

# CAMBRIDGE YOUTH SOCCER TRAVEL TEAM RULES AND REGULATIONS

## (Competitive)

### GENERAL

1. These Rules and Regulations govern Competitive (Representative) travel teams that have been recommended for play by the Technical Development Committee and approved by Cambridge Youth Soccer (CYS) Board of Directors.
2. All Teams shall be subject to the policies and procedures outlined in this document in conjunction with the Club's Constitution and Rules and Regulations.
3. Where there are any omissions from this document, Ontario Soccer Association (OSA) guidelines will apply.
4. All Representative travel teams will be named "United".
5. Competitive teams must obtain Club permission to play in Representative Indoor Soccer Leagues or Futsal Leagues.
6. A CYS carded official (Coach, Asst Coach, and Manager) cannot be a carded official with another club for the same season.
7. Teams that are issued disciplinary fines are responsible to pay said fines through their team accounts. The Club is not responsible to pay for any team disciplinary fines. All Teams will need to post a team bond to cover any fines as per the table below prior to the commencement of the season. A team is considered to be all Coaching Staff, Players and Parents. Under extreme circumstances the Club Executive has the right to remove a team at any time from the Rep Travel program regardless if the season has commenced.

Age Group	Bond Amount
U8 – U12	\$100
U13 - U18	\$200
U21	\$500

8. Where the words Representative or Rep are used, it is understood that this means Competitive teams for CYS.
9. Team Head Coaches are responsible for their actions, their coaching staff, their players, their team families and guests at all times in connection with soccer related CYS approved activities, including,

but not limited to, league games, team practices, exhibition games, tournaments, team gatherings and/or communications between or among teams, coaches, leagues, parents and Clubs.

10. Rep players may not play indoor house league, but will be offered indoor pickup games versus other Rep players as an alternative.

## **REP TRAVEL TEAM UNIFORMS**

1. All Rep players and team officials (where applicable) will be required to wear Club issued uniforms. No deviations can be made to this regulation without the approval of the CYS Technical Committee.
2. CYS reserves the right to design and provide the uniforms for representative teams. CYS reserves the right as to what will be included in the competitive uniform package.
3. All Rep teams are required to wear the primary uniform (blue jersey) when playing league games. The alternate jersey (white jersey) will be used when the two teams clash and the League Rules state that Cambridge is required to change uniforms. Either uniform is appropriate for tournaments and exhibition games. In the grassroots divisions the primary uniform color will be reflective of their team name as assigned by Cambridge Youth Soccer, with the alternate jersey being the opposite color.

## **REP TRAVEL COACHES**

### **Selection of Rep Coaches**

1. A Selection Committee consisting of the Technical Director, Vice President and Competitive Director in charge of the program, shall review and/or interview each candidate for a Head Coach position.
2. Applications for Representative Team Head Coaches must be received at the Club Office by August 30th of the current season or a date specified by the club as posted on the CYS Website.
3. The Selection Committee shall review and/or interview and select the person that in their opinion is best suited for the position of Head Coach for each team. Every attempt will be made to select competitive team Coaches by player ID dates. In the event that one is not selected, the club will actively seek an appropriate candidate. If the club is unsure that it will enter a Development team in an age group, any Coaches that applied for a position will not be selected to coach until such time (after tryouts) that:
  - The Club has determined the level of coaching ability of applications.
  - The Club has observed the number of players at tryouts.
  - The Club has observed the quality of players at tryouts.
  - Competitive players have been selected.
  - The Club has determined the commitment levels of players that attended tryouts.
  - The Club has determined if it is in the best interest of the Club to have a Development travel team.

4. The Selection Committee shall use the following criteria to select a suitable Head Coach for each team:

- a) Coaching experience, including but not restricted to technical knowledge and tactical/functional knowledge
- b) Commitment to CYS
- c) Licenses and Certifications as required by the OSA
- d) CYS Volunteer Screening must be satisfied by the end of December of each year and as soon as possible for any team officials appointed thereafter.

Year-end reviews will be held annually. CYS reserves the right to terminate an appointment at any time. All successful applicants will be notified in writing by the CYS office, and a notification letter will be sent to unsuccessful candidates.

Each Rep coach appointed must sign and return a letter of appointment acknowledging their familiarity with and acceptance of Club and Rep Team polices and the CYS Code of Conduct. Coaches must provide a copy of an up to date police check within 30 days of board of directors` approval. All police record checks are valid for a period of 3 years from the date of issue. An annual declaration of offenses must be signed annually.

