

Magic City Soccer Club
Policies and Procedures Manual



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Purposes of the Club

- A. To promote and further develop the game of soccer.
- B. To organize and promote the game of soccer within the Club's service area.
- C. To participate in soccer competition consistent with the principles and laws of the Federation Internationale de Football Association (FIFA), the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), Montana Youth Soccer Association (MYSA), and US Club Soccer.
- D. To teach and train players and coaches.
- E. To teach, through the game of soccer, sportsmanship, physical health, and mental alertness.

Affiliation

The club shall be affiliated with the Montana Youth Soccer Association, an affiliate of the United States Youth Soccer Association division of the United States Soccer Federation and shall be affiliated with the US Club Soccer division of the United States Soccer Federation.

Club Mission Statement and Core Values

Vision

To be the premier soccer club in our region.

Mission Statement

Magic City Soccer exists to promote the sport of soccer by fielding teams that provide the highest level of competition while creating the opportunity for each player to develop to their fullest potential.

Core Values

Champions of Character: If all we do is teach soccer, we have missed a great opportunity.

We hold these above all else as our core values: respect, integrity, responsibility, leadership, and sportsmanship.

- **Respect:** For the game and our stakeholders - self, teammates, coaches, officials, opponents, and spectators.
- **Integrity:** Doing right regardless of cost or outcome. Integrity will not be sacrificed.
- **Responsibility:** To faith, family, school, club, team, and self through conduct in both word and deed.
- **Leadership:** Recognizing we are ambassadors of the game and our actions serve as a reflection of our club, community, and state.
- **Sportsmanship:** The visible expression of our core values to the community regardless of the outcome of the game.

Our Stakeholders

- Players
- Parents
- Coaches
- Board
- Soccer Community
- Employees

Club Administration and Executive Board

Administration

Executive Director: Paid employee position responsible for general club operations and oversight of contract personnel as directed by the Executive Board. Leads and oversees fields and facilities activities including coordination and communication with all affiliated parties, such as City of Billings, other park users, other clubs, and the park maintenance group. The Executive Director serves as the primary club contact person for daily operations and communication and acts as a liaison between the Club and MYSA (and any other similar affiliations). In cooperation with the Board Chair, the Executive Director shall provide timely notice of the date, time, and location of all meetings of the Executive Board.

Director of Coaching and Player Development: Paid contract position responsible for coach recruitment, assigning, and training as directed by the Executive Board. Responsible for oversight and implementation of instructional curriculum for players at all levels, as adopted by and directed by Executive Board. The Director of Coaching and Player Development works with club coaches to conduct player evaluations annually including implementation and compliance with club policies as established by the Executive Board and is responsible for competitive team formation based on those evaluations.

Registrar: Paid contract position responsible for coordination and oversight of participant registration procedures as directed by the Executive Board. The club registrar works closely with parent and other volunteers to insure completion of club administration duties.

These three administrators are compensated positions and shall be chosen by the Executive Board. Yearly performance reviews of these positions will be conducted by a Performance Committee consisting of the Board Chair, Director of Competition for U11-U14, Director of Competition for U15 and Above, and the Micro Magic Director.

Other Contract Personnel

Bookkeeper: Responsible for basic bookkeeping duties at the direction of the Treasurer and working with the Club Registrar and Executive Director.

Executive Board Officers (Voting members)

President/Board Chair: The Board Chair shall chair all Executive Board meetings and shall oversee all activities of the Executive Board. The Board Chair may appoint committee chairpersons and committee members who, in turn, report to the Board.

Treasurer: The Treasurer is responsible for preparing, recommending and administering club budgets and maintaining financial records, including required annual filings, in cooperation with the Board Chair and Executive Director.

Secretary: The Secretary shall record and prepare minutes of all meetings of the Executive Board and distribute copies of the same to the members of the Board.

Director of Competition U15 and above: This Director is the MCSC Board representative for U15 and above players, parents, and coaches. This Director shall also be the conduit for players, parents, and coaches to address issues concerning the U15 and above teams.

Duties shall include the following (for competitive teams in the U15 and above age groups):

1. Attend first team meetings.
2. Participate in selection committee for coaches.
3. Participate in setting team rosters.

4. Participate in setting standards for players and coaches (such as minimum playing time, number of training sessions per week, curriculum for player instruction).
5. Be available to meet with coaches as needed including prior to season, mid season, and at completion of season to address concerns, questions, communication, parent issues or similar topics.
6. Maintain open communication with team managers throughout season.

Director of Competition U12 to U14: The Director of Competition for U12-U14 shall, in the absence of the Board Chair, chair all Executive Board meetings. This Director is the MCSC Board representative for U12 to U14 players, parents, and coaches. This Director shall also be the conduit for players, parents, and coaches to address issues concerning the U12-U14 teams.

Duties shall include the following (for competitive teams in the U12 to U14 age groups):

1. Attend first team meetings.
2. Participate in selection committee for coaches.
3. Participate in setting team rosters.
4. Participate in setting standards for players and coaches (such as minimum playing time, number of training sessions per week, curriculum for player instruction).
5. Be available to meet with coaches as needed including prior to season, mid season, and at completion of season to address concerns, questions, communication, parent issues or similar topics.
6. Maintain open communication with team managers throughout season.

Player Development League (PDL/IMPACT) Director: This Director is the MCSC Board representative for PDL players, parents, and coaches. This Director shall also be the conduit for players, parents, and coaches to address issues concerning the PDL teams.

Duties shall include the following (for PDL teams in the U09 to U11 age groups):

1. Attend PDL parent meeting.
2. Participate in selection committee for age group directors and team coaches and assistant coaches.
3. Participate in setting team rosters.
4. Participate in setting standards for players and coaches (such as minimum playing time, number of training sessions per week, curriculum for player instruction).
5. Be available to meet with coaches and age group directors as needed including prior to season, mid season, and at completion of season to address concerns, questions, communication, parent issues or similar topics.
6. Maintain open communication with team managers throughout season.

