



Spartans Soccer Club & Academy

Rules & Regulations

www.spartanssoccerclub.com

Table of Contents

I. Introduction.....	E
a. Club Name & Logo	
b. Sportsmanship	
c. Mission Statement	
d. Communications with Board	
II. Club Organization and Procedures.....	4
a. Role of the Club's Board of Directors	
b. Role of the Technical Committee	
c. Membership	
d. Voting Processes	
e. Appeals	
f. Meetings	
III. General Operations.....	7
a. Club Equipment	
b. Player Equipment	
c. Player Registration	
d. Refund Policy	
IV. Team Management.....	9
a. Team Coach Responsibilities	
b. Team Practices	
c. Conflict Resolution within a Team	
V. Codes of Conduct.....	11
a. Club Member/Player Code of Conduct	
b. Coach Code of Conduct	
c. Coach's Code of Conduct	
VI. Club Discipline.....	13
a. Role of the Disciplining Committee	
b. Discipline Committee Members	
c. Operating Procedures	

Introduction

Spartans Soccer Club & Academy was founded in May 2015 and since the beginning, our goals has been to inspire children to reach their goals, be active, and learn to love the wonderful sport that is called soccer. A key reason why this club was created was to give all children the ability to play soccer no matter their income or level of skills. They get to work with a UEFA (Union of European Football Association) which is an opportunity not many children get.

Club Name & Logo

The name of the club was chosen in honor of the ancient Spartans. Everyone has heard of the great warriors of Sparta but these men and women were the way they were and able to achieve the things that they did because of their athleticism, their courage, their self-discipline, and their hard work. This is something that we as a club would like to instill in the players and their surrounding community. Not only on the pitch but also in their life outside of it. It is to be referred to by either of the following names: Spartans Soccer Club & Academy, SSCA, Spartans FC, or Spartans.



The logo depicted above is that of the Spartans Soccer Club & Academy. It is to be used exclusively by the Club & Academy on their equipment and gear. The logo and all variations of it belong to the Spartans Soccer Club & Academy. The copyright belongs to its respective owner and it not allowed to be used by anyone who not affiliated with the Spartans Soccer Club & Academy without consent from the Board of Directors.

Sportsmanship

The goal of the Spartans Soccer Club & Academy is to promote the benefits of being physically active and to educate both parent and its players on how to be able to live a healthy lifestyle. It also gives us the opportunity to share the wonderful sport of soccer in a positive environment that encourages personal growth and wellbeing. Our parents, players, and technical members are held under a code of conduct that promotes encouraging not only each other but those around us in a positive and constructive manner.

Mission Statement

Refer to Mission Statement Attached at the back of the booklet

Communications with Board

Communication with the Board should be made documented in the form of a letter to the club's mailing address, which is on the application form or through the official emailing address: spartanfcainfo@gmail.com

Club Organization and Procedures

As a society that is registered under the Society Bylaws of the province of Alberta, we have different levels of organization. These levels help our club work together in a synergetic manner for the best interest for the club, its players, and members of the committee are discussed and the appropriate actions are taken. Every member has an important job to do and those who are held in these positions, take these jobs seriously. This is so that we can efficiently meet our objectives related to our mission statement.

Role of the Board of Directors

The Board of Directors have control of the management of all affairs pertaining to the Spartans Soccer Club & Academy. They are to hold meetings, at least once a month to stay informed about the development of the club and to make any necessary decisions pertaining to the purchase of equipment, booking of spaces, disciplinary action taken when either player/parent misconduct that violates the code of conduct. The President of the Board, is the one that will call the meetings and all members are to be given a minimum of 10 days' notice by email or three days' notice by a phone call. For a Board of Directors meeting to be held, there needs to be a minimum of 4 members present. The members of the board of directors are chosen by being appointed by the President or elected by the president and other members of the board. A person can be kicked out of the Board of Directors if it is deemed by the majority of the members after a vote, that their actions or point of view is not a proper reflection of the goals of the club.

Role of the Technical Committee

The Technical Committee is composed of a Technical Director, who is appointed by the Board of Directors, the coaches, assistant coaches, and team managers. This board is responsible for implementing, maintaining, and improving the Technical program of the club as a whole. They are to decide of the process and procedures of tryouts and the placement of different players across the club, based on their skill levels. It is up to the Technical Committee to assess the fitness and skill levels of the players after a practice or a game. Based on that evaluation, they are to form a report on the physical, technical, tactical, and behavioral characteristics of the player. The player evaluations should also take into

effect, the competitive history of each player in the sport. All the evaluation and player scores, will be kept confidential between the members of the Technical Committee and the Board of Directors. At the end of each season, the technical committee will have a meeting to reevaluate each players growth throughout the season.

Membership

To be a member of the Spartans Soccer Club & Academy, one has to have a child registered in a soccer program with the club. Each immediate family is entitled to one vote. There is no extra registration fee to be a member.