5. The Selection Committee need not select a coach from the list of applicants and at their discretion, may seek alternate candidates.

6. Coaching selections made by the Selection Committee and approved by the CYS Board of Directors are final.

## **Qualifications of Rep Team Head Coaches**

1. All Competitive Team Head Coaches must meet the minimum guidelines as specified by the Ontario Soccer Association (O.S.A.).
2. The Club shall coordinate formal certification clinics for Team Head Coaches. The cost of the coaching clinics will be covered by the club upon successful completion of the course. Travel and other miscellaneous expenses are not covered by the Club.
3. Coaching qualifications may vary depending on individual league rules

## **Responsibility of Rep Team Head Coaches**

1. The Rep Head Coach is responsible for the recommendation of all team appointments. The Technical Committee is responsible for final appointments. All female teams must have a designated female staff member carded to the team.

The Carded designated female staff member must be present (on the team bench) at any scheduled league/cup/festival/tournament game to represent the interest of the female players.

During team practices (Winter Gymnasiums, Summer Sessions or any Club Development Programs) it is expected that the designated carded female staff member be present to represent the interest of the female players.

In advance (If the designated carded female staff member is not available) the Rep Team Head Coach can notify CYS (seek Board Approval) as to who the designated female parent(s) are to represent the interest of the female players.

**Please Note:** the designated female parent(s) will be required to gain a valid Police Check

2. Create an atmosphere conducive to player's development.
3. Ensure the safety of all players is given first priority.
4. Establish and enforce reasonable team rules, ensuring all players are treated fairly.
5. All Coaches shall make their best effort to attend the applicable Coach development and technical training session and activities arranged by the Technical Director targeted to Rep teams.
6. All Rep Teams must be represented at all Rep Team meetings.
7. All Coaches must ensure that they abide by their respective league rules and policies, that they carry the required travel permits, playing out permits or permission to host or play in exhibition games.
8. Coaches or a team representative are encouraged to attend the Club's Annual General Meeting.
9. Coaches shall actively encourage Team parents to become involved with the Club administration in a volunteer capacity.
10. Coaches shall assist with any player development program or clinics organized by the Club.
11. All communications regarding the Team, individual players, and parents, coaching staff or their conduct shall be the ultimate responsibility of the Team Head Coach, in particular to ensure that any such communication adheres to the Club Policies and Code of Conduct.
12. The Team Head Coach may involve the Technical Director or Competitive Director as needed to assist with any such communications.
13. The Team Head Coach shall be alert to the confidentiality of communications and personal information and shall support and abide by the Club's Privacy Statement.
14. The Team Head Coach shall ensure that Team members and/or Team parents do not use any personal information (including, but not limited to, player names, player phone numbers, and email

addresses) except in accordance with CYS privacy policy and with the knowledge and consent of the Team Head Coach.

## **Responsibility of the Assistant Coach(s)**

All Competitive Team Assistant Coaches shall meet minimum guidelines as specified by the Ontario Soccer Association (O.S.A.).

While the overall responsibility for all Team affairs lies with the Team Head Coach, the Assistant Coach shall agree to assume the same obligations and responsibilities to the players, Team and Club, particularly where the Team Head Coach is absent. The Assistant Coach shall support the Team Head Coach, and reinforce his or her development objectives and shall provide meaningful input to the Team.

The Assistant Coach has the same responsibility and obligation to the Club as the Team Head Coach with respect to all Club Policies.

## **Responsibility of the Manager**

The Manager, as appointed by the Team Head Coach, is responsible for:

- Supporting the Team Head Coach in his or her responsibilities to the Team and the Club
- Adhering to all Club requirements and dates as published
- Acting as liaison between the Team Parents and Team Head Coach
- Conducting the Team's affairs in a responsible and organized manner
- Maintaining an up-to-date record of Team finances, statistics, player books, etc.
- Reporting to the Club and to the Team regarding finance as required by Club Policies and procedures
- Planning Team activities (i.e. tournaments, exhibition games, parties, etc.)
- Responding in a timely manner to any request for information from the Club
- Cooperating with the Club in all Team matters
- Completing game sheets accurately and ensuring player books are available for each game

## **CODE OF CONDUCT FOR COACHES AND MANAGERS**

1. The conduct of Coaches and Managers shall be exemplary and in accordance with the Objectives of the Club as specified in the Constitution.
2. Coaches and Managers shall ensure that all players, parents/guardians, and spectators associated with the team, conduct themselves in a way that is consistent with the Constitution of the Club, these Rules and Regulations, the Laws of the Game, and the generally accepted norm of good sportsmanship. The CYS Zero Tolerance Policy will be in effect.

