

# Policy No 002 Division I Program



**SUBJECT:     DIVISION I TEAM PROGRAM**

Adopted 2006

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## Section One: The Division I Team Program

### 1.1 Definition of A Division I Team

A Division I Team is a team of players selected through an open try-out process who train and compete under the direction of a qualified coaching staff selected by the FDSA and run according to the approved Division I Team Policy and Guidelines.

### 1.2 Program Philosophy

The Division I Team Program exists to develop all team members as soccer players and as individuals by providing them with a positive experience on a team which strives to reach its full playing potential by providing opportunities for players to participate in a higher level of competition than that offered in Division II.

### 1.3 Team Goals

- ◆ To teach or reinforce values such as good sportsmanship, teamwork, hard work, fulfilling responsibilities.
- ◆ To inspire individuals to continue to play soccer
- ◆ To develop individuals who demonstrate confidence in themselves on and off the field
- ◆ To improve the technical, tactical, physical and psychological skills of individuals
- ◆ To improve team performance throughout the season, peaking at the end.
- ◆ To earn the respect of our opponents
- ◆ To earn the respect of officials and our tournament hosts
- ◆ To develop an excellent team spirit/esprit de corps
- ◆ To develop positive relationships between coaches and players; and coaches and parents.

### 1.4 Playing Time

Coaches will attempt to provide all players selected with the playing time they require to advance the goals of the program (player development, team development, etc.). It is acknowledged that this is the competitive team program and that equal time is not always appropriate and that some players will get more playing time than others. Due to the nature of this developmental experience, fair, but not necessarily equal playing time is expected throughout the season.

All players selected to participate in a tournament must be given reasonable playing time. A tournament does not include the provincial championships.

### 1.5 Timelines

November 30 <sup>th</sup>	Advertisements will be placed to recruit Division I team coaches.
January 31 <sup>st</sup>	Team head coaches will be selected.
March	FDSA will hold a Parent Information Meeting with coaches available for group discussion. Meeting will run through the Division I Program, detailing projected involvement costs, practice schedules and league play for each team.
March	Try-outs will be advertised at least 7 days prior to commencing and will begin at the conclusion of the Premiership try-outs. All players must be registered before trying out.
April	Director of Division I will hold a Coaches Meeting to review program outline, practice and league schedules.
May*	All team selections will be announced.

\*Exact date TBD each year, but usually by or before the third week of May

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## 1.6 Responsibilities

Item	DIRECTOR	FDSA (Board)	Team (Coaches/Manager)	West RTD
Coach Selection	*	*		*
Assistant Coach Selection	*		*	
Coach Evaluation	*			*
Policy Development	*	*		
Scheduling				
<ul style="list-style-type: none"> <li>◆ Practices</li> <li>◆ Exhibition Games (up to max. of 4)</li> <li>◆ Unscheduled Practices</li> </ul>		*	*	
Developing Team Selection Criteria	*		*	*
Fund Raising				
<ul style="list-style-type: none"> <li>◆ Team Finances</li> <li>◆ Financial Management</li> <li>◆ Program Sponsorship</li> </ul> <p>* All fundraising must be approved by ED.</p>		*	*	
Player Discipline				
<ul style="list-style-type: none"> <li>◆ Minor infractions</li> <li>◆ Major Infractions</li> </ul>	*	*	*	
Coach/Manager/Parent Discipline	*	*		
Athlete and Team Development			*	*

## Section Two: Coaching

### 2.1 Head Coach Selection

The FDSA shall advertise publicly and hold an open competition for each Division I Team Head Coaching position every year.

The following Criteria will be used in the selection of the Division I Team Coach:

- a) Evaluations from previous coaching positions with FDSA or other sports organizations.
- b) The results of the interview process.

### 2.2 Certification

Although coaching certification is not required by soccer NB or FDSA, the FDSA will support all initiatives, within reason, to become certified or as highly qualified as possible. It is also recommended that at least one member of the team staff have First Aid training.

### 2.3 Assistant Coaches and Managers

Assistant coaches shall be chosen by the coach in consultation with the Director of Division I soccer. The head coach shall be responsible for appointing a team manager. Once these choices have been made, the names shall be sent to the Board for approval. It is highly recommended that the manager of the team and /or Assistant coach is of the same gender as the team.

### 2.4 Coach Development

As per 2.2.

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### 2.5 Code of Conduct

Coaches and managers must read and sign the FDSA Coach's Agreement in section 6 of this policy prior to the season beginning.

