado is reported to the GJSC shall be subject to GJSC discipline as though the offense had occurred in Colorado.

- 13.5.7. **Appealing the Disciplinary Committee Decision:** Any person wishing to appeal the decision made by the DC must submit written Notice of Appeal to the GJSC office stating the misapplication of rules or violation by the DC. Notice of the Appeal must either be delivered to the GJSC office or postmarked within 10 calendar days of the postmark on the DC Decision.
- 13.5.8. The GJSC Appeal Panel (AP) will consist of three members of the current GJSC Board and will be appointed by the President of the Board of Directors to hear the appeal. Said Board members must be unbiased and unaffiliated with the current case. The AP's decision in such matters is final.
- 13.5.9. The DC shall receive and consider all written complaints from GJSC members concerning internal matters. It will, if necessary, set up an informal interview with the complainants. GJSC President will report the result of any DC action to the complainants.
- 13.5.10. With regard to grievances originating directly from CSYSA, the DC shall request copies of all disciplinary letters from CSYSA to player-members or coaches and will consider and recommend to the full Board subsequent action by GJSC.
  - 13.5.10.1. Should a player-member or coach face a CSYSA disciplinary hearing or wish to appeal a CSYSA sanction, the DC shall consider whether intervention and/or action by the GJSC Board in support of the player or coach is appropriate.
  - 13.5.10.2. Subsequent to any appeal and hearing process, should a CSYSA-imposed sanction against a player-member or coach for violence on the field of play stand, the DC shall consider recommendations that include immediate withdrawal of the player's pass or coach's card for the duration of the current and subsequent playing season. The DC shall take a particularly unsympathetic position with regard to penalties for violence on the field of play.
- 13.5.11. Under no circumstance will a player whose player pass has been withdrawn by CSYSA or by GJSC be eligible for a refund of any fees paid to GJSC by reason of inability to play.

#### **14. GJSC BOARD OF DIRECTORS**

##### **14.1. President:**

- 14.1.1. Serves as Executive Officer of GJSC.
- 14.1.2. Presides over all meetings and serves as a voting member of the GJSC Board of Directors
- 14.1.3. Approves appointments to all support positions within GJSC not having a Board vote, subject to ratification.
- 14.1.4. Serves as ex officio member of all standing and ad hoc committees established by the GJSC.
- 14.1.5. Attends tryouts, team functions and club events.
- 14.1.6. Arbitrates disputes subject to GJSC Board approval.
- 14.1.7. Heads subcommittee of Boards of Directors that oversees and evaluates the performances of the General Manager and Technical Director
- 14.1.8. Produces an annual report for the Annual General Meeting on the status and direction of the GJSC subject to the approval of the Board of Directors.

##### **14.2. Vice President:**

- 14.2.1. Fulfills all responsibilities of the GJSC President in his/her absence or as delegated by the GJSC President.
- 14.2.2. Heads the Board of Directors nominating committee from February to May each year.
- 14.2.3. Is responsible for all modifications to the GJSC By-laws and Articles of Incorporation.
- 14.2.4. Attends meetings and serves as a voting member of the GJSC Board of Directors.

##### **14.3. Secretary:**

- 14.3.1. Records, publishes and maintains a printed record of agenda and minutes for all GJSC Board and annual business meetings and events. Maintains a binder in the office with current minutes and handouts from Board of Directors Meetings.
- 14.3.2. Maintains all legal documents and current GJSC By-Laws.
- 14.3.3. Attends meetings and serves as a voting member of the GJSC Board of Directors.
- 14.3.4. Maintains and updates the master copy of the GJSC Policy Manual. Stores the master copy of the GJSC Policy Manual in the GJSC office.

##### **14.4. Treasurer:**

- 14.4.1. Oversees all bookkeeping, accounts, accounting procedures, and financial management functions for all activities of BCF.
- 14.4.2. Works with the GJSC General Manager to prepare and publish all GJSC financial reports.
- 14.4.3. Work with the GJSC General Manager and Technical Director to present an annual Budget to the Board of Directors for approval.
- 14.4.4. Attends meetings and serves as a voting member of the GJSC Board of Directors.

