



# CDC Carmel FC Select Soccer Policies and Procedures

Updated March 31, 2010



## INTRODUCTION

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CDC Carmel FC Select Soccer was established in 2009 as the Carmel Dads' Club select soccer program. This program is run entirely by volunteers, with the assistance and guidance of the Carmel Dads' Club administrative staff. Boys will compete in the Central Indiana Youth Soccer League (CIYSL) and girls in the Greater Indiana Regional League of Soccer (GiRLS).

We have enjoyed success with our involvement in youth soccer and learned that a key ingredient of success is clear, consistent communication between the club, it's teams and coaches, players and parents. This document is one way of explaining, in detail, our expectations of you as a member of CDC Carmel FC Select Soccer and what you can expect from the club. It will help you identify potential problem areas and at the same time answer questions about the club's decision-making process. As you have committed to become a member of CDC Carmel FC Select Soccer, please take the time to read the following pages carefully. The CDC Carmel FC Player/Parent Agreement Form must be signed by the player and a parent to be accepted to the club. This agreement covers a full seasonal year that runs from August 1<sup>st</sup> through July 31<sup>st</sup>.

## PLAYER EVALUATION AND SELECTION

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Current players are evaluated throughout the season during practices, scrimmages, and games. New players are evaluated during annual tryouts and special clinics, where they will be exposed to scrimmages and game situations. There are many terminologies used to categorize and describe soccer abilities. Present and potential team members are evaluated in four areas:

- 1) Mental dimensions (character, confidence, discipline, and leadership)
- 2) Physical dimensions (endurance, strength, and speed)
- 3) Technical competence (skills, ball mastery, passing, and receiving)
- 4) Tactical awareness (runs, movement without ball, anticipation of play)

If you have any questions about the meaning of these terms, please ask the coaches.

Coaches and independent evaluators will base their decisions solely on the four areas of evaluation and it is their responsibility to make decisions for the good of the club and team. Politics, friendships, personal relationships, and financial contribution to the club or team will not enter into these decisions. Your understanding here is important, for just as players have the freedom to select a soccer club without unfair pressure and with a full understanding of what is expected, the coach needs the same freedom to work objectively. We will not always agree on issues as sensitive as player evaluation and selection. We hope you will respect our attempt to be objective in these matters.

## TRYOUTS

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Club tryouts are held each June and are open to all players who meet the age requirements and are residents of Clay Township, Hamilton County, Indiana. To participate in the club tryouts the player must first register with the Carmel Dads' Club. Online registration is available at [www.carmeldadsclub.org](http://www.carmeldadsclub.org).

Each prospect will be given a fair opportunity to make the team. The club will announce the open tryouts to inform the public of the specific tryout dates and times. Evaluations and selections will be based solely on how players perform in the four evaluation areas according to the coaching staff and evaluators. Evaluations take place during the competitive soccer season (practices and games), as well as during open tryouts. The decisions of the coaches and evaluators are final.

Players not selected for CDC Carmel FC Select Soccer will be placed on a Carmel Dads' Club rec team.

A supplemental tryout will be held each year between the Fall and Spring seasons to fill open positions that may become available after the Fall season.

## **TEAM MAKEUP**

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1. CDC Carmel FC Select Soccer will field teams for both boys and girls in the following age groups; U11, U12, U13, and U14.
  - a) U11 and U12 age groups play small-sided games (8 v. 8), typically with a 12 player roster.
  - b) U13 and U14 age groups play full-sided games (11 v. 11), typically with a 16 player roster.
2. The number of teams fielded in each age group is dependant primarily on three things:
  - a) The number of qualified players.
  - b) The number of available, qualified coaches.
  - c) Available practice space.
3. Teams are established after the June tryouts for the Fall and Spring seasons. No additional teams will be added between the Fall and Spring season. A supplemental tryout held between seasons is used to replace players who have elected not to participate in the Spring season.
4. When more than one CDC Carmel FC team competes in the same age group an attempt will be made to balance the talent evenly among the teams. However, sometimes it is appropriate to switch to A-B teams, in which case the club administrators will work closely with the coaches to accomplish the switch with as little trauma as possible.
5. It is necessary, on occasion, to place players on a team at a higher age group to be able to accommodate the greatest number of qualified participants. Players will not be placed at a higher age group when that move takes them from small-sided to full-sided games. This means U11 players may be placed on a U12 team, or U13 players on a U14 team. U12 players will not be placed on U13 teams except to allow a player to play with their classmates. Players are never allowed to play down to a lower age group, regardless of their status with classmates.
6. While some players and/or parents may find these situations frustrating, parents should understand that no approach is perfect and that other clubs experience the same frustrations. Regardless of the make-up of the teams, the club is adamant that certified coaches train all teams equally.

## **PLAYER COMMITMENT**

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1. CDC Carmel FC Select Soccer is a competitive soccer club geared towards players who love the sport of soccer and are serious about their development as soccer players. It is important to recognize that players and parents invest significant time and resources in playing club soccer and expect the club to create and foster an environment which will ultimately allow players to compete at the highest levels of high school and possibly college soccer and beyond.

2. Your commitment to the club and the club's commitment to you are for one soccer year only (Fall and Spring seasons) and at the end of each year, you must try out again. At the conclusion of the year your commitment to the club is over and you are free to leave the club if you feel it is in your best interest. The aim of this policy is to create an appropriate competitive environment for the proper development of our players.
3. The intention is not, however, to create an environment where coaches are unnecessarily recruiting large numbers of new players each year simply to win games and move up the competitive ladder of the league. Also, no player will be cut from a team during a soccer season unless it is for disciplinary reasons or failure to fulfill financial obligations.
4. Players are expected to make their commitment to CDC Carmel FC Select Soccer as their first recreational activity priority during the league season. However, the club encourages members to take up other sports that are not in direct conflict with our soccer program.

**Winter:** Winter soccer training is strictly voluntary. Rec and travel basketball take precedence and no CDC Carmel FC Select Soccer player will be asked to miss a basketball game for any soccer practice, game or tournament. If your team elects to sign up for a tournament or schedule league games on or prior to the third weekend in March, you will be excused from participating if it creates a conflict with your winter sport. Under no circumstances will CDC Carmel FC Select Soccer players be punished in any way because they elect to sign up for rec or travel basketball.

**Spring:** During the spring you'll find many conflicts with lacrosse, baