

## CLUB PHILOSOPHY

The BFC Soccer Club is devoted to developing and providing the best soccer experience possible to children from pre-elementary age through high school. We seek to teach all of our players the fundamental skills of soccer and to make soccer a pleasant, fun and safe experience for all involved. The BFC Soccer Club is also devoted to developing and providing competent coaches and adequate facilities suitable to the organization and conduct of the game and to achieve the purposes of BFC Soccer Club. The BFC Soccer Club also fosters local, state and national competition through affiliation with the Illinois Youth Soccer Association and the United States Soccer Federation. The BFC Soccer Club is committed to the promotion of soccer and the development of its players to their highest potential level of achievement.

## MISSION STATEMENT

To provide all of our players with a positive soccer influence through environment, guidance and training allowing them to grow and develop individually in a team setting to their full potential.

## OBJECTIVES

- Develop players and coaching staff
- Provide top instructional material through films, books, and clinics for both players and staff.
- Uphold our high standard, integrity, and respect throughout the soccer community.
- To attract and retain high level athletes.



## OPERATION AND RULES

### Introduction

One key ingredient to success is clear, consistent communication between players, coaches, parents, and administration. This handbook outlines, in detail, our expectations of you as a member of the BFC Soccer Club. It will help identify some potential problem areas and at the same time answer questions about the Club's decision making process. Please take time to read the following pages very carefully.

## CLUB NAME AND AFFILIATION

The club name is BFC Soccer Club. All teams will be referred to as BFC whenever representing or registering the Club. This will include all advertisement, promotion, league schedules, tournaments and programs. Players participating in the BFC Soccer Club will be members of the Illinois Youth Soccer Association. The following designations will apply for all BFC teams:

- All teams will be referred to as BFC. In age groups that have more than one team, they may be referred to as BFC (A) and (B), Premiere and Select, or Red and White. This will be determined by the BFC training staff.
- 1<sup>st</sup> teams (A, Premiere, Red) in age groups with more than one team may be organized to play at the highest level of competition available to their age group and ability. 2<sup>nd</sup> teams (B, Select, White) in age groups with more than one team may be organized to play at a somewhat lower level of competition adequate to challenge their skill level and ability or function as a development team. BFC strives to make all teams competitive. However, we do have instances where we have

enough players adequate in skill level to form an additional team in an age group. These players are also given the opportunity to advance their individual level of play and develop the skills necessary to compete on the 1<sup>st</sup> team level, thus allowing them to challenge for open positions on the 1<sup>st</sup> team. The BFC training staff makes all decisions concerning player selection and team divisions.

The BFC has one logo. This logo is for the exclusive use of the BFC teams. They may be used on signs, banners, T-shirts, uniforms, bags, warm-ups, hats, etc. However, only this logo may be used. No variation of this logo may be utilized for any purpose. Only the BFC Board may vary the logo of the BFC.

## CLUB AND TEAM

Members of the BFC Soccer Club agree to put the Club ahead of the team. When decisions are made regarding conflicts between the Club and a particular team, the Club will come first.

## TEAM AND INDIVIDUAL

Members of the BFC Soccer Club agree to put their team ahead of the individual player. If conflicts arise between the team and a player or parent, the team coach, under the guidance of the training staff will be responsible to make decisions for the good of the team. These decisions will be made after gathering all relevant information and consultation with those involved. The coaches' decisions will be objective and will be based on their best evaluation of the facts. Once a decision has been made, it is final and players and parents must agree to abide with the decision.

## TRYOUTS AND PLAYER PLACEMENT

### Player evaluation and selection

Player performance will be evaluated by observing each player under the pressure of annual tryouts, training, scrimmages, and games. Only the training staff will confer in matters of player evaluation. Coaches will be given the opportunity to offer their opinions and requests, but final player selection will be made by the BFC training staff.

Your understanding here is important, for just as a players and parents have freedom to select a club without unfair pressure and with a full understanding of what is expected, the training staff needs the same freedom to work objectively. We will not always agree on issues as sensitive as player evaluation and selection. We hope you will respect our attempt to be objective in these matters.

Club tryouts will be held annually and are open to all players who meet the requirements for the teams in question. Each prospect will be given a fair opportunity to make the Club. The Club will announce the open tryouts to inform the public of the specific dates, times, and location. The Club reserves the right to cancel or reduce the number of days of annual tryouts if the Club deems tryouts unnecessary or due to unsatisfactory conditions. If the Coach of any particular team deems additional tryouts necessary, they may be held during the season with the approval of the BFC training staff. Qualified players may be added to team rosters at any time provided spots are available.

The open tryout period may last from one to five tryout sessions. In order to avoid wasting anyone's time, the training staff reserves the right to make cuts after the first tryout or to ask certain prospects to remain after the published tryout dates. Players may be notified of tryouts in one or all of the following ways:

- Tryout results posted on the website

- Written correspondence from the Club
- Phone call from coach/trainer.



## THE PLAYER

You are not under any pressure to join the BFC Soccer Club. Instead we hope that you and your parents will consider all of your options and choose what will be best for you, taking into consideration your goals and aspirations as a person and as a soccer player. Once you commit to join the BFC Soccer Club, you agree to abide by the policies of the Club and your team.

We expect our players and our parents to honor their commitment and therefore you should make your decisions thoughtfully and carefully. Once your commitment is made, the Club expects your full consideration and support for the entire soccer year. Take into account that when you make your decision, the training staff may need to inform other potential players that they did not make the team. Please be sensitive to others and consider your decision carefully.

If you have committed to the Club, the Club will also commit to you. No player will be cut from a team during the year unless it is for disciplinary reasons or failure to fulfill your obligations to the Club or team.



## EXPECTATIONS

### Spectator's Code

- Remember that all children play organized sports for their own fun. They are not there to entertain you, and they are not miniature pro athletes.
- Show your best behavior. Do not use profanity or harass players, coaches, or officials.
- Never ridicule or scold a child for making a mistake during a competition.
- Show respect for your team's opponent.
- Condemn the use of violence in all forms.
- Officiating is a difficult job and sometimes mistakes are made. This type of adversity is part of the game.
- Encourage players to always play according to the rules.
- As adults, we have to set the right example for the players. The lessons of teamwork and fair play are lost on our children when we, as adults, act inappropriately at games and practices.

## STANDARDS OF CONDUCT

The following standards of conduct are set forth by the BFC Soccer Club to govern the behaviors of players, coaches, spectators and parents before, during and after games. The following will be expected:

- A consistently positive attitude shall be conveyed towards players, coaches, officials, and spectators.
- No remarks shall be addressed to opposing players, coaches, spectators, or referees except when comments convey genuine friendship and respect or direct response to questions by the game official.

- No ill-tempered behavior shall be displayed.
- No smoking or alcohol consumption shall be allowed during games or practices.
- The coach and/or trainer (if at site) shall assume responsibility for all actions of players, spectators, and parents.
- The Club shall expect total cooperation between coaches within their own age group and all others.
- All members of the Club are subject to the policies of the Club.
- No player or coach will be excluded from participation or discriminated against in the Club due to race, creed, religion, or national origin. All members will respect one another and the integrity of the game.

## PLAYERS

As a member of the BFC Soccer Club, you are responsible for your own performance and conduct. Honesty, communication, and reliability will be expected at all times. The Club asks that you care about yourself and the sport of soccer. This requires that you maintain a healthy attitude. Any use of drugs, alcohol, tobacco, or failing grades in school is not acceptable and may result in temporary suspension or even removal from the Club. In addition, the Club will insist you maintain a positive team attitude and a personal sense of sportsmanship and fair play.