Other Executive Board Directors (Voting members)

Tournament Director: This Director is elected by the Executive Board and serves a two year term. This Director is responsible for the oversight and coordination of the Magic City Classic Soccer Tournament and works with Club Registrar and Team Tournament Volunteers to appropriately plan, budget, staff, and schedule all aspects of the tournament, with board approval. Additionally this director may serve as Tournament Director for any additional tournaments hosted by the Club during the spring competitive season (or additional Tournament Directors may be appointed by the Executive Board as needed).

Tournament Director Duties shall include the following:

1. Serve as Chair of Tournament Committee. Tournament committee will consist of Tournament Director, Club Executive Director, Club Director of Coaching and Player Development, and at least one additional Executive Board Member.
2. Oversee any tournament subcommittees such as fields, field marshals, parking, programs, t-shirt and merchandise sales, team check-in, score keeping, and referee assigning, pay, and food, or others.
3. Coordinate recruitment and retention of tournament sponsors with approval of Executive Board, including oversight of any tournament sponsor agreements or contracts.
4. Provide general tournament information to club membership at the Annual General Meeting, Micro Parents Meeting, and Magic Parents Meeting.

Members at Large (3): These directors represent the general club membership on the Executive Board and serve two year terms.

Parent Representative (2): These directors represent the parent members on the Executive Board and serve two-year terms. Only parent members of the club are eligible to fill these positions.

Past Board Chair: This director serves a two year term immediately following the completion of a term as board chair and is not subject to election by the general membership. In the absence of a Past Board Chair, an additional member at large shall be appointed by the current Board Chair to serve the remaining term subject to approval by a majority vote of the Executive Board at the next Executive Board meeting.

The Executive Board shall not delegate to any individual or committee its sole responsibility and/or authority for making the following decisions:

1. Dissolution or merger of the Club or acquisition of another corporation or association.
2. Affiliation with, or disaffiliation from, any state or national organization.
3. Acquisition, commitment to acquire, purchase, or dispose of any property.
4. Approval of all expenditures not included in the approved current year budget or any expenses exceeding budgeted amounts by 10% or more. In the event of emergency expenditures requiring action before the next regular board meeting, the Board Chair may authorize such expenditures and shall notify the Executive Board at the next meeting.
5. Acceptance or rejection of a player, team, or coach for Club membership.

Other Club Duties

Fundraising Coordinator: Responsible for coordination and oversight of club-sponsored fundraising activities for players to help offset club fees.

Risk Management Representative: Responsible for the evaluation of all club activities, facilities, and functions regarding the assessment of risk to any and all involved parties and advising the Executive Board on means and methods to reduce risk. In the absence of a separate Risk Management Representative, these duties are the responsibility of the club Executive Director.

Uniform Coordinator: Responsible for recommending uniform design selection and vendor to board for approval. Responsible for oversight of and coordination with vendor to insure proper availability and distribution of uniforms and other player equipment or accessories.

Referee Assignor: Responsible for overseeing and coordinating the assigning of referees to league and tournament games from pool of qualified candidates.

These positions can be filled by board members or by other club participants and are appointed by the Board Chair with the approval of a majority vote of the Executive Board at the next regular meeting of the Board.

General Board Information and Duties of the Executive Board

Officers of the Executive Board, consisting of the Board Chair, Treasurer, Secretary, Director of Competition for U12-U14, Director of Competition for U15 and above, and the PDL Director shall be elected at the Annual Meeting by the general membership of the Club and shall serve a term of two years. Other voting members of the Executive Board including the Parent Representatives and Members at Large shall be elected at the Annual Meeting by the general membership of the Club and shall serve a term of two years. The Tournament Director shall be elected by a majority vote of the Executive Board prior to the Annual Meeting of the general membership and shall serve a term of two years. The terms of the Board Chair, Secretary, Director of Competition for U15 and Above, two Members at Large, and one Parent Representative will expire in even years. The terms of the Director of Competition for U12-U14, Treasurer, PDL Director, one Member at Large, and one Parent Representative will expire in odd years. Should a vacancy occur, the Executive Board shall elect a successor to serve until the date of the next annual meeting.

There are currently 13 voting members of the Executive Board. Members may be selected from players, parents of players, coaches, or other persons who support the purposes of the club. Each position will have one vote. Members shall be at least eighteen years old.

Recommendations from the Nominating Committee to the Executive Board for new Executive Board members shall be made at the last meeting of the Executive Board held before the annual meeting of the membership. Board members can make additional or alternate nominations for new officers at this meeting. A majority vote of the Executive Board will be required for approval of any and all nominations, prior to forwarding nominations to the general membership for consideration at the Annual Meeting. At the annual meeting, the Executive Board's recommendations for new officers shall be presented for election, and other nominations shall be taken from the floor. Election shall be by secret ballot for any contested positions.

The Executive Board will meet on a regular monthly basis on the first Wednesday of each month at a time and place to be fixed in the notice of such meeting unless cancelled by the Board Chair for lack of current business or rescheduled for the convenience of the Board and its members.

The Executive Board must review the Club bylaws annually, at a meeting of the Board, prior to the Annual General Meeting.

The Executive Board, on its own, or on recommendation of MYSA, shall have the power to suspend or terminate any player, parent, coach, or team from participation in club programs for failure to meet club standards, violation of club bylaws or rules and regulations, or for conduct which the Executive Board deems is unsportsmanlike or unbecoming to or which discredits the club. The Board Chair shall have the right to suspend temporarily any coach, parent, or player for cause specified in this paragraph if the Board Chair feels that such action is necessary to prevent irreparable harm to club programs, provided that the suspension shall last only until the next Executive Board meeting at which time the board shall act to continue the suspension or reinstate the affected party.