### 2.6 Screening

The FDSA shall take all measures necessary to protect the safety of its players. The FDSA reserves the right to request police checks on all coaching candidates and to employ other screening tools where appropriate.

### 2.7 Coach/Manager Discipline

Any serious violations of this policy or any other Code of Conduct adopted by the FDSA must be reported to the Executive Director or the Director of Division I who shall then investigate and take all appropriate actions including passing responsibility on to the Discipline Committee if warranted.

### 2.8 Coach Evaluation

All players and parents shall be asked to complete an on-line survey to evaluate their team's coaches at the season's end. The Coaching Selection Committee shall have access to this information in order to review the evaluations and prepare a summary of the evaluation to be provided to coaches and kept on file to assist with future coach selection.

## Section Three: Finances

### 3.1 General

- 3.1.1 A budget for each Division I team program shall be developed by the Coach / Manager in consultation with the Director for approval by team parents.
- 3.1.2 All fundraising must be ethically sound and have received prior approval of the FDSA (see Fundraising Policy and forms). If there is any uncertainty, the team manager must contact the FDSA Executive Director for approval before the activity commences.
- 3.1.3 All team sponsorship shall be organized by the FDSA, rather than by individual teams.
- 3.1.4 Teams must ensure that the personal finances of a player do not prevent him or her from full participation on the team. Teams can work with the FDSA Executive Director to find ways of making this possible.
- 3.1.5 Any funds raised by the team may be used by the team towards the objective of providing a quality soccer program.
- 3.1.6 Any funds unspent at the end of the season shall be:
  - entrusted to the FDSA for the following season at which time it shall be divided equally between the team that raised it (e.g. Under 14 girls) and the team to which players have graduated (e.g. Under 16 girls) or,
  - Donated to the FDSA's Nationals Travel Account, or
  - Donated to the KidSport account through Sport New Brunswick.

### 3.2 Coach Expenses

Parents play a key role in the success of the Division I Team program. Fundraising, managing, transporting kids, supporting and coaching are all important roles often assumed by parents. A team effort is required both on and off the field.

- 3.2.1 The FDSA shall pay a stipend to the head coach of Division I teams, such amount to be decided upon from time to time by the Board and paid to the coach in two installments (one at the start of the season and one at the end), and drawn from the fees paid by the Division I players.
- 3.2.2 The Team shall limit the payment of expenses to one head coach and one assistant coach, or two co-coaches for each team. Coaches receiving support must be making a significant contribution of time and effort to the team.
- 3.2.1 Coaches who have a child playing on the team he/she is coaching shall have their expenses paid, but may, if they so wish, donate them back to the team.

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### 3.3 Allowable Coach Travel Expenses

#### 3.3.1 Mileage

Where a coach uses his/her own vehicle to travel to tournaments outside of the City, the Team shall reimburse the coach: **Note: Reimbursement will be based on government rate.**

The Team shall only pay expenses for one vehicle per team.

#### 3.3.2 Meals

Where a coach must eat out of the City, the following expenses will be paid by the parents of team members:

Breakfast: \$6.00; Lunch: \$7.00; Dinner: \$12.00

#### 3.3.3 Accommodations

Where an overnight stay is reasonable, the FDSA team shall only provide support for one double room unless the coaches are of the opposite sex. (If coaches wish to room separately, they may split the support in this area). Support will be provided at the amount of the **designated Tournament hotel rate**, or if no rooms are available at the designated tournament hotel, the coach shall be reimbursed at the rate paid for a room where most of his/her players stayed. Coaches who stay with friends or relatives shall not be reimbursed for accommodations.

### 3.4 Payment of Expenses

The Team shall reimburse the coach for out of pocket expenses within 14 days.

## **Section 4: Player Selection**

### 4.1 Player Eligibility

- 4.1.1 Division I Team Coaches shall not hold training sessions prior to the beginning of the official try-outs. This is to ensure that every player has a similar chance to make an impression and be selected.
- 4.1.2 Try-outs will be arranged through the FDSA office (i.e. Executive Director).
- 4.1.3 Division I team coaches must ensure that all players are trying out in their correct age category. Any players trying out in the age group above must have approval of the head coach and if there is any discrepancy, the head coach must consult with the Division I Director.

### 4.2 Underage Players

- 4.2.1 If an underage player is interested in trying out for an age level higher, it is at the coach's discretion.