At all Club or team functions, you will be expected to conduct yourself in a respectable manner and to represent your team and the Club in a positive way – BEFORE, DURING, AND AFTER ALL GAMES AND PRACTICES.

Players must be positive in fulfilling the role they are asked to perform for the team at any moment, even if that role has them not playing at all, coming off the bench, or playing a different position.

From the designated arrival time to all practices and games, players are expected to concentrate on soccer. You must arrive on time with your

required equipment and ready to practice or play. There will be no visiting between you and your parents, family, friends, pets, or others from immediately before the practice or game until you have been dismissed by your coach or trainer. This includes halftime. When team activities are over including post-practice or post-game discussions, you are free to join your family and friends.



## PARENTS

Parental support and involvement in the Club are essential. If your child is to make a quality commitment to the Club and team you must see to it that he/she attends all team functions. There will be times when conflicts cannot be avoided and other more important events occur. We need your communication, planning, and understanding so that we can minimize conflicts. It is the Club's responsibility to present a periodic schedule to allow time for your planning. When you and your child has an unavoidable conflict, we expect timely communication to see if the Club or team can make any necessary adjustments. Final decisions on scheduling and adjustments will be made by the training staff after careful consideration of your needs and those of the Club or team.

“Sideline Coaching” is counter-productive and we ask that parents do not engage in this form of spectator behavior. Your vocal support and positive encouragement is welcome after a good play. It is important that players not be distracted during practices or games, and that players are given only one set of instructions by one voice before during and after practices and games. For this reason, the Club insists that the coaching/training staff be the only voice at all practices and games. **NO ONE OTHER THAN THE TEAM COACH, TEAM MANAGER, TRAINER, OR CLUB APPROVED ASSISTANT COACH IS ALLOWED TO SIT ON OR NEAR THE TEAM BENCH – NO EXCEPTIONS.** Parents, Spectators, friends and family are not allowed to sit or stand near the team bench, the opposing team's bench, or behind either goal. Failure to respect the space and privacy necessary for the team and coach to carry out their game

responsibilities by not adhering to this policy may result in being suspended from attending the team's games or practices for an amount of time determined by the Disciplinary Board.

There will be times when players are instructed to participate in a capacity that parents do not understand. Player and team development will sometimes be given a greater priority than winning. Parents and players must understand this and conduct themselves in a manner consistent with a healthy team environment.

## COACHES

The coaches for the BFC Soccer Club are instructed to conduct themselves first as teachers and second as soccer coaches. Nothing positive will come of the Club's efforts if we produce great players who do not know how to conduct themselves as successful human beings. In this regard, you can expect BFC coaches to conduct themselves as positive role models and display appropriate behavior. Our coaches recognize that we are dealing in an important way with young people and we cannot overlook the impact they have on players' lives.

Coaches are responsible for the conduct of the team on and off the field when the team is together and part of a Club event. We will insist our players are polite, well behaved, and respectful. You can expect honesty, communication, consistency, and reliability from your coach.

The coaching staff is responsible to create an environment where you can play quality competitive soccer. The soccer we play will be taken very seriously. We recognize that there are things more important than soccer. However, if the coaches see that you are not willing to put your soccer above other recreational activities during the Club season, it may affect your playing time and/or status with the Club.

Do not expect your coaches to praise everything you do well. After a time, there are things your coach will come to expect from every player. There are times when your coach will say very little, and times he/she will provide instructions. There are times they will be very

critical of players, and other times they will be very generous with praise. You and your parents are expected to take constructive criticism along with praise for a job well done, and be able to deal with both.



## COACHES CODE OF ETHICS

- Coaches bear the responsibility for teaching their players to strive for success while playing fairly, observing the laws of the game at the highest levels of sportsmanship.
- Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
- Coaches shall treat opponents with respect and shall teach their players to do the same.
- In both victory and defeat, the behavior of the coach shall model grace, dignity, and composure.
- Coaches shall adhere to the highest standards and regulations of the BFC Soccer Club and the IYSA.
- Coaches shall respect the declared affiliations of all players, and shall adhere to all guidelines and regulations on recruiting established by the BFC Soccer Club and the IYSA.