3. The Board reserves the right to remove any Coach or Manager who does not meet guidelines of the Club's Constitution and these Rules and Regulations or behaves in a manner unbecoming to CYS or its members.
4. Coaches and Managers shall not play nor conceal from officials of the Club any ineligible player.
5. Coaches and Managers shall not leave any youth player unattended at a field or gymnasium following a practice or game.

Remember that winning is desirable - and all players want to win - but winning at all costs defeats the purpose of the game and the principles of CYS and the OSA's Long Term Player Development Initiative. Recognize that losing or playing below potential can represent a teaching opportunity and can be an important tool to develop players and the team. Encouragement must be given to players for trying their best whatever the outcome may be.

By accepting this position as Rep Head Coach with CYS, you agree to conform to all of the above and understand that failure to do so could result in disciplinary action up to and including the termination of your coaching duties.

## **PLAYERS**

### ***Players and Team Selection***

Any player participating in practices or games shall be registered and in good standing with the Club.

The Competitive Team Head Coach for ages 13 and above shall submit a list of up to a maximum of eighteen (18) and a minimum of fourteen (14) players by October 15th to the Technical Director and Technical Development Committee for review. For U9-U12 age groups the Head Coach and Technical Development Committee select squad rosters by October 15<sup>th</sup>.

All selected Representative players will be required to pay 50% of the total registration fee as a non-refundable deposit at the time they are registered for a team. The deposit shall be due on the registration date as designated by the club. The balance of fees will be due no later than March 1.

From an organized and structured tryout by the club, coaches will be in a position to select (with the club's assistance and Technical Director's approval), through their development and potential, players that are deserved of the opportunity to play at a higher level.

Once a player is registered to a team, the Coach may not release said player. The Coach in effect has made a season long commitment and agreement with the player (Parents) to train, teach and guide them to their fullest potential. Should a player/parent become a Member in Bad Standing within the club the Technical Committee will make a recommendation on their future involvement with the club.

## ***Prior to tryouts the Club will have:***

- A good understanding of those players that are capable of representing CYS at rep level.
- Discussed those players with appointed team Head Coaches.
- Put an organized tryout plan and structure in place that will be conducted by the Technical Director, CYS staff coaches and Team Head Coach only.
- A simple grading evaluation of each player at tryouts.
- The Club will have been notified/determined of any health issue of players.
- The Club will have been notified/determined of any ongoing or prior parental problems.

Ultimately the Club will select the players to CYS teams in conjunction with the Head Coach.

## ***Player Selection***

1. Players shall be required to play within their own age group. Exceptions will only be given upon the approval of the Technical Development Committee (Maximum of 3 players per age group). The committee shall, among other things, use the following criteria to determine if a player may play at an older age group:

- The player is in the top 3 of the older age group's skill level.
- The player demonstrates skills and capabilities above and beyond their age level
- The player demonstrates good attitude, maturity and leadership capabilities.
- Any player u9-u12 must receive written approval from the SWRSA via recommendation from the club Technical Director in order to play up an age.

### 1a. Goalkeepers

If at tryouts a Goalkeeper tries out with an age group team above their birth year and impresses the Team Head Coach, the CYS Technical Committee and Technical Director will consider the positives of having that player representing that team.

Below are some of the factors that will be taken into account:

- age
- physical maturity
- social maturity
- motivation
- commitment
- GK's Technical/tactical ability
- GK's ability to compete physically with the players in the older age group
- league/division the team may play in
- does the GK playing up adversely affect the team below?
- likely impacts on the team/age group that GK is leaving (within the club) - likely impacts on the team/age group the GK is trying out for
- is it in the best interests of the GK to play up?
- is it in the best interests of CYS for the GK to play up?

- will the level of competition within the playing up age constantly challenge the GK's skills?

The final decision regarding any GK playing at a higher age level will rest solely with the CYS Technical Committee and Technical Director.

A player trying out for an older age level must also attend the tryouts of their own age group unless permission has been received from the Technical Development committee. Any underage player already playing at a higher level will be evaluated annually by the aforementioned committee.

2. No player shall be required to play with any particular Team. The final decision to accept any offer to play for a Competitive Team lies with the player and his/her parents.
3. Any player releases must be made by the Team Head Coach with a personal, one on one communication with the player and/or parent. If desired, the Team Head Coach may involve the Competitive Director and/or Technical Director to assist or provide guidance in this respect.
4. Poaching of players, as defined by the OSA, will not be tolerated and will be referred to the Club Discipline Committee.