No team representatives, officers, or others elected or appointed to the Executive Board shall be entitled to any compensation for their services.

Board members are expected to make a reasonable effort to consistently attend and participate in regular board meetings and other board functions. Board members are expected to comply with the Board Member Code of Conduct and will act in accordance with the Club Bylaws. Any Member of the Executive Board may be removed, with or without cause, at anytime at any meeting of the general membership of the Club by a majority vote of those in attendance. Such vote shall be taken by secret ballot. Any Executive Board Member may resign at any time by giving written notice to the Club. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary for it to be effective.

Board Member Code of Conduct

As a member of the Executive Board, I will:

- Listen carefully to my fellow members, and the constituents I serve.
- Respect the opinions of my fellow board members.
- Respect and support the majority decisions of the board.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Keep well informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to the attention of the board any issues that I believe will have an adverse effect on the Club or our constituents.
- Attempt to interpret the needs of my constituents to the Board and to interpret the action of the Board to my constituents.

- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the purpose of the Board is to ensure that the Club is well-managed, not to manage the Club.
- Vote to hire the best possible person to manage the Club.
- Represent all constituents of the Club and not a particular geographical area or any special interest groups.
- Consider myself a “trustee” of the Club and do my best to ensure that the Club is well maintained, financially secure, growing, and always operating in the best interests of the constituents.
- Always work to learn more about my job as a Board member and how to do that job better.
- Declare any conflicts between my personal interests and my position on the Club board, and avoid voting on issues that appear to be a conflict of interest.

As a member of the Executive Board, I will not:

- Be critical, in or outside of the board meeting, of fellow board members.
- Use the Club or any part of the organization for my personal advantage or for the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Interfere with the duties of the Executive Director or undermine the Executive Director’s authority.

Player Fees

The Executive Board, on recommendation of the Treasurer, shall set such fees for teams and players for league and tournament play as it deems appropriate. The Executive Board, on recommendation of the Executive Director, shall have the right to waive player fees in case of financial hardship.

In addition to player fees, a volunteer commitment is expected from each participating family. When selecting a program, families should consider the level at which they can meet the time and financial commitments and the volunteerism expectations.

Final payment of player fees must be made in full by January 15 preceding the start of the spring season. If payment is delayed or withheld, player cards for the affected player(s) will not be issued and the affected player(s) may be dropped from the club.

Magic City Soccer Club is a nonprofit organization that attempts to keep costs at a minimum. Player fees pay for MYSA registration, player evaluations, tournament registrations, coach expenses (not compensation – see separate section below), equipment, field maintenance, office expenses, referee fees, a stipend for the club registrar and bookkeeper, and the Executive Director and Director of Coaching.

Uniform Fees, Coach Fees, Facilities Fees, and Travel Costs

Uniform fees for competitive players will be paid directly to the club’s chosen uniform vendor in January. Uniforms are expected to be used for two consecutive seasons. New uniforms will be purchased in 2014 and in even years following. Therefore returning club members enrolling in odd-numbered years will need to purchase uniforms in their first two consecutive seasons.

Coaches for competitive teams at the U12 through U19 levels may receive additional compensation above any fees paid by the club from team members based on the level of coaching license held by the assigned coach. Depending on the level of license and the time demands outside of regular season practice and games (such as preseason practices, additional in-season tournaments, or post-season practices or tournaments), this amount will vary. Any exceptions to the coaching compensation policy require Executive Board approval. The full coach compensation policy can be viewed on the club website or at the Magic City office.

Teams that practice at Amend Park or other non-public facilities may be required to pay additional facilities user fees. The team coach or team manager will be responsible for determining these fees as established by the facility and dividing appropriately between team members as well as collecting these fees and submitting to the appropriate authority. Teams wishing to practice at Amend Park must be approved by the club and Amend Park Maintenance Group prior to practicing.

Competitive traveling players will be responsible for significant travel expenses for regular season away games, away tournaments (2-3 days in length), the state tournament (3 days in length), and any additional tournaments as agreed to by the coach and team.

Other Fees and Costs

There are no refunds for league game cancellations due to weather or Magic City Classic Tournament game cancellations due to lack of outside team registrations.

Teams that do not show up for a scheduled league game, for reasons other than MYSA game cancellation due to weather, will forfeit a significant bond which must be repaid by the team before the team's next game or all of their remaining league games will be cancelled.

Substantial fines may be levied by MYSA on teams that do not register and provide the appropriate number of certified referees for their state tournaments.

Each team is responsible for obtaining advertising for the Magic City Classic Tournament held in late April or early May. Target advertising amounts not met by a team will be divided among the families on that team and assessed against the player bond. Any amounts due in excess of available player bond balances will be assessed as individual fees to each participating family.

In addition to the spring soccer season, the club offers a Summer Academy, Fall Academy, Fall Competitive/Traveling League, Winter Futsal Program, Summer 3 v 3 League, and individual training opportunities. Any fees or costs for these additional programs are separate from spring league fees. Additional training and other playing opportunities may be offered by the club from time to time.

Financial Aid Policies

Magic City Soccer Club has established a scholarship fund to help qualifying players and their families with fees and expenses related to participation in club activities. Based on your annual gross income and your family size, you might qualify for financial assistance.

The club will waive one half of the club tryout and registration fee upon receipt and approval of a completed application form and all necessary supporting documents.

The club will provide \$20 per day for food and \$30 per day for lodging to offset some travel costs for at least two out-of-town tournaments, depending on availability of scholarship funds. Players generally are expected to participate in two tournaments, typically two to three days each. The maximum travel expense assistance to be provided to any one player for a single tournament is currently set at \$150, or a season maximum of \$300.