**14.5. Board of Directors Members (applies to all Board members):**

- 14.5.1. Attend meetings and serve as a voting members of the GJSC Board of Directors
- 14.5.2. Volunteer in committees, club events (tryouts, awards nights, fun days, tournaments,etc.).
- 14.5.3. Act as a team representative to the board for assigned competitive team(s). Gather feedback from soccer community (players, parents and others within the GJSC) and communicate concerns and opinions to GJSC Board.
- 14.5.4. Participate in strategic planning, vision, and direction of the GJSC.

**15. STAFF JOB DESCRIPTIONS**

**15.1. Technical Director:**

- 15.1.1. *Coaching:* The primary responsibility of the Technical Director is to maintain and improve the quality of the soccer club coaching by:
  - 15.1.1.1. Recruiting new coaches as necessary
  - 15.1.1.2. Training coaching staff
  - 15.1.1.3. Supervising coaching staff
  - 15.1.1.4. Meeting with the coaching staff prior to and after each season
  - 15.1.1.5. Ensuring written evaluations of all coaches by the appropriate DOC: Academy, and staff coaches
  - 15.1.1.6. Removing a coach if necessary
  - 15.1.1.7. Subject to CSYSA approval, planning, organizing and supervising appropriate coaching courses or educational opportunities
  - 15.1.1.8. Planning, organizing and facilitating coaching clinics throughout the year
  - 15.1.1.9. Attending games to evaluating both individual and team level needs, Making recommendations to the coach regarding coaching style, training exercises and team tactics, Incorporating the results of the interaction into the annual evaluation of each coach.
- 15.1.2. *Program Management and Development:* Seek to maintain and improve the programs available to the player members by organizing, planning, coordinating and managing:
  - 15.1.2.1. Tryouts
  - 15.1.2.2. Equipment
- 15.1.3. Assisting with tournaments
- 15.1.4. Advisory role with:
  - 15.1.4.1. Developmental and recreational program
  - 15.1.4.2. Fields
  - 15.1.4.3. Referees
- 15.1.5. Publishing and updating the Coaches Manual.
- 15.1.6. Maintaining personal competence and currency by training, studying and taking opportunities for professional development.
- 15.1.7. Maintaining communication with college programs throughout the USA
- 15.1.8. *Player Development:* Direct coaching by:
  - 15.1.8.1. Coaching teams when necessary
  - 15.1.8.2. Conducting and organizing weekly training sessions for teams in the Advance Program
  - 15.1.8.3. Encouraging and facilitating participation of teams and players in indoor soccer during the winter.
  - 15.1.8.4. Filling in temporarily for vacant coaching positions
  - 15.1.8.5. Assisting with preparation of teams in State Cup
  - 15.1.8.6. Assisting coaches during league, State Cup and tournament games
  - 15.1.8.7. Traveling with teams to tournaments as deemed necessary
- 15.1.9. *Communication:*

- 15.1.9.1. Presenting a working coaching format and plan for each season and communicating this version to the entire membership prior to the start of June tryouts.
- 15.1.9.2. Maintaining close contact with each and every coach with a view to promptly recognizing and addressing problems and to assure that each coach maintains the club's coaching philosophy and playing style.
- 15.1.9.3. Developing and presenting a budget for the Technical Director functions during the annual club budget review.
- 15.1.9.4. Providing college or other recruitment support, including, but not limited to, letters of recommendation and phone calls, and coordination with team coaches and players when scouts request or are requested to view GJSC players
- 15.1.9.5. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.
- 15.1.9.6. Is responsible to the GJSC Board or any other individual so designated by the Board.
- 15.1.9.7. Evaluating the effectiveness of GJSC coaches with respect to team field performance, equity and individual player improvement
- 15.1.9.8. Working with GJSC Board and/or its committees in planning and implementing special events.
- 15.1.9.9. Aiding in the development of forecasts for expenditures for equipment needs, information resources and camp expenses, etc., and reports to the Board as directed. Is responsible for expenditures and adheres to budget guidelines in accordance with those outlined in the goals and objectives.
- 15.1.9.10. Communicating to Team Coaches all appropriate GJSC Board decisions
- 15.1.9.11. Monitoring the conduct of players and coaches relating to practices, games, and general demeanor.
- 15.1.9.12. Assists with the preparation of GJSC teams participating in State Cup tournaments.
- 15.1.9.13. Carries out additional duties as outlined in Technical Director Contract.
- 15.1.9.14. Attends meetings and serves as a non-voting member of the GJSC Board of Directors.
- 15.1.9.15. Review Comment/Grievances File weekly.
- 15.1.9.16. Supervises the Program Directors, Staff Coaches, Team Coaches, Clinicians and any new coaching position.