### **Specific Duties and Responsibilities of the Head Coach:**

- Be the official BFC team representative at all games.
- Determine player positioning and system of play during games unless otherwise directed by the BFC training staff.
- Fill out POST-GAME ANALYSIS form and turn in to the trainer at the following practice session,
- Control parents and spectators and their behavior during games.
- Hold practices with their team in the arranged or excused absence of a trainer.
- Deal directly with their Team Manager with regard to all team issues,

- Nominate candidate(s) for the position of Team Manager to be approved by the BFC staff.
- Dress professionally at all practices and games.

- Organize and maintain efficient communication channels between parents, players, Coach, and the Club.
- Notify the Club staff of any newsworthy information for the BFC newsletter or web page

**Coaches cannot:**

- Change or cancel games or practices without the approval of a trainer.
- Commit to tournaments or additional team activities without the approval of the Club.
- Engage in Guest player negotiations.
- Collect player fees or dues, make any arrangements for payment of fees or dues, or reduce fees or dues for any player.
- Invite or introduce potential players to fill open roster spots without the approval of a trainer.

## RULES OF PLAY

The rules of play to be followed by the Club will be FIFA rules with possible modifications by governing league or tournament organizations.

## TEAM MANAGER

At the beginning of each year, all coaches will nominate a candidate(s) for the position of Team Manager for their respective teams. The BFC training staff will approve or appoint a Team Manager for each team.

The Team Manager must be someone other than the head coach of the team or the head coach's spouse.

**Specific Duties and Responsibilities of the Team Manager:**

- Attendance at all Team Manager meetings throughout the year
- Attendance at all Coach's meetings that their Coach cannot attend (attendance otherwise is optional)
- Assistance to the BFC staff for special projects including recruitment of volunteers from their team for Club events.
- Coordination of all tournament functions held at locations other than home fields. This may include team registration, travel arrangements, travel paperwork, hotels, etc.

## PLAYING TIME

Select teams are formed and train to compete at the highest levels possible. The BFC Soccer Club is dedicated to the development of the player. That development is highly dependant on the player's exposure to competitive game level situations, thus playing time for each team member is critical to the player's technical and tactical development. Keeping this in mind, it is the discretion of the team coach to appropriate each player's playing time. The training staff may also influence playing time or positioning based on evaluation during practice. Playing time may vary or be limited for many reasons, including missing practice or disciplinary issues. If playing time becomes an issue, a player may approach his coach or trainer to discuss. Parents may also address playing time issues, but must start with the team manger and follow proper channels. Playing time issues may be discussed in an effort to obtain direction that the player may use to improve playing time, but it is not an issue that will be ruled on or reviewed for appeal by the Disciplinary Board or the Club Board of Directors.



## GAME OR PRACTICE CHANGES

Any changes or cancellations of a practice session by a coach must be done in the following manner:

### **Practice Changes**

1. The coach must call the trainer to receive approval to make the change or cancel.
2. After receiving approval, the coach must then call the Family Sportsplex and inform the front desk personnel of the change or cancellation as well as which trainer gave the approval.
3. The coach must then call their Team Manager to initiate the Phone Tree to notify all the players of the change or cancellation.

The coach is responsible for all players not informed in a timely manner.

### **Game Changes**

All game changes or cancellations must be approved by both the trainer and the BFC Club Director. SISL policies will be followed and any fees assessed will be charged to the team.

### **Forfeits**

All fees assessed due to forfeit will be charged to the team. Excessive forfeits by the same team may result in disciplinary action taken against the team and its players.

## GUEST PLAYERS

Guest player negotiations pertaining to outside players playing with a BFC team or BFC players playing with an outside team for specific events will be handled by the BFC training staff only. Coaches cannot authorize any guest player arrangements.