To receive tournament reimbursement or for a partial waiver of registration and tryout fees, each player must submit the Magic City Soccer Financial Aid form to the club office. The deadline for fee waiver requests is February 1 prior to the start of the spring season. The deadline for tournament expense reimbursement is June 30 immediately following the spring season. Forms are available at the club office or can be accessed through the club website. New financial aid forms must be completed for each season.

All financial information provided to the club during the application process will be kept strictly confidential.

Tryouts and Team Formation

PDL players do not tryout. PDL teams are formed based on the geographical location of the player's primary residence with the intention of creating teams of roughly equal ability and experience. Factors considered in team formation include but are not limited to years experience playing soccer both in the club and with other organizations, school attended, year or grade in school, age, and skill level. When possible, the club will attempt to accommodate limited reasonable requests for team assignments due to factors such as carpooling, family member team assignments, or similar considerations. Age group directors, team coaches, and assistant coaches will be selected from the pool of available qualified candidates with the intention of providing a consistent instructional environment appropriate to the age and skill level of the players. Qualified parent coaches will be assigned to their own children's teams in the PDL Program. PDL teams are formed and coaches are assigned by a committee of Executive Board members with input from the Director of Coaching and Player Development.

Competitive traveling players (U12-U19) will be evaluated or try-out at the age level (not grade in school) that corresponds to his or her birthday.

In order to obtain a fair evaluation, attendance by all competitive players at all sessions is necessary. If a player is sick or injured at the time of tryouts, they should contact the office immediately. The office will try to make arrangements to evaluate the player at another time. All participants should recognize that a player who is absent from tryouts, without notifying and receiving approval from the club prior, might not be assigned to the highest caliber team in their age bracket. If a tryout day is shortened because of inclement weather or if the evaluator needs more time, some or all players may be called back.

All players are expected to preregister online (currently through GotSoccer).

To be best prepared for tryouts, players should practice and attend soccer camps during the summer. Players should be physically fit; the tryouts are demanding. Players should arrive at least thirty minutes before the beginning of tryouts, dressed and ready to play. Appropriate dress and equipment includes a white t-shirt (not a club jersey), shin guards, soccer socks, an inflated ball, and a water bottle. Player numbers will be assigned at the beginning of tryouts and used throughout tryouts to aid in player anonymity and objective evaluation, in order to make tryouts as fair and impartial as possible. It is the player's responsibility to tryout in the correct age group at all tryout sessions. Family members are asked to leave the fields after check-in, so that players are not distracted and may concentrate on their performance.

U12 through U19 teams will be formed based on player tryout information, past player performance, and recommendations from prior coaches, with the intention of fielding the most competitive team possible in each appropriate age group. The most competitive teams will roster approximately 16 to 18 players (12 to 14 players for U12), and second or third teams will roster approximately 18 players (14 players for U12). The number of teams formed in a specific age level or any age level combination is a function of the number of players registered in each age bracket, the depth of talent of the players, past commitment of players and parents, and coach availability.

Competitive rosters will be issued as soon as possible under the Teams tab on the club website. If a player withdraws after team selection and posting of rosters, he or she may not be allowed to register and play with the club in the future. Parent team meetings will be scheduled with at least one Executive Board member in attendance after the rosters are posted and a coach is assigned. This first team meeting is very important as team volunteer positions are filled, the team's league and tournament schedule is discussed, and other team business is decided.

Coach Selection and Assigning

Competitive team coaches are selected from a pool of qualified candidates and assigned to teams by the Coaching Committee which consists of the Director of Coaching and Player Development and the three Directors of Competition (U15 and above, U12-U14, and PDL) with approval of the Executive Board. To be included in the pool of qualified candidates coaches must apply and be selected by the Coaching Committee. When assigning coaches to teams, consideration is given to many factors including, but not limited to, prior coaching experience,

level of coaching license held, compatibility with age and gender of team, coach preference, and the overall needs of the club.

“Play-up” Procedures

The Magic City Soccer Club believes that players will develop better at their age-appropriate level than at an age level above. However, the club recognizes that some exceptionally talented players exist who are physically and psychologically ready to be considered for the next age level within the club’s competitive team structure.

Parents and players may request to have a player play up one age group year. Requests to 'play up' two age group years must be approved by Montana Youth Soccer after the Club approves the 'play up'. These requests would be extremely rare cases.

The athlete and parent/guardian must initiate the application process for playing-up status by submitting a completed play-up application in writing to the club office at least 14 days prior to the applicable tryout date for the age group requested in the play up application. This application must include the completed parental consent form and player information sheet with complete current contact information as well as a letter stating the reasons why the player should be considered for playing-up status. The Director of Coaching will consider all properly submitted applications and notify the player and parent/guardian at least 7 days prior to the tryout date of acceptance of the request for tryout.

If the play up request is accepted for consideration, the player will be required to try out with the older age group. The DOC and the age appropriate coaches will evaluate the player. The player will be expected to try out with both the next age level team and the age appropriate team. The coaches will observe the player at the try-outs to determine if he/she is among the prospective starters for the next age level team and one of the strongest players of the age appropriate team. If the player is not evaluated as a prospective starter on the next age level team and one of the strongest players of the age appropriate group, no further consideration of the request will be granted.

