

## **East St. Paul Community Club - Soccer Policies**

### **Purpose:**

The purpose of the handbook is to communicate the East St. Paul soccer program philosophy, key issues and established policies as well as to standardize the processes and procedures to be followed by the representatives, participants and volunteers.

Past and present ESP Soccer Directors, Conveners, VP of Field Sports and Club Managers have developed this handbook, and the policies within.

### **Mission:**

It is the mission of the East St. Paul soccer program to provide every participant with a fun, safe, positive environment in which to play while learning the game of soccer while adhering to the guidelines provided by our governing bodies.

### **Equipment:**

It is the responsibility of all players to be outfitted with the appropriate equipment.

All players must have the following equipment:

- Soccer cleats: these must be worn at all times in order to ensure player safety and to participate in player training and games. For outdoor and indoor soccer, a plastic studded bottom soccer cleat is wearable and recommended.

- Shin Pads

- Soccer socks: that MUST cover shin pads

- Jerseys: ESPCC supplies soccer jerseys for all teams to be worn at games only. Players must wear the jerseys provided by the community club for league play and tournaments unless the ESPCC Soccer Director and CC Manager have given prior approval.

**IMPORTANT NOTE FOR PARENTS:** A team contact will be assigned the task of the pick-up and drop off of all jerseys, but in the case where a player does not include their jersey(s) in the team's end-of-season drop-off; the player then becomes responsible for the return. If the jersey(s) cannot

be returned before the next season begins, the player or parent/guardian will be invoiced for the jersey cost and this amount must be paid in order for that player, or a player from the same family, to be placed on a team the following or any subsequent season that follows. ESPCC reserves the right to set the jersey fee and it may change at any time without notice.

-Shorts: it is recommended that players wear black shorts unless otherwise notified by a team official.

-Goalie jersey: this may be provided by ESPCC upon request and availability; however, the player may need to purchase their own and at their cost.

-Goalie gloves: this may be provided by ESPCC upon request and availability; however, the player may need to purchase their own and at their cost.

### **Coaching:**

Anyone wishing to volunteer in a coaching position is encouraged to submit his or her name at the time of player registration.

Please note: if a coach cannot be appointed for a particular team or age group then that group of players may be transferred to another community club within the FCNW district or offered a refund.

All coaches, referees and other volunteer workers have comprehensive insurance coverage under the Manitoba Soccer Association while volunteering. All registered players are insured under the Manitoba Soccer Association. For more information about areas of liability that are covered please see the MSA website (link below).

All coaches are to provide the following documents PRIOR to the start of the soccer season:

1. Criminal record check (CPIC); obtained on an individual basis, a form is provided by ESPCC in order to obtain the check at no cost and a cleared check must be submitted to the appropriate soccer convener or FCNW administrator for review and final confirmation of placement on a team. Any team volunteer that requires fingerprints will have the costs reimbursed by ESPCC upon its review and confirmation of clearance is obtained.

2. Child abuse registries check; obtained on an individual basis, a form is provided by FCNW in order to obtain the check at no cost and a cleared check must be submitted to the appropriate soccer convener or FCNW administrator for review and final confirmation of placement on a team.

3. Respect in Sport certificate; obtained on an individual basis online at no cost thru Sport Manitoba. <http://www.sportmanitoba.ca/respectinsport.php>. Certificates must be emailed to the appropriate soccer convener or FCNW administrator for review and final confirmation of placement on a team.

4. All coaches are to obtain the proper certification required to coach at their specific level. Dates and clinic locations can be found on the MSA or FCNW websites (links below).

\*ESPCC will reimburse the cost of the course upon proof of registration, payment and successful completion of the course. Receipts are to be dropped off to the ESPCC office along with the coach's name, address information and age group that they are coaching so conveners can confirm the coach's placement.

Coaches also need to review the equipment policy with the equipment manager prior to the start of the season. The Equipment Manager will contact a member of the coaching staff prior to the start of a soccer season to arrange pick-up details. The Equipment Manager will contact a member of the coaching staff after the soccer season to arrange drop-off details.

### **Regular registration:**

ESPCC will have regular registration dates prior to the start of each season and will advertise, to the best of its ability, the dates in advance of and during the registration period.

Once regular registration is complete, player numbers are assessed at a transfer meeting. Once transfers are complete, and teams are formed, age groups requiring more than one team within the same club will be formed by a draft process. Coaches meet with conveners and select teams. Coaches will select their own child plus two additional players from the team that they coached in the previous season. If the coach or coaches did not coach a team in the previous outdoor season then they will choose last or toss a coin and will choose their own child plus two players from the remaining players left on the list. From this point coaches will take turns choosing players one at a time from those remaining until every child has been placed.

Any players being transferred to another club will be notified of the placement. When a player is transferred, clubs take into account the number of players in that age group per club, proximity of clubs to one another and any requests made in advance of the transfer meeting. Once the transfer meeting is over transfers will not be changed.

Only registered players will be permitted to play as per WYSA rules.

### **Late registrations:**

Any registrations received after the regular registration dates will be processed late. A late fee will apply. These dates may vary from season to season in the length of time they are offered or if they are offered at all.

Late registration players are processed differently:

For U4 – U8 players: A list of names is generated and will be submitted by the ESPCC soccer director to the ESPCC conveners on a weekly basis. The convener assesses team needs and players are placed accordingly. Requests cannot be taken into consideration at this point. In some cases, teams within an age group may have reached the maximum number of players per team, so players may be offered a placement on a team outside of the East St. Paul Community Club.

For U9 – U18 players: A list of names is generated and will be submitted by the ESPCC soccer director to the FCNW recreational director on a weekly basis. The recreational director assesses team needs and players are placed accordingly. Requests cannot be taken into consideration at this point.

### **General information for players, parents and coaching staff:**

All players, coaches and parents are to adhere to MSA, WYSA and FCNW rules found on the appropriate website (links below). Please take a minute to review these documents.

Parents are to encourage their children to participate at practice as well as games and to be respectful of their child's coaching decisions.

Age advancement of players in general may be done based on numbers and at the discretion of the Soccer Director. If a player is age advanced then they are only permitted to play at the higher age group for that one particular season. FCNW and WYSA policies apply.

Transfers out of the ESPCC may occur in the event that we do not have enough players to host a team and/or in the event that we are unable to provide coaching staff and/or if a player has registered past the regular registration period. All transfers will occur within the FCNW district and must be approved by FCNW as well as WYSA. Please note that there are currently eleven active community centers within this district. Any out-of-district transfer requests must be made in advance of the transfer meeting and are approved only at the district level and with the consent of ESPCC.

In the event that we have too many players register at the same age group, but insufficient numbers to host an additional team, players may be transferred to another community club within the FCNW district. When determining which players will remain with East St Paul preference will be given to players who played with East St Paul in the previous season and to players who registered during the regular registration period. If, after following these criteria, there are still players in excess of the maximum allowed on the roster then names will be drawn at random from the remaining players to determine which players will be transferred to another community club, or if during the regular registration period player requests were made, then a group of "friends" from the player request list may be transferred together. Please note that those requests would have had to be made prior to the transfer meeting and must be in writing. Note: final placements are at the discretion of the soccer director.

Players are encouraged to play all positions and coaches are encouraged to develop players in all positions; however, the final decision as to where a player will play lies with the coach.

ESPCC will not cover any costs of tournaments that teams decide to enter or new or additional equipment that teams purchase or order unless approval is obtained from ESPCC in advance.

ESPCC will adopt a respectful environment policy for the protection of the volunteers.

Any breach of the above listed policies gives ESPCC the authority to revoke your family membership.

**PLEASE review the additional documents provided on the ESPCC home soccer page!**

### **Internet Links:**

East St. Paul Community Centre [www.espcc.ca](http://www.espcc.ca)

FC Northwest (FCNW) [www.fcnorthwest.com](http://www.fcnorthwest.com)

Winnipeg Youth Soccer Association (WSYA)  
[www.winnipegyouthsoccer.com](http://www.winnipegyouthsoccer.com)

Manitoba Soccer Association (MSA) [www.manitobasoccer.ca](http://www.manitobasoccer.ca)

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