The Board works carefully to develop and implement rules that make sense across the entire Club and within the context of individual teams. Exceptions to the rules are avoided except in truly unique and special situations. When an exception to the rules is allowed, care is taken to ensure the exception makes sense in the larger context of all the teams and from one season to the next.

## ***Call Ups***

1. Lower age group Competitive and House League players may be used as call-up players in accordance with the rules of their respective league and the following CYS guidelines:

- Organize player call ups well in advance.
- Contact the CYS Coach of the player you wish to call up first.
- The parent of the player should not be contacted until you have spoken to the coach.
- The team must be in possession of the player's book.
- Return the player book immediately back to the Manager/Coach of the player.
- Player call ups are not to fill a roster.
- Player call ups are for the purpose of assisting a team because the team is depleted of players. Teams can play with 14-15 players without the need for call ups.
- When call up players are with a team, they play. (They do not sit on the bench for long periods of time).
- Call up of "guest players" from other clubs will not be allowed either for league or tournament games.
- CYS will not permit CYS Players to play as guest Players for other clubs unless under special circumstances.
- Inform the Technical Director of all call ups
- In accordance with LTPD there will be no call ups for any teams age u12 and below

2. Coaches shall cooperate with each other in order to avoid being short of players for any particular game. Call up players shall only be used when a Team is short of players, and must meet the conditions outlined in the league policies under which the team plays. Team Head Coaches are encouraged to contact other coaches in their age group or coaches of the younger Team early in the season to secure players interested in being called up. Players may only be called up a maximum of two age groups. It is inappropriate to ask players to miss a game of their own to be a call up, but the donating coach should excuse a player from a practice, if necessary, so that he or she can play in the call up game.

3. The Technical Director shall inform each Head Coach at the beginning of the season from which teams they are eligible to call up players.

### ***Residency Guidelines***

1. A resident is defined as a player who has a residence in Cambridge or resides in a neighboring community within 10 km of the City of Cambridge boundaries that does not offer a travel soccer program.
2. All u9-u12 teams must be made up entirely of resident players.
3. A maximum of 3 non-residents are eligible to play for an "A" team in the Southwest District Soccer League (SWDSL) from ages U13 and up.
4. Competitive and Recreational B Teams in the SWDSL are not eligible for any non-resident players.
5. Teams playing in the Western Region Soccer League (WRSL) from ages U13-U14 will be allowed a maximum of 4 non-resident players
6. Teams playing in the Western Region Youth Soccer League (WRSL) age U15 and above will be allowed a maximum of 5 non-resident players.
7. Teams playing in the Ontario Youth Soccer League (OYSL) will be allowed a maximum of 9 non-resident players.
8. Requests for additional non-residents players must be submitted in writing to the Technical Development committee for CYS Board approval.

### ***Code of Conduct for Players***

The conduct of Rep Players shall be exemplary and in accordance with the Objectives of the Club as specified in the Constitution and supporting documentation.

## ***Player General***

1. Equal playing time is not guaranteed to Competitive Players. The Coach shall provide a minimum of 25 % playing time for each Competitive player for the balance of the season -- Not per game.
2. It is the expectation of the club that all of the Coaching Staff will commit themselves into the development of his/her team and by doing so will contribute countless hours of their personal time. Based on this, the above rule can only be enforced or intervened by the Club on behalf of the player/parents if the Player is also prepared to contribute and give the same in return to the coaching staff. Lateness for practices and games plus lack of effort are key examples.

## **LEAGUES**

1. Teams playing in Competitive Leagues are bound by the Constitution, Rules and Regulations of said League as interpreted by the External League Executive and its Officials.
2. Competitive External Leagues are responsible for the administration of discipline over Club teams while playing under their authority. Any and all disciplinary action taken by such leagues against Club members shall be reported to the Club.

## **COACH/PLAYER DEVELOPMENT**

Practice is the time to work hard, develop skills, and increase conditioning, and to gain a better understanding of the game of soccer. If the time is taken to do these things in practice, then the players will be well prepared for their games, and will have fun. Coaches are encouraged to take full advantage of their Team practices - to focus not only on the skills of the game, but also developing an understanding of game strategies.

Throughout the year the CYS Technical Director or one of the CYS Club Staff Coaches will attend the Team practices and games, for the purpose of observing and/or participating in Team practices, to act as observers of both the coaching staff and the players, and to provide both guidance and assistance. Coaches shall welcome, support and encourage the Technical Director and/or Staff Coach's involvement, guidance and assistance with Team practices. The Technical Director and/or Staff Coaches will provide feedback to the Team Coach about his or her program as necessary, and/or requested.