#### **15.2. U16-U18 DOC**

- 15.2.1. The primary role of the U16-U18 Program Director is to (1) assist the Technical Director with the management, coaching and operations of the GJSC coaching program as needed, (2) oversee all teams U16-U18, (3) develop the growth and quality of the GJSC program.
- 15.2.2. Observe each U16 through U18 team during each season.
- 15.2.3. Provide assistance to the U16-U18 teams during league, State Cup and tournament seasons.
- 15.2.4. Identify, recruit, and assist in assigning coaches to the U16-U18 teams prior to June tryouts
- 15.2.5. Evaluate coaches of the U16-U18 teams each season.
- 15.2.6. Recommend appropriate coaching changes.
- 15.2.7. Design programs to stimulate the growth and quality of the U16-U18 program.
- 15.2.8. Monthly report about the U16-U18 program to the Technical Director.
- 15.2.9. Assist with the Technical Director to organize, and manage the GJSC College Advisory Program
- 15.2.10. Attain coaching education through the USSF or NSCAA
- 15.2.11. Maintain office hours as needed.
- 15.2.12. Report to the Technical Director.
- 15.2.13. Review Comment/Grievances weekly.
- 15.2.14. Work with GJSC Board and/or its committees in planning and implementing special events.
- 15.2.15. **U12-U15 DOC**
- 15.2.16. The primary role of the U12-U15 Program Director is to (1) assist the Technical Director with the management, coaching and operations of the GJSC coaching program as needed, (2) oversee all teams U12-U15, (3) develop the growth and quality of the GJSC program.
- 15.2.17. Observe each U12 through U15 team during each season.

- 15.2.18. Provide assistance to the U12-U15 teams during league, State Cup and tournament seasons.
- 15.2.19. Identify, recruit, and assist in assigning coaches to the U12-U15 teams prior to June tryouts
- 15.2.20. Evaluate coaches of the U12-U15 teams each season.
- 15.2.21. Recommend appropriate coaching changes.
- 15.2.22. Design programs to stimulate the growth and quality of the U12-U15 program.
- 15.2.23. Monthly report about the U12-U15 program to the Technical Director.
- 15.2.24. Attain coaching education through the USSF or NSCAA
- 15.2.25. Maintain office hours as needed.
- 15.2.26. Report to the Technical Director.
- 15.2.27. Review Comment/Grievances weekly.
- 15.2.28. Work with GJSC Board and/or its committees in planning and implementing special events.

### 15.3. U9-U11 DOC

- 15.3.1. Is responsible for the organization and implementation of U9-U11 GJSC developmental program, coaching philosophy, practice curriculum and procedures.
- 15.3.2. Will help identify any volunteer coaches who may potentially become licensed Competitive Program staff coaches.
- 15.3.3. Will assist in the administrative duties of the program.
- 15.3.4. Provides ongoing program support through the timely dissemination of information to parents.
- 15.3.5. Attends and organizes team practices and games.
- 15.3.6. Assists in forming teams. Acts as central clearinghouse for special requests for players and parents.
- 15.3.7. Contacts volunteer coaches to determine availability and experience.
- 15.3.8. Directs coaches to appropriate training sessions as necessary. Provides general information to coaches regarding program, schedules, Club philosophy, etc.
- 15.3.9. Works with U9-U11 Coordinator in working with parent volunteers as needed.
- 15.3.10. Attends CSYSA recreational program meetings as needed and inform GJSC, Technical Director and Program Directors, Administrators and coaches of any relevant information.
- 15.3.11. Oversees with the GJSC Administrator registration of developmental teams
- 15.3.12. Oversees all aspects of the Academy Program
- 15.3.13. Oversees transition of U10 teams to U11 competitive
- 15.3.14. Runs training sessions with U11.
- 15.3.15. Is point of contact with all U9-U11 teams and coaches
- 15.3.16. Maintains an equipment inventory and budget for U9-U11 Developmental Program.
- 15.3.17. Will assist with player evaluations and tryouts for the U11 age group.
- 15.3.18. Will inform and educate the U10 parents about the GJSC Competitive Program.
- 15.3.19. Attains coaching education through the USSF or NSCAA
- 15.3.20. Reports to the Technical Director.
- 15.3.21. Flights teams in league play according to their competitive level.
- 15.3.22. Review Comment/Grievances weekly.
- 15.3.23. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.