Magic City Soccer Club reserves the right to move players when it will be in the best interest of developing the player and to maintain a team at a particular age group. This discretion is NOT bound by any of the guidelines in the Playing-Up consideration process. The Club reserves the right to build teams based on, but not limited to, the following considerations:

1. There are some situations where the club will ask a player to play-up if it makes the overall numbers for the teams more favorable.
2. A player may be asked to play on the next age level team when it is deemed he or she has clearly demonstrated exceptional play on the age appropriate team the previous season.
3. A player may be asked to play-up or even down when team formation becomes threatened. The Club will always attempt to field a team at each age group and keep as many children playing as possible. In the event there is not a team in a particular age group and a team is formed combining two age groups, the younger players will not be considered "playing up" for that year.
4. If, after tryouts, a team is still not full, coaches and evaluators may consider younger players for teams only if the age appropriate team is full. These players can only be considered with the approval of the DOC. The following year, all players will be required to try out for their appropriate age group and/or request to try out for the next level age group, following the policy outlined above.
5. Players already approved the prior seasonal year to play-up an age level will be grandfathered in for the following seasonal year and therefore, not subject to the playing up approval process. The DOC may at his/her discretion invalidate a players grandfathered status if it is determined that the player would benefit more by playing at the age appropriate level.
6. All players must be of a physical size and stature to be able to compete physically with older players in order to be considered for play up status.

Guest Player Policy and Procedure

The Magic City Soccer Club believes that team unity and cohesiveness are critical to team success and to individual player development. Commitment to one's assigned club team should be any player's first sports priority during the club season for that team. This includes a solid commitment to make training sessions a first priority and to fully participate in all competition opportunities selected by or assigned to that team by the organizations or leagues to which that team belongs. As such, Magic City Soccer Club policy prohibits guest player status for active club members on teams other than their assigned club team during the season for that assigned team. This includes both preseason and post season training and competition. However, the club recognizes that occasionally exceptional circumstances arise where an individual player may be considered for guest player status on a team outside the player's assigned club team during the club season.

Parents and players may request a guest player policy waiver to allow a player to 'guest play' on a team other than the assigned club team according to the following policy.

The athlete and parent/guardian must initiate the application process for guest player status by submitting a completed guest player application in writing to the club office at least 14 days prior to the applicable competition date requested in the guest player application. The player, or player's parent or legal guardian, must notify the Magic City club coach prior to submitting the written waiver application to the club office. Documentation or verification of the coach notification may be required during consideration of the application. The written application must include the completed parental consent form and player information sheet with complete current contact information as well as a letter stating the reasons why the player should be considered for guest player status. Upon receipt of a properly completed application at the club office, the Magic City Coaching Committee (consisting of the Director of Coaching, Club Executive Director, and the Directors of Competition) will review the application and consider its merits. After consideration and decision by the committee, the Director of Coaching will notify the player and parent/guardian of acceptance or denial of the request at least 7 days prior to the date of the competition.

Factors considered in evaluating the request will include, but not necessarily be limited to, the effect on roster size and viability of the club team for competition on that date (if applicable), the availability of other competition options for the player on the date, prior established history with the team requesting the guest player, the feasibility of that team's roster size for the target competition, the relative level of competition for both the club team and the requesting team, and the appropriateness of the level of competition considering the skill level and physical ability of the player.

If the Guest Player policy waiver is granted, the player will be required to notify both affected coaches (the player's club coach and the coach of the team requesting the guest player) and to obtain all necessary documentation including any official rosters, travel documents, player cards, or other items as required by MYSA or other state organization, the director of the tournament or competition in which the guest player will be competing, or any other organization with governing authority over the team accepting the guest player.

Player Position

Magic City believes that under the age of 14, every player should have the opportunity to experience all positions on the field. Players should not be pigeon-holed into specific positions because of speed, size, or other qualities. Players should experience the emotion and functions of all positions on the field, develop general soccer knowledge including both technical and tactical learning, as well as learn the individual skills and tactics unique to each position. The development of a goalkeeper also requires varied playing opportunities. While this position has become highly specialized at early ages, these players need to experience playing on the field as well. These experiences will allow them to advance their soccer knowledge, raise their technical ability, and give them opportunities to think as a field player, all of which will help raise the level of their position-specific performance.

Playing Time

Playing time for any individual player is completely at the coach's discretion.

At the younger developmental ages (U9 to U11), players should be exposed to as much of the game as possible. Limiting team roster size will aid in increased playing time for all players. Magic City expects that playing time at these levels will be fairly distributed throughout the season.

Alcohol, Tobacco, and Illegal Drugs Policy

Magic City Soccer Club supports the policies adopted by US Youth Soccer on January 26, 2008.

It is the policy of US Youth Soccer to provide an environment for its youth soccer players that is free of alcohol, tobacco, and illegal drugs. Therefore, alcohol, tobacco, and illegal drugs are not to be at activities or events of US Youth Soccer for youth soccer players.

The complete policy can be viewed on the club website.

Player and Family Expectations

Besides the financial responsibilities of players and their families, the club also expects all families to volunteer their time to their team and club. All families are expected to volunteer a minimum of 10 hours (5 hours for PDL) annually or forfeit their \$100 (\$50 for PDL) player bond which is posted to the club at the beginning of each spring season.

All teams are expected to provide a team manager, two certified referees, a field marshal, three field and equipment personnel, a tournament advertising coordinator, and a tournament helper. These positions will be filled at the first parent meeting.

Team referees are expected to watch the club website for training dates, attend and complete the training, referee league games, and sign up and referee at the appropriate state end-of-season tournament.

All players, coaches, parents, and administrators are expected to be informed about and to abide by the MYSA Zero Tolerance Policy covering verbal and physical abuse directed toward any player, administrator, coach, referee, volunteer, parent, or anyone else.

Parents (and players) should check the club website regularly for current news items and updates to the calendar. Parents should also sign up to be on the group mailing lists. Most club news and information is sent out via email using this function.

Competitive Player Contract

As a competitive team player for Magic City Soccer Club, I will ...