The Technical Director will schedule Coaching Clinics/Seminars. All Team Head Coaches of Competitive Teams are expected to attend these clinics.

The Technical Director will also schedule Goalkeeper Clinics for both coaches & goalies. All Team Head Coaches or Designated Goalkeeper Coaches of Competitive Teams are expected to attend and encourage their goalkeepers to attend these clinics.

## **TOURNAMENTS**

All teams wishing to participate in tournaments/festivals must ensure that the tournament is sanctioned by the OSA. It is suggested that teams do not exceed 4 tournaments during league play. All Rep teams playing in the SWDSL are required to compete in the Cambridge Heritage tournament.

All participating Rep teams are required to provide 12 hours of volunteer time per team to support the Cambridge Heritage Tournament in lieu of the registration fees.

It is the team's responsibility to complete a travel permit as well as accept the cost of the permit for all tournaments they may enter. Only Club officials are eligible to approve travel permits.

Representative teams must obtain Club permission before entering a tournament/festival outside the province of Ontario. All teams must abide by the OSA rules regarding Festival participation for ages u9-u12.

Team Officials are responsible for the behaviour of their players both on and off the field during a festival/tournament. Any incident involving a Player or Team Official that puts the team in disrepute is required to be reported to the CYS Rep Director. CYS may at its option proceed with disciplinary action which may include withdrawing the team from the tournament or subsequent action against a member up to including expulsion from the club.

## **TEAM ACCOUNTS**

All Competitive teams require maintaining an up-to-date record of the team finances. Each team must open a bank account ensuring at least 3 individuals have signing authority.

An accurate and up-to-date accounting of all monetary transactions must be kept by each Rep Team.

The Manager must be prepared to present this detailed record when asked by CYS. A final financial report by no later than September 15th for the Outdoor season shall be provided to the parents and club General Manager, if requested.

Team families may collectively agree to retain fundraising and/or sponsorship funds in the Team account for the next season. However, this agreement must be unanimously made at the start of the season. Otherwise, players (and their families) contributing to fundraising efforts, whether remaining on the Team at the end of the season or not, must receive their proportionate share of the remaining balance of Team funds at the end of the season. No money obtained from sponsors shall be returned to parents.

Note - CYS will provide a letter of sanctioning if a bank requires it for a new account.

## **TEAM FUND-RAISING ACTIVITY**

All Team fundraising efforts shall be tasteful and in accordance with CYS Club policies. CYS reserves the right to cancel or prohibit any fundraising activity considered by the Club to be detrimental to the image and reputation of the Club.

There shall be no cash rewards for players participating in fundraising efforts. Prizes such as soccer balls, etc. for the most successful fundraising effort are permitted.

Funds raised by Team members must be used for Team related activities organized by the Team.

Lottery games, games of chance or draws on a large scale may require a provincial license and are therefore are not permitted.

Draws involving liquor where tickets are "mass marketed" are not acceptable fundraising events.

Teams are expected to comply with all governmental requirements, with respect to any fundraising event.

The Team Manager, under the direction of the Team Head Coach, is responsible for, and shall ensure proper Team fundraising money management and banking of cash funds. The Team Manager, under the direction of the Team Head Coach, is responsible for ensuring that any fundraising is conducted legally, in good taste and in accordance with Club policies.

CYS will not be held responsible for any losses or liabilities sustained by any Team in their fundraising activities.

## **SPONSORSHIP**

Teams are encouraged to procure and accept donations from secondary or minor sponsors.

Each team will receive two sets of jerseys (one game and one alternate per player). If the sponsorship information is provided by the team to the club before February 1st, screening costs will be absorbed by CYS for a one colour front chest logo on each shirt. This cost does not include any additional costs (i.e. artwork) that are required.

An invoice for sponsorship funds may be requested and shall be prepared by the Club's Administrator. A copy of the sponsorship cheque must be provided to the club for an invoice to be issued.

All sponsorship funds should be sent directly to the team. Sponsors should not write cheques to CYS.

## **TEAM WEBSITES**

As per CYS Team Website Policies.

## **COMPLAINTS**

Any parents that wish to lodge a complaint against a member of the CYS coaching staff may do so in writing to the Technical Director or Competitive Director through the CYS office email at [clubhouse@cambridgesoccer.ca](mailto:clubhouse@cambridgesoccer.ca). Please note that all complaints must be filed in writing before they can be acted upon by the appropriate CYS staff member.

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*Last Amended August 30, 2016*