### 15.4. U4-U8 DOC

- 15.4.1. Is responsible for the organization and implementation of U4-U8 GJSC developmental program, coaching philosophy, practice curriculum and procedures.
- 15.4.2. Will help identify any volunteer coaches who may potentially become licensed Competitive Program staff coaches.
- 15.4.3. Will assist in the administrative duties of the program.
- 15.4.4. Provides ongoing program support through the timely dissemination of information to parents.
- 15.4.5. Attends and organizes team practices and games.
- 15.4.6. Assists in forming teams. Acts as central clearinghouse for special requests for players and parents.
- 15.4.7. Contacts volunteer coaches to determine availability and experience.
- 15.4.8. Directs coaches to appropriate training sessions as necessary. Provides general information to coaches regarding program, schedules, Club philosophy, etc.

- 15.4.9. Works with U8 Administrator in working with parent volunteers as needed.
- 15.4.10. Attends CSYSA recreational program meetings as needed and inform GJSC, Technical Director and Program Directors, Administrators and coaches of any relevant information.
- 15.4.11. Oversees with the GJSC Administrator registration of developmental teams
- 15.4.12. Assists with identification of players for the Academy Program
- 15.4.13. Runs training sessions with U8 teams.
- 15.4.14. Is point of contact with all U8 teams and coaches
- 15.4.15. Maintains an equipment inventory and budget for U4-U8 Developmental Program.
- 15.4.16. Will assist with player evaluations and tryouts for the U11 age group.
- 15.4.17. Will inform and educate the U8 parents about the GJSC Academy Program.
- 15.4.18. Attains coaching education through the USSF or NSCAA
- 15.4.19. Reports to the Technical Director.
- 15.4.20. Flights teams in league play according to their competitive level.
- 15.4.21. Review Comment/Grievances weekly.
- 15.4.22. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.
- 15.4.23. **Staff Coaches:** Assist with training sessions and coaching all teams within GJSC
- 15.4.24. Will help identify any volunteer coaches who may potentially become licensed Competitive Program staff coaches.
- 15.4.25. Will assist in the administrative duties of the program.
- 15.4.26. Provides ongoing program support through the timely dissemination of information to parents.
- 15.4.27. Attends and organizes team practices and games.
- 15.4.28. Assists in forming teams. Acts as central clearinghouse for special requests for players and parents.
- 15.4.29. Contacts volunteer coaches to determine availability and experience.
- 15.4.30. Directs coaches to appropriate training sessions as necessary. Provides general information to coaches regarding program, schedules, Club philosophy, etc.
- 15.4.31. Assists with identification of players for the Academy Program
- 15.4.32. Attains coaching education through the USSF or NSCAA
- 15.4.33. Reports to the Technical Director.
- 15.4.34. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.
- 15.4.35. **General Manager:** Manages staff within the context of a strategic plan and organizational structure.
- 15.4.36. Manages volunteer coordinators (i.e. Uniforms, Referee/Fields, and Tournaments.) within the context of a strategic plan and organizational structure.
- 15.4.37. Provides day-to-day cohesive club leadership.
- 15.4.38. Provides organizational management.
- 15.4.39. Engages in public and membership relations.
- 15.4.40. Acts as liaison between the staff/volunteers and the Board of Directors.
- 15.4.41. Supervise the financial management of the GJSC.
- 15.4.42. Works with the Board of Directors and Technical Director to develop a strategic plan and long-term vision for GJSC.
- 15.4.43. Maintains a balanced GJSC Budget.
- 15.4.44. Increases the GJSC budget and revenue to achieve GJSC goals.
- 15.4.45. Improves the sense of pride and community of the GJSC and increase parent participation.
- 15.4.46. Increases player membership and team formation.
- 15.4.47. Guides the GJSC towards becoming nationally recognized leader in youth club soccer.
- 15.4.48. Helps develop the GMIT and Fire Classic into premier soccer tournaments.
- 15.4.49. Streamlines the operations and management of the GJSC.
- 15.4.50. Manages the volunteers and committee chairs from the parent pool to assist with: Registration, Managers, Uniforms, Fields, Tournaments, Referees, Tryouts, Fundraising, Special events.