Outside coaches requesting a BFC player as a guest player must be referred to a BFC trainer for further discussion.

BFC coaches requesting an outside player to guest play on their BFC team must submit a guest player request form to the training staff. If approved, training staff will discuss with the guest player's coach and make any necessary arrangements.

## CONFLICT RESOLUTION

There are procedures and mechanisms set up by the BFC Soccer Club to ensure that conflicts, problems, concerns and violations are properly and fairly addressed. All complaints, concerns, problems, and violation reports must be submitted in writing by filling out the BFC Resolution form. You can get this form from your team manager. BFC coaches, managers and staff are instructed not to discuss any issue that could fall under conflict resolution in casual or informal conversation without having the issue in writing and verifying that the proper line of authority has been followed. The following shall be the line of authority for resolutions of all conflicts, violations, disciplinary actions and appeals, etc. An individual must follow the line of authority and

may not proceed to the next level of authority, until the previous level has rendered a decision.

- Team manager
- Team coach
- Training Staff as a committee
- Club Director- who will render the final decision on any issue on behalf of the BFC Soccer Club

### **The Disciplinary Committee**

This committee consists of a 3 member panel of team managers set up to review violations of policy and rule on disciplinary action taken by the Club against any BFC player, coach, or parent that violates Club or league policy. The committee will review all facts presented with regard to the policy violation, render a decision, and decide on the appropriate disciplinary action which may include suspension from club activities for a specified amount or time or removal from the Club. The Disciplinary Board may request to meet with the individual involved in the alleged violation before determining action or may determine action without a meeting. If no meeting is held, the individual found to be in violation, may appeal the decision with the Disciplinary Board at which time the board is required to meet with the individual and discuss, reviewing any additional facts provided during the meeting.

The Disciplinary Board has 72 hours from the time the issue is presented to officially respond and rule on violations, and 24 hours to officially respond and rule after an appeals meeting is held.

If a panel member is associated with the same team as the individual in violation, this panel member may be replaced by the Club Director or Club Board member. No appeals can be made beyond the Disciplinary Board. However, all appeals to the Disciplinary Board and their final review and decision will be reviewed by the Club Director and may be overturned at the Director's discretion. No meetings with the Club Director will be held over Disciplinary Board decisions.

There will be a \$25 non-refundable filing fee for appeals on all issues that are not resolved at the team level. All rulings by previous lines of authority stay in force, pending the result of the appeal to the next level of authority.



## **CAUTIONS AND EJECTIONS**

### **Coaches**

- Any coach receiving 2 yellow cards during the same season will receive a 1 week suspension from all club activities in addition to any penalties issued by the league or referee's association.
- Any coach receiving a red card at any time may receive a minimum 1 week suspension from all club activities. The coach will not be allowed to resume duties until the Disciplinary Board meets and renders a decision as to disciplinary action, if any, is necessary and what it will be. Disciplinary Board policy will apply as described.
- Any coach receiving 2 red cards may receive a 1 year suspension or removal from the Club entirely.

Coaches are personally responsible for any fines assessed by the league based on his/her individual actions.

### **Players**

- Individual players receiving an excessive amount of yellow cards in a season may be referred to the Disciplinary Board by the Coach, Trainer or Team Manager for violation of Club policy. Disciplinary action will be taken as described in the Disciplinary Board duties description. Coaches may also choose to discipline individual players on the team level which

may include suspension, reduced playing time, additional practice time, or removal from the team.

- Individual players that receive a red card will be referred immediately to the Disciplinary Board and will be suspended (for a minimum of 1 week) from all Club activities until the Disciplinary Board meets and renders a decision as to disciplinary action, if any, is necessary.

Players are personally responsible for any fines assessed by the league based on his/her individual actions. Players will not be allowed to return to Club activities until the Disciplinary Board has rendered a decision, disciplinary action (if necessary) has been satisfied, and fees associated with the incident are paid in full.