### 4.3 Selection/Rosters/Appeals

- 4.3.1 Division I Team coaches shall be able to select a maximum of:
  - 16 players at the U12 level
  - 18 players in the U14-U16/18 level
- 4.3.2 Team selection shall be communicated to players immediately upon being made and in a fashion that demonstrates sensitivity.
- 4.3.3 All players have the right to appeal their non-selection to a team.
- 4.3.4 All appeals must be made in writing and submitted to the FDSA office within 48 hours of the decision being made.
- 4.3.5 The FDSA's Policy No. 10: Appeals, shall be used to govern the appeal process. Copies are available from FDSA board members.

### 4.4 Selection Criteria

- 4.4.1 All head coaches shall receive the "FDSA Selection Criteria" (attached) which will assist them in the selection of players to the team.
- 4.4.2 The Selection Criteria shall be presented to coaches for their input at the FDSA Division I Team coaches meeting prior to Division I try-outs each year.
- 4.4.3 All coaches must do an objective evaluation of each player and provide this evaluation in a sealed envelope along with the final selection decision. At that time players will be instructed to open the envelope only after leaving the field. Appendix 1- FDSA Selection Criteria is guide which can be used in part or in full for selection criteria.

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4.4.4 In the event of any disputes, coaches must provide a copy of the player evaluation to the Division I Director for review.

### Section 5: Conduct

The FDSA, its teams, coaches, parents and others associated with it deserve to be respected and treated hospitably. The reputation of our Association is very important to achieving this goal. To help ensure that this is the case, the Association must police itself to ensure that those associated with it behave in the very best way at all times. Behaviors which do not conform to the expected standards will be dealt with, and seen to be dealt with.

#### 5.1 Parental Responsibility

5.1.1 Parents are responsible for their children at all times off the field.

5.1.2 Parents must make every effort to accompany their children to away games and tournaments. If they are unable to do so, they must make appropriate arrangements with another parent who shall then be responsible for their child. The making of such arrangements is not the responsibility of the coach, the manager or the FDSA.

#### 5.2 Code of Conduct

5.2.1 The FDSA has adopted Soccer New Brunswick's Risk Management Guide as its foundation document and accepts the various Codes of Conduct delineated for all participants and parents. All coaches should receive this document, review it and plan to discuss its content with their teams. As all team members will be expected to adhere to the code of conduct, all team members must be familiar with it.

#### 5.3 Discipline

5.3.1 Minor infractions to the Code of Conduct shall be dealt with by the coaching team, preferably involving parental input where it involves a player.

5.3.2 Serious infractions of the Code of Conduct shall be dealt with by the FDSA Discipline Committee, who shall follow the Discipline Policy (No. 009).

5.3.3 On-field disciplinary issues (red and yellow cards) shall be dealt with in conformance with FDSA, Soccer New Brunswick and tournament guidelines, whichever is the more severe.

5.3.4 Team staff is responsible for completing the FDSA Discipline forms and handing them in to the Executive Director whenever serious misconduct occurs.



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### Section 6: Coach's Agreement

#### 6.1

I, \_\_\_\_\_, Coach of \_\_\_\_\_

(Name, please print)

(Team)

have read and agree to abide by all policies of the FDSA, in particular Policy No. 003 (Division I Teams) and Policy No. 009 (Discipline), and understand that failing to comply with these policies could lead to the termination of my coaching responsibilities with the FDSA.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## Appendix I

### FDSA SELECTION CRITERIA

PLAYER: \_\_\_\_\_ TEAM: \_\_\_\_\_

COACH: \_\_\_\_\_ DATE: \_\_\_\_\_

<u>Psychological</u>	<u>Score out of 10</u>	<u>Physiological</u>	<u>Score out of 10</u>
Commitment		Quickness	
Enthusiasm		Power	
Team Player		Endurance	
Cooperation		Flexibility	
Mental Toughness		Balance	
Coachability		Durability	
Concentration		Fitness Capabilities	
<b>TOTAL:</b>		<b>TOTAL:</b>	
<b>Comments:</b>		<b>Comments:</b>	
<u>Technical</u>	<u>Score out of 10</u>	<u>Tactical</u>	<u>Score out of 10</u>
Receiving the ball		Attacking Play	
Passing		Defensive Play	
Shooting		Decisions on the ball	
Dribbling		Decisions off the ball	
Long balls		Game Sense	
Defending		Awareness of role	
Heading		Strategic Awareness	
<b>TOTAL:</b>		<b>TOTAL:</b>	
<b>Comments:</b>		<b>Comments:</b>	

**Intangibles score out of 20:**

**TOTAL SCORE OUT OF 300:**

**\* This is a template which may be used as the evaluation.**