- 15.4.51. Works with the standing committee to define, develop and organize those volunteer positions necessary to carry out Club functions.
  - 15.4.52. Develops procedures for recruiting candidates to fill all GJSC volunteer positions.
  - 15.4.53. Maintains volunteer pool and recruits replacements as necessary.
  - 15.4.54. Builds a better relationship and acts as the GJSC liaison to the Grand Junction soccer community, Adidas Soccer, CSYSA, USSF, NSCAA, USYSA and other youth soccer organizations and affiliates.
  - 15.4.55. Works closely with the Technical Director and coaching staff to assure the mission and strategic plan is on task and achievable.
  - 15.4.56. Works with the parents of GJSC to make sure the club is working to meet their needs and sense of value.
  - 15.4.57. Edits and publishes the Footnotes newsletter.
  - 15.4.58. Facilitates the content and operations of the GJSC website.
  - 15.4.59. Improves the channels of communication between the families and the club.
  - 15.4.60. Reports to the Board of Directors.
  - 15.4.61. Attends meetings and serves as a non-voting member of the BCF Board of Directors.
  - 15.4.62. Review Comment/Grievances Log Book weekly.
  - 15.4.63. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.
- 15.5. Director of Marketing:**
- 15.5.1. Provides branding cohesiveness to help distinguish the GJSC Fire as the leading choice for local soccer. Branding cohesiveness is a consistent club identity both vertically and horizontally throughout the organization. This is achieved through graphic, strategic, program, and informational uniformity throughout every aspect of the GJSC: from the practice fields, game days, marketing material, website, the office, registration day, tryouts, advertising, tournaments, etc.
  - 15.5.2. Conducts sponsorship presentations to local and national businesses to raise funds for the clubs. This involves many distinct phases:
    - 15.5.2.1. Identification of the GJSC's needs: Financial, Services, Products, Facilities
    - 15.5.2.2. Identifying potential sponsors
    - 15.5.2.3. Developing sponsorship packages
    - 15.5.2.4. Making sales presentations
    - 15.5.2.5. Negotiating
    - 15.5.2.6. Implementing and servicing sponsorship programs (making sure that sponsorship agreements are fulfilled by the BCF and the sponsor.)
  - 15.5.3. Actively promotes the GJSC throughout the youth soccer community.
  - 15.5.4. Organizes with the General Manager a GJSC Open House information day (before tryouts).
  - 15.5.5. Conducts media relations: press releases to local media.
  - 15.5.6. Organizes and creates all advertising.
  - 15.5.7. Works with committee chairs such as tournament directors, and special events.
  - 15.5.8. Reports to the General Manager.
  - 15.5.9. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.
- 15.6. Office Manager:**
- 15.6.1. Maintain contact with team managers and coaches to communicate schedules, fields and other club information.
  - 15.6.2. Inform the club (coaches, board, team managers) of relevant GJSC information.
  - 15.6.3. Maintain accurate e-mail group lists for team managers, coaches, and membership.
  - 15.6.4. Team Managers Commissioner
    - 15.6.4.1. Facilitate finding team coaches for each team.
    - 15.6.4.2. Train individual team managers.
    - 15.6.4.3. Communicate to team managers GJSC Board decisions, actions and information that relate to the efficient operations of teams.
    - 15.6.4.4. Assure that team managers support their coaches via timely and accurate dissemination of team-related information to players, parents and guardians as appropriate.