## TEAMS

Teams must have a team manager. It is suggested that teams that travel also have a Travel Manager/Coordinator or committee.

At the beginning of each season, a parent meeting should be held with the coach to determine team expectations in areas such as behavior, attendance, playing time, and travel.

### **Team Meeting Agenda**

- **Introductions**
- **Volunteer responsibilities throughout the year**
- **Practice times and expectations (prompt arrival and pickup)**
- **Attendance expectations and the specific team policies regarding being late or non-attendance,**
- **Distribution and Explanation of Phone Tree**
- **Uniform information**
- **Distribution of BFC handbook**
- **Review and signing of Code of Conduct contracts**
- **Team goals and tournament prospects**
- **Question and Answer session**

Medical Release Forms – a notarized and fully completed medical release form is required for every player. The Team Manager and Coach must be aware of players taking prescription medication. Allergies, chronic illnesses, special requirements such as aspirin, ibuprofen habits need to be communicated to the Coach and Team Manager.

Confidentiality – All information regarding players is confidential. No bills are made public and no information should be discussed except with the Coach and family of the player. Should a bill become overdue, the issue should be discussed with the Coach in order to resolve whether or not the player should continue to play without payment.

## INJURY / FIRST AID

Parents must be notified immediately after an injury occurs. Coaches should follow up on injured players with a phone call or visit. If a player is seriously hurt, the Coach must notify the Club Director in writing. Coaches must try to prevent injuries by checking the playing area, providing adequate equipment, and using safe practice methods. Plyometric and Speed and Agility training is not suggested for players under the age of 12 unless the plan is authorized by a pediatric physician or therapist and reviewed by the BFC training staff.

BFC coaches must refuse participation in practice sessions or games to any player who is injured and under the care of a doctor. If the coach has reason to question whether a player is recovered from any injury and ready to play, he/she may request the player to produce an official medical release from their doctor that states the player in question is free to participate.



The BFC Soccer Club would like to thank the Quest United Soccer Club for their contributions to this handbook.

## Required equipment

All participants must wear age appropriate shins guards. Players wearing orthopedic casts, air splints, or metal splints may not be eligible to participate in any game if, in the sole opinion of the referee, an orthopedic device poses a dangerous playing condition.

## Player and team fees

Fees will be set no less than annually by the BFC Club staff. The intent of the Club staff is to charge a fee that is reasonable and commensurate with the training and participation provided. There will be a registration fee for all players. Uniform fees will be subject to new players and replacement uniforms for returning players. Players wishing to turn in or replace old uniforms will be given a rebate of the amount the old uniform is sold for when it is sold.

## Uniforms

The standard BFC uniform will be as approved by the BFC Club staff or their designee. The BFC logo and/or Club name will be used on all jerseys and will appear the same on every shirt, sweats, etc. Sponsor's may be secured to offset expenses; however, the sponsor's name may not be added or displayed on any part of the official BFC uniform. The sponsor's logo may, however, appear on sweats, bags, and t-shirts with the written approval of size and placement of the logo by the BFC Club staff.

Official uniforms will be ordered, purchased and issued to all players by the BFC Soccer Club. This includes jerseys, shorts and socks. No team may purchase any outside equipment of this type to be

used in coordination with the Club's official uniforms; as in an additional style or color of jersey, socks, or shorts. All equipment purchase requests must go through the BFC Club staff.

## Membership assistance

The BFC Soccer Club believes that all players that are selected to join a team should be given every opportunity to play regardless of financial limitations. Through the BFC Soccer Club Membership Assistance program, families facing financial limitations are given alternatives to the costs required for membership in order to allow their player to enjoy the benefits of the BFC Soccer Club. Membership assistance requests must be made in writing the BFC Director who will then present the request to the Board. Membership Assistance will be awarded based on need and approved solely by the BFC Board of Directors. All decisions made by the board will be final and all requests will be kept confidential.