- Accept my team assignment.
- Be responsible for knowing about club activities and updates by accessing the club news and calendar at www.magiccitysoccer.net and signing up for club e-mail through the club website.
- Notify my coach in a timely manner if I will be tardy or absent for a practice, game, or meeting.
- Train and play to the best of my ability.
- Practice soccer skills and condition on my own.
- Have a positive attitude and never quit.
- Respect my teammates and only give them positive encouragement.
- Respect my teammates and opponents and play soccer in such a manner that I do not purposely attempt to hurt or injure another player.
- Arrive on time and be prepared for all training sessions, games, and tournaments during the fall and/or spring season knowing that some teams may start the season earlier and continue longer, in order to attend specific tournaments.
- Attend a minimum of 2 practices per week.
- Attend my age group's league Saturdays.
- Make soccer my first sport and attend at least eight team games (league or tournament games)
- Attend the Magic City Classic Tournament on April 29 and 30, 2017, any outside tournaments chosen by my team; and my state tournament.
- Understand that State Championship game dates will be announced when they are available from MYSA.
- Understand that outside tournament play, and possibly the State Cup, may include play on not only Saturday and Sunday, but also Monday or Friday.
- Accept my coach's tactical decisions (such as player positioning and playing time).
- Follow the instructions and directions of my coach(s), board members, and administrators of the club.
- Respect game officials and accept their decisions without question (Montana Youth Soccer Association Zero Tolerance Policy).
- Learn and obey the Laws of the Game and follow the rules of my team and the club.
- Not use profane, vulgar, or abusive language.
- Not participate in or be knowledgeable of the destruction or vandalism of property or facilities.
- Not use alcohol or a controlled substance unless it is prescribed by a physician.
- Obey all city, state, and federal laws.
- Not allow my enthusiasm for and commitment to soccer override my responsibilities to my education, family, and church.
- Remember that I represent Magic City Soccer Club.

Player Development League (PDL) Player Contract

As a PDL player for Magic City Soccer Club, I will ...

- Accept my team assignment.
- Be responsible for knowing about club activities and updates by accessing the club news and calendar at www.magiccitysoccer.net and signing up for club e-mail on the homepage of the Website.
- Attend uniform try-on in mid-January.
- Notify my coach in a timely manner if I will be tardy or unable to make a practice, game, or meeting.
- Train and play to the best of my ability.
- Practice soccer skills and condition on my own.
- Have a positive attitude and never quit.
- Respect my teammates and only give them positive encouragement.
- Respect my teammates and opponents and play soccer in such a manner that I do not purposely attempt to hurt or injure another player.
- Arrive on time and be prepared for all training sessions, games, and tournaments during the spring season which starts in early April and runs through end of May or early June.
- Attend a minimum of one team practice per week plus two group technical training sessions.
- Attend the Magic Classic Tournament to be scheduled the last weekend in April or the first weekend in May, 2014.
- Attend two outside tournaments in Montana or Wyoming, possibly the Queen City Classic Tournament in Helena, MT or the Snicker's Cup in Sheridan, WY, as approved by the team parents.
- Accept my coach's tactical decisions (player positioning, play time, etc.).
- Follow the instructions and directions of my coach(s), board members, and administrators of the club.
- Respect game officials and accept their decisions without question (Montana Youth Soccer Association Zero Tolerance Policy).
- Learn and obey the Laws of the Game and follow the rules of my team and the club.
- Not use profane, vulgar, or abusive language.
- Not participate in or be knowledgeable of the destruction or vandalism of property or facilities.
- Not use alcohol or a controlled substance unless it is prescribed by a physician (Montana Youth Soccer Association Zero Tolerance Policy).
- Obey all city, state, and federal laws.
- Not allow my enthusiasm and commitment for soccer to override my responsibilities to my education, family, and church.
- Not forget that I represent Magic City Soccer Club.

Magic City PDL is a division of Magic City Soccer Club focusing on individual player development with some travel expectations for U9 through U11 boys and girls. Teams will participate in weekly league games on Saturdays in Billings at Amend Park (two games each Saturday) or hosted by other MYSA clubs throughout Montana, including Bozeman, Great Falls, Helena, Butte, or elsewhere. Teams will participate in the appropriate age and division bracket at the Magic City Classic Tournament in late April or early May. Teams may attend one to two additional club-approved outside tournaments and will participate in the year-end MYSA State Showcase Tournament.

Parent Contract – Competitive Players

As a parent of a competitive player on a Magic City Soccer team, I will ...

- Accept the team placement of my player. If I choose to pull my player after evaluations and team placement for any reason, other than medical, I will still pay the player fee in full. I understand that no refunds will be given after evaluations and team placement.
- Commit to league Saturdays and tournament dates that apply to my player's age group.
- Be responsible for knowing about club activities and updates by accessing the club news and calendar at www.magiccitysoccer.net and signing up for club e-mail through the club website.
- Attend team and club meetings, including the club Annual General Meeting in January which covers league changes, club philosophies, rules, and regulations.
- Help my player meet team and club expectations and commitments.
- Pay all coach, team, and club fees and turn in all required forms by their due dates.
- Volunteer my services and talents for the team and/or club. I understand that the club expects ten hours of volunteer work from each competitive family. If my family has more than one competitive player in the club, I will be responsible for a total of only ten hours. If my family has a developmental and a competitive player, I will be responsible for ten hours of work. Volunteer hours are only required during the spring season but help is always needed and appreciated.
- Submit a player bond through GotSport in the amount of \$100 for each family 9-14, or \$50 for each family 15-19. The link is found on our website under Forms. Player cards will be withheld from competitive players who have not submitted their player bond.
- Understand that the player bond may be paid online using a credit card, which is scheduled to be billed on July 1, or by submitting a check post-dated to July 1. If my family has met or exceeded our volunteer hour requirement, our check will be shredded or the auto payment will be removed. If the volunteer commitment is not satisfied or other financial obligations to the club are not met, the check will be cashed or the auto payment will be processed.
- Track my volunteer hours and submit to Magic City no later than June 22.
- Assist in the collection of ads in March for the Magic City Classic booklet. Each team is responsible for securing advertising in an amount designated for their team's age. Should ads not be secured, or not secured in full, the amount not covered will be divided equally among the team members and an invoice will be sent.
- Be encouraging, supportive, and affirmative in regard to my child's play on the field.
- Familiarize myself with the Laws of the Games and respect officials and accept their decisions.
- Not engage in dissent directed at an official (Montana Youth Soccer Association Zero Tolerance Policy).
- Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent. I understand there are severe consequences for dissent and unsportsmanlike conduct such as banishment from my child's future games or future club activities.
- Not interfere at any time with the duties and responsibilities of the coach.
- Support the coach and the team.
- Accept the coach's decisions (playing time, player position, tactics, etc.) and not be detrimental to a positive playing environment.
- Comply with the rules, policies, directions, and procedures of the team, administrators, and board members of the club as they apply to me.
- Not act in any way that is detrimental to the team or to Magic City Soccer Club.