- 15.6.4.5. Maintain a current database of team managers.
  - 15.6.4.6. Communicate with team managers regarding team accounts, uniforms, tryout procedures, team registration, tournaments participation and other information as needed.
  - 15.6.4.7. Organize two team manager meetings a year.
  - 15.6.4.8. Create and update team manager notebooks.
  - 15.6.5. Keep the General Manager up-to-date with all club correspondence.
  - 15.6.6. Office Management
    - 15.6.6.1. Maintain office hours.
    - 15.6.6.2. Answer in-coming phone messages and [info@gjsoccer.org](mailto:info@gjsoccer.org) e-mails within an appropriate time and forward questions and concerns to the appropriate personnel. Log feedback, concerns, comment and grievances into the Comment and Grievances Log Book.
    - 15.6.6.3. Coordinate office computers' efficiency.
    - 15.6.6.4. Keep good files.
    - 15.6.6.5. Maintain a well-organized office.
  - 15.6.7. Registrar
    - 15.6.7.1. Oversee all procedures for GJSC player registration including registration of players with CSYSA and US Club Soccer.
  - 15.6.8. Find volunteers to coordinate registration.
    - 15.6.8.1. Submit all necessary forms to CSYSA in order to registrar teams.
    - 15.6.8.2. Coordinate from Director(s) of Coaching how many teams the club will register and at what CSYSA league division they will play.
    - 15.6.8.3. Create the necessary paperwork in order to meet CSYSA registration demands (currently team notebooks).
    - 15.6.8.4. Run the registration of tryouts.
    - 15.6.8.5. Find volunteer coordinator for tryouts.
    - 15.6.8.6. Present players for scholarships to the BCF scholarship committee.
    - 15.6.8.7. Is responsible for the development and maintenance of a procedures manual for all aspects of the registration process.
    - 15.6.8.8. Train volunteers to serve as registration assistants.
    - 15.6.8.9. Supervise collection of all applicable BCF fees.
  - 15.6.9. Database Maintenance
    - 15.6.9.1. Supervise the creation of a robust database.
    - 15.6.9.2. Supervise the hiring of part time data entry people.
    - 15.6.9.3. Update the database to fill the growing needs of the club.
  - 15.6.10. Financial
    - 15.6.10.1. Payment Collection.
    - 15.6.10.2. Collect all fees.
    - 15.6.10.3. Write checks for team accounts.
    - 15.6.10.4. Pay account payables in a timely manner.
    - 15.6.10.5. Maintain list of scholarship requests and submit to scholarship committee for approval.
    - 15.6.10.6. Provide financial information to the General Manager and Board of Directors.
  - 15.6.11. Assist with administration of club sponsored events.
  - 15.6.12. Assist with administration of club fundraisers.
  - 15.6.13. Reports to the General Manager.
  - 15.6.14. Generally representing the GJSC to the public and portraying the image and philosophy of the GJSC in a positive light at all time.
  - 15.6.15. Review Comment/Grievances Log Book weekly.
16. **NO TOLERANCE POLICY** The center referees may request the immediate removal of a coach, assistant coach or spectator from the game site for the following reasons:
- 16.1. Use of foul language.
  - 16.2. Verbal and /or physical harassment of the referee or linesman.
  - 16.3. Non-compliance with the GJSC game policies and standards of conduct.

- 16.4. Verbal or physical confrontation with a coach, player or spectator.
- 16.5. Derogatory comments directed at any player.
- 16.6. The center referee will ask the offending party and will note the individual's name on the referee card, and will submit it to the GJSC office within two days of the game. The Technical Director has the right to temporarily suspend coaching privileges or spectator viewing rights. The Technical Director may recommend to the Board of Directors the possible removal of the offending player, parent, coach or spectator from GJSC membership.
- 16.7. Along with the center referee, the GJSC General Manager, coaching staff or Board Member may also assist in this area
- 16.8. Any coach or spectator will be asked to remove themselves "a minimum of 100 yards" from the playing field.