Voting Process

Voting will be done at each team's general meeting that have to do with anything pertaining to the team their child is involved with. Members of the club are the ones that are able to vote in these meeting. Before a voting can be occur, the agenda should be written on a piece of paper with all the points that are going to be voted upon clearly legible on them. The date of the meeting should be clearly written on the agenda together with the person, who must be a member of the Board of Directors, who will be officiating the vote. The results of the voting will be recorded down by the Secretary. All members of the society should be notified a minimum of 10 days by email or 3 days by a phone call.

Appeals

All appeals to the club will be managed as is seen best by the Board of Directors. An appeal should be submitted in a written form to the Board Secretary, either by email or letter, so that the Board can read it. Once this is received, the Board of Directors has 30 days to read it and respond to it, through the secretary. If the board deems that a hearing is necessary, they should invite all relevant parties involved as to collect information for the appealed decision. The results of the appeal, will be determined by a count of vote, which the secretary will hold down in the records.

Meetings

Meetings will be held by the Board of Directors, a minimum of 1 every month, with 10 days' notice by email or 3 days' notice by phone call. A minimum of 4 members of the board need to be present for the meeting to hold place. Those who are to attend the meetings are to RSVP in advance. It is the President's responsibility to call a meeting of the Board and it can

be done so through the Secretary. The Technical Committee is to hold a meeting a minimum of 2x a month to talk about player evaluation and progress across the different levels of the club. The same standards of notification of the members stand as for the Board of Directors meeting. On matters that pertain to major changes in the Club, a voting process is to be held by all members of the Board of Directors and all the results are to be recorded down and kept for future records.

General Operations

Club Equipment

This refers to the equipment that is used by the club teams. They will be managed by the Club Equipment Manager that will be appointed by the Board of Directors. They are responsible for purchasing any new equipment that is needed, managing the club equipment budget, keeping an inventory of what the club already has, the timely delivery and pick up of the equipment to/from the various club teams, and coordinating with the coaches about the necessary equipment for practices. It is the responsibility of the coach and any player with club equipment to make sure that everything that was being used, is promptly returned after finishing their competition. Failure to return equipment will be subjected to club discipline.

Player Equipment

Players are to provide for all their playing equipment (cleats, socks, shin pads, gloves, & etc.) while the club will provide for the jersey. Team jerseys are considered club equipment since they are supplied by the club. The club will attempt to provide goalkeeper jersey and extra gloves for each team in the event that the regular goalkeeper cannot attend the game. These are considered club equipment.

Player Registration

The Club registrars, are responsible for each player's registration. A registration and refund policy will be published for each competition that the club enters. In this policy, it will determine the requirements each player needs to register and the cost of registrations. The cost of registration will be determined by the Board of Directors prior to the beginning of the registration period.

Refund

When a player registers with the club, they are guaranteed a place on the team but not playing time as that will be determined after the evaluation process done by the Technical Committee. Once registration closes, a player can choose to leave the club, if this request is submitted before the CMSA team registration deadline and the player(s) have not attended a practice/evaluation review held by the Technical Committee, they will be charged a \$100 administrative fee while the rest of their registration will be refunded. If they have attended a

practice/evaluation review or if their request to leave is after the CMSA team registration date, then there will be NO refund.

If the player suffers a season ending injury or illness that is the only time when a refund or partial refund will be given after the CMSA team registration deadline. The Spartans Soccer Club & Academy will require a doctor note to be submitted to the Student Athletic Therapist detailing the injury /illness. This information is to be kept confidential between the player, their parents, the coach of their specific team, and the student athletic therapist.

In the case of the Academy, a full refund is given if the child, has not participated in any sessions. If they have attended less than 3 sessions, you get partial refund, however if they have attended more than 3 sessions, no refund will be given,

Team Management

Team Coach Responsibilities

It is the coach of each team that is responsible for internal and external management responsibilities.

External responsibilities refer to but do not end as official team contact of the club, team, and district, they are to handle team official functions required at team matches, manages the roster selection together with the other coaches, and provides all team requirements to the club, league, and district including disciplinary matters, and they are to represent the team at club meetings. Their internal responsibilities are to make sure that their players uphold their code of conduct, organize and conduct practices, make sure that the team is practicing in a safe and positive playing environment, manage team lineups and player call ups, communicate with the player and their parents about games & practices, and take care of the game day duties of the team.

The coach may delegate one or more of these responsibilities to a team manager but they are to relay this to the technical coordinator.

On game days, it is the responsibility of the coach and their team managers to coordinate the setup of equipment if needed before the game, facilitate card checking procedures and hand in game documentation, take care of player substitution, collect game sheets from the officials following the game, submitting game reports information by the league or club, and making sure that all the team equipment have been packed after a game.