Parent Contract – Player Development League (PDL)

As a parent of a PDL player, I will ...

- Accept the team placement of my player. If my player drops the team that he/she is rostered to, I understand that I will receive NO refund of the registration fees.
- Be responsible for knowing about club activities and updates by accessing the club news and calendar at www.magiccitysoccer.net and signing up for club e-mail on the homepage of the Website.
- Have my player attend uniform try-on in mid-January.
- Attend the PDL parent meeting which will cover the club philosophies, rules, and tournament info. Parents will receive their player's roster, meet the coach and other team parents, and sign up for team volunteer positions. The Micro parent meetings will take place in late January or early February.
- Help my player meet team and club expectations and commitments.
- Pay all club fees and turn in all required forms before PDL registration closes on January 15. I will apply for scholarship money by February 1 (each year that it is needed).
- Volunteer my services and talents for the team and/or club. I understand that the club expects each PDL family to volunteer five hours of work. If a family has both a PDL and a competitive player, they are responsible for ten hours of work.
- Help collect ads in March for the team or share the ad expense for the Magic City Classic booklet.
- Submit by check a player bond in the amount \$50 for each PDL family (\$100 if I have both a PDL and competitive player). This player bond will be used to cover the volunteer hour commitment and/or the ad expense commitment for the Magic City Classic. This player bond will be collected by each team's Volunteer Hour Coordinator by March 1 and submitted to the Club no later than March 15. Uniforms will be withheld from any PDL player who has not submitted their player bond.
- Understand that this player bond will be collected for ALL families with the exception of coaches for a team in the Club. This includes Team Managers, Board Members and any other positions previously exempted from providing their check. These previously exempted persons will also need to complete a Volunteer Hours Log and submit it to their team tracker at the end of the season. The player bond check should be postdated to June 30.
- Understand that each team is responsible for securing tournament advertising in an amount designated for their team's age. Should ads not be secured, or not secured in full, the amount not covered will be divided equally among the team members (with the exception of a coach who has a player on the team) and subtracted from the \$50 player bond at the end of the season.
- Understand that if my family has completed our required hours AND ads were secured for our team, our check will be shredded at the end of the season. If either of the obligations, or both, is not satisfied, my check will be cashed to satisfy any delinquent amounts. Any refunds will be paid back to me by check.
- Be encouraging, supportive, and affirmative in regard to my child's play on the field.
- Familiarize myself with the Laws of the Games and respect officials and accept their decisions.
- Not engage in dissent directed at an official (Montana Youth Soccer Association Zero Tolerance Policy).
- Not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent. I understand there are severe consequences of dissent and unsportsmanlike conduct such as banishment from my child's future games or future club activities.
- Not interfere at any time with the duties and responsibilities of the coach.
- Support the coach and the team.
- Accept the coach's decisions (playing time, player position, tactics, etc.) and not be detrimental to a positive playing environment.
- Comply with the rules, policies, directions, and procedures of the team, administrators, and board members of the club as they apply to me.
- Not act in any way that is detrimental to the team or the Magic City Soccer Club.

Coaches Code of Conduct

It is a privilege to be a part of the United States Soccer Federation, United States Youth Soccer Association, Montana Youth Soccer Association and the Magic City Soccer Club. My actions shall always reflect credit upon these organizations and their affiliates.

- Coaches and assistant coaches (hereinafter referred to as coach or coaches) are expected to maintain a higher level of sportsmanship, professionalism, and integrity both off and on the field. A coaches' primary responsibility is for his/her players to have fun, to develop soccer players, and to instill a passion for the game.
- Your performance as a coach is not measured in win and losses but rather in what you teach your players in terms of technique, sportsmanship and fair play. Coaches must maintain respect for the game as well as the referees. Coaches are charged with the responsibility of controlling their players and parents at all times during a match. Coaches lead and teach by example; your players will be a reflection of you.
- Coaches are expected to have a basic knowledge of the game and to pursue licensing that will allow them to better develop their players.
- Coaches should use positive reinforcement when dealing with players, never use foul or abusive language, and never abuse a player mentally, orally or physically.
- Coaches are expected to reinforce the Player's Code of Conduct with their players.
- Coaches are expected to be familiar with Club policies, uphold their responsibilities as set forth in such policies, and communicate deviations from policies to the Director of Coaching.
- Coaches are expected to have respect for the authority of the referee and his/her assistants. They will not harass, abuse or berate the referee before, during, or after the match. They shall not enter the field of play without the referee's permission.
- Coaches are expected to exhibit good sportsmanship both off and on the field. They are to teach their players the rules of the game, rules of fair play, and proper match behavior.
- Coaches shall be aware that they have a tremendous influence, for either good or ill, on the education of the athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with athletes, officials, the Montana Youth Soccer Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire soccer program of the Magic City Soccer Club and direct his or her program in harmony with the Club program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with parents and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical and not acceptable.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

Zero Tolerance Policy for Referee Abuse (From the MYSA Administrative Manual)

The purpose of such a policy is:

1. To establish an environment that is conducive to good sportsmanship. The game will benefit if respect is shown by and to everyone involved, including referees, coaches, players of both teams, parents, and fans.
2. To establish an environment that is conducive to recruitment and retention of referees. Youth (young) referees are especially vulnerable to improper comments or behavior exhibited by coaches and fans.
3. To establish a policy that requires referee abuse in any form to be dealt with quickly and convincingly. Appropriate sanctions for improper behavior need to be established and enforced without exception.