17. **PLAYER CODE OF CONDUCT**

- 17.1. GJSC players strive to represent the highest level of good sportsmanship, character and respect for themselves, teammates, coaches, opponents, referees and the game. GJSC players pledge to:
  - 17.1.1. Praise teammates just for participating.
  - 17.1.2. Look for positives in teammates.
  - 17.1.3. Stay calm when teammates make mistakes and encourage them to keep playing hard.
  - 17.1.4. Have reasonable and realistic expectations of teammates.
  - 17.1.5. Avoid putdowns, sarcasm, and ridicule.
  - 17.1.6. Encourage teammates not to get down on themselves or others.
  - 17.1.7. Emphasize teamwork.
  - 17.1.8. Realize the commitment to the team and GJSC, and make every effort to be at all practices and games on time and ready to play.
  - 17.1.9. Give their best efforts, working equally hard for the team and self.
  - 17.1.10. Do not use drugs, alcohol, or tobacco products.
  - 17.1.11. Come prepared to practices and games with the proper equipment.
  - 17.1.12. Know, understand and abide by the rules of the game.
  - 17.1.13. Take proper care of uniform and equipment.
  - 17.1.14. Follow CSYSA rules.
  - 17.1.15. Notify coaches when missing or arriving late.
  - 17.1.16. Win without gloating.
  - 17.1.17. Accept the decisions of the officials with good grace.
  - 17.1.18. Control temper.
  - 17.1.19. Tolerate defeat without complaining or excuses.
  - 17.1.20. Will not use profanity, abusive language or negative personal remarks.
  - 17.1.21. Treat players, parents, opponents, coaches, and officials with fairness, generosity, courtesy and respect.
  - 17.1.22. Represent the GJSC well and in good light during all times while traveling to tournaments.

18. **PARENT CODE OF CONDUCT**

- 18.1. By registering a child to the GJSC parents are agreeing to abide by the GJSC Parent Code of Conduct. Any breaches of the above standards of conduct can result in your child's suspension and a member's removal from the GJSC. Comments and behaviors of any member, which contradict the mission statement, disrupt the functioning of a team or the GJSC can result in the suspension and / or removal from the GJSC, on the recommendation of the Technical Director, General Manager and the Board of Directors. The parent or guardian plays a key role in the development of the soccer player. Obviously the parent or guardian has tremendous influence on the values, attitude, and outlook on the life that a child develops, including those related to playing soccer. GJSC Parents will abide by the Parent Code of Conduct:
  - 18.1.1. Provide positive support and encouragement to their child, other players on the team and opponents.
  - 18.1.2. Promote practice at home.
  - 18.1.3. Bring child to practices on time (usually 15 minutes early) and games (typically 45 minutes early) on time.
  - 18.1.4. Notify the coach when practices and games will be missed or arrived at late.

- 18.1.5. Allow the coach to coach.
- 18.1.6. Will not give players instructions during the game.
- 18.1.7. Allow the players to play.
- 18.1.8. Allow the referees to call the game without addressing comments to them.
- 18.1.9. Support the team with active volunteering.
- 18.1.10. Support the GJSC with active volunteering.
- 18.1.11. Look for positives in the coach, players and referees.
- 18.1.12. Have realistic and reasonable expectations.
- 18.1.13. Remind their child to not get down on himself/herself and to play with commitment.
- 18.1.14. Maintain a “Fun is #1” attitude.
- 18.1.15. Know and understand the rules of the game.
- 18.1.16. Know the GJSC rules and policies.
- 18.1.17. Encourage their child to talk to the coach as needed.
- 18.1.18. Approach coaches with questions or concerns directly.
- 18.1.19. Avoid gossip about players, coaches, and the team.
- 18.2. Complaints regarding the GJSC coaches / assistant coaches / trainers should be addressed first to the specific coach. If resolution is not satisfactory, then document your concerns in writing to the Technical Director. If resolution is not satisfactory, document your concerns in writing to the attention of the President of the Board of Directors.
- 18.3. Non-coaching concerns regarding the GJSC should be documented in writing and sent to the attention of the General Manager. If resolution is not satisfactory, document your concerns in writing to the attention of the President of the Board of Directors.
- 18.4. As a role model of good sportsmanship GJSC parents:
  - 18.4.1. Control their temper.
  - 18.4.2. Accept decisions of official with good grace.
  - 18.4.3. Treat players, coaches, directors, staff, other parents, opponents, and officials with fairness, generosity, courtesy, and respect.
  - 18.4.4. Discourage unfair gamesmanship.
  - 18.4.5. Will not use profanity, abusive language, or negative personal remarks.
  - 18.4.6. Coaches are held responsible for parent behavior during games. Parents will respect the coaches’ and referees’ requests for appropriate sideline behavior.