Team Practices

Practices should be conducted in a safe and positive environment and their components should have segments that include physical fitness, ball skills, moving across the pitch with or without the ball, and team tactics. The practices of each team will be featured on the website up to a month in advance. It is the coaches' responsibility to hand this in to the academy manager a minimum 1 week before the month begins.

Conflict resolution within a team

If there is any conflict within the team, the coach is the first person that this issue should be brought forward to. If it involves the immediate coach, it will move up the level of authority

and be the responsibility of the technical coordinator to resolve the conflict. If a concern or conflict is handed in, the individual responsible for it, is to meet a satisfactory resolution that aligns with the code of ethics of the club within 7 days together with the other club authorities. The Board Secretary will be the one contacting with the board to keep them up to date as to how the conflict management is being solved. All events should be properly documented for future needs.

Player Responsibilities

Upon registration, a player is expected to participate in all activities of their team. These activities include training, matches, and any other club related activity. Players are expected to take their participation in the program seriously and should be committed to improving as a player and person. With that in mind, players should understand that attending training sessions is crucial in the development process of a player and attendance is mandatory.

Always respect and obey the coach, their assistants and the team manager, any abuse directly OR indirectly will NOT be tolerated and COULD result in the player being asked to leave—no exceptions. Remember coaches and their assistants are there to help in the development of the player.

Code of Conduct

Player Code of Conduct

All players of the Spartans Soccer Club & Academy are held by the following list of code of conduct

- Represent the Spartans Soccer Club & Academy in a positive manner
- Attend 90% of all training sessions and arrive 15 minutes prior to the start of practice
- Give coaches advance notice (minimum of a day) if they are going to miss a training session or a game
- Attend 90% of all games and arrive at least 25 minutes prior to the start of each match with their proper equipment on (jersey, cleats, shin guards, and water bottle with their name on it).
- Respect teammates, coaches, opponents, and officials
- Promote sportsmanship in and outside of the Club
- Respect officials and their decisions during a game
- Learn and respect the laws of the game

Parents/Members Code of Conduct

- Parents are to bring their children to practice at least 15 minutes before it starts
- They should communicate with the coach if any practices are going to be missed
- When watching a game, they should cheer in a positive manner and respect all the officials, players, and coaches
- Respectful language should be used at all times when surrounded by other members of the club and society.
- Are to abide by the bylaws, policies, practices, and regulation of the Spartans Soccer Club & Academy
- Conduct themselves with integrity
- Will not use information gained by in a way that disadvantages the Spartans Soccer Club & Academy
- Not harass another member or anybody else in the club

If this Code of Conduct cannot be kept, the parent/member may have their membership suspended. This will require a meeting of the Board of Directors where the incident

involving the member is heard and if they are proven guilty, the Board has every right to suspend ones membership without any refund. It is the Board's responsibility to notify the affected member about their intention to consider suspending their membership. This will be done either through direct mail or delivery to the affected member's house by a director or member of the Board, in the form of a letter. The notice is to clearly state the reason why their membership is being evaluated

Coach Code of Conduct

- They are to foster a positive soccer playing experience for all those involved
- Manage teams business in a way that works for the best of the club and its players
- Be familiar with the league's administrative responsibilities
- Treat game officials with respect and dignity
- Treat all players with respect and provide fair playing opportunities
- Expected to have a positive attitude at the end of each game

Club Discipline

Role of the Discipline Committee

The Club will have a Discipline Committee whose main responsibility will be to review cases of yellow/red cards and violation of code of conduct before it goes up to be managed by the Board of Directors. The members of this committee are expected to hold all members, staff, and players of the Spartans Soccer Club & Academy to high levels of sportsmanship and positive attitude.

Discipline Committee Members

The Discipline Committee will review the disciplinary cases and give the right actions for each case. They will cover suspensions, fine, club membership expulsion, or formal reprimand. The rulings of this committee are to be added to that of the higher authoritative bodies (ex. CMSA). The Board of Directors will appoint 3 members of the club that will then compose of this committee. There is to be a chairperson that will be distinguished from the others by the Board of Director as well. The members of the Discipline Committee should be from 3 different teams in the Club.

It is the Chairperson of the Disciplinary Committee's responsibility to inform all members of the club of the committee's procedures. They are to communicate with other individuals of the club by email so that records can be kept.

Operating Procedure

All reportable incidents involving game discipline should be reported to the Discipline Committee Chairperson by the coach or delegate present at the game with a written report of the incident. It should be sent to them within 3 days of the match. The report should include the following:

- Date of the match
- Individuals involved
- Player name
- Identification
- Penalization given by the referee

- Any comment by the coach

When the incident happens in an outdoor competition, the Discipline Committee will review the following events:

- Referee dissent
- Red cards
- Suspensions
- Incidents that violate the code of conduct
- Violent conduct
- Repeated offense in the same season that has been sent to the Committee

For indoor competitions, the Discipline Committee is responsible for the following events:

- red card, or two yellow cards, resulting in a red card
- incidents that violate the code of conduct
- violent conduct