Refer to the following guidelines:

1. USSF Referee Administrative Handbook – Policy 531-9—Misconduct Toward Game Officials.
2. MYSA Administrative Manual – Rule 1.3.2; Rule 1.10.7; Rule 4—Code of Conduct; other rules as they apply.

It is expected that everyone involved with MYSA activities will behave in a responsible manner. Please be aware of the following:

1. Youth soccer is a learning experience and mistakes are made by all involved.
2. Respect should be shown to all players, coaches, supporters, and officials.
3. Supporting a team does not give you the right to be rude or abusive.
4. Please respect the integrity and judgment of the officials and refrain from abusive, inappropriate actions or words.
5. Please behave in a manner that exhibits class that would never cause MYSA or its member clubs embarrassment.

Anti-Bullying Policy

STATEMENT OF INTENT

The Magic City Soccer Club (MCSC) is committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our association. If bullying does occur, all athletes or parents should be able to confide in a coach, team manager, or Board member and know that any bullying incident will be dealt with promptly and effectively. We are a TELLING association. This means that anyone who knows that bullying is happening is expected to tell the coach, manager, or any Board member.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving. This association has a responsibility to respond promptly and effectively to issues of bullying. Bullying will not be tolerated.

SCOPE

- This policy applies to any of all acts of bullying, physical or otherwise, involving members of the MCSC.
- Grievances involving coach decisions on play time, player position, or guest players are outside the scope of this document and should be handled directly with each Coach and the Director of Coaching.

DEFINITIONS

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It is done to intimidate, coerce, control, embarrass, exclude, or instill fear.

Bullying can be:

- Emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding cleats/clothing, intentionally knocking over water bottles, threatening gestures, etc.)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures

- Sexual: unwanted physical contact or sexually abusive comments or taunts
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors

Bullying may be:

- Planned or unintentional
- Individual or group action(s)
- Of an isolated or a continual nature
- Initiated by player, coach, or parent.

Intentionally lying and accusing another individual of bullying will also be investigated, with consequences similar to those identified in this document.

RESPONSIBILITIES

The Competition Director is responsible for

- the investigation of all bullying allegations
- mediation between the parties involved
- documentation of the incident
- recommendation of measures to be taken by the Executive Board, and
- the coordination of MCSC's response to all involved parties.

The Executive Board will be assembled at the discretion of the Competition Director to help mediate and evaluate bullying cases

- The Board will, whenever possible, include a club member with experience in dealing with similar situations such as bullying in a school environment.
- Deliberations and notes taken by the Board will remain confidential and only be made available to the Executive Board on a need-to-know basis.
- Members of the Board will recuse themselves if a player from their child's team is involved.

PROCEDURE

Bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.

1. Reporting of bullying activities will be kept confidential.
2. Reports of bullying between club players should be reported initially to the team's Coach. The Coach will try to resolve the issue within the team, with the players involved.
3. If the issue is between a player and his or her Coach, parents should try to have a conversation with the Coach. Coaches are required by the DOC to have periodic conversations with concerned parents, one on one or in a group. Please do not approach the Coach with a grievance in the 48 hours following a game or tournament.
4. If the issue persists, or the players or parents are not satisfied with the results, the problem should be reported to the appropriate Competition Director (U15 and above, U14 and below, or Micro Magic). Director contact information can be found on our web site.
5. The Competition Director will document all reported issues and inform the Executive Board of the outcome, with a recommendation.
6. All notes taken by the Competition Director and Board will be kept confidential and need-to-know.

If the Competition Director deems appropriate, further intervention by the Executive Board will be coordinated by the Director. Involved parties will be informed and will be asked to come to a meeting to discuss the problem. An attempt will be made to help the bully (bullies) change their behavior. If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action.

ENFORCEMENT

Players found to be bullying teammates or members of other teams or clubs may face consequences including but not limited to:

- Restitution for any damage to property or personal possessions
- Temporary or permanent suspension from participation in club activities including games and/or practice sessions. This could range from benching to permanent expulsion from the Club.

Any bullying involving physical contact will result in the immediate suspension of the aggressor for a minimum of one (1) week, until the Director is able to perform a preliminary investigation to determine if further measures are warranted. All alleged incidents involving physical bullying will be investigated thoroughly. However, due to the seriousness of these situations and possible consequences for all parties involved, in order for the week suspension to occur either (a) the bully has to admit to the action, (b) aggression must have been witnessed, or (c) visible signs of the aggression must be apparent.

Any retaliation by athletes, or their parents, against someone who reports bullying will be dealt with very seriously.

Measures against coaches found guilty of bullying (or found to negligently allowed bullying) may include but are not limited to:

- Suspension without pay
- Immediate dismissal from the club.

PREVENTION

1. The club bullying policy will be reviewed at the preseason coach's meeting.
2. The bullying policy will be posted on the club website.
3. The bullying policy will be communicated to all parents at the beginning of each season.

Concussion Policy

The club supports and has adopted the concussion policies of the Montana Youth Soccer Association and the State of Montana. All coaches, referees, and bench personnel (team managers) must complete annual concussion awareness training. All parents must read and sign the MYSA Parental Information and Consent Form prior to the start of each season. Complete forms and policies are available on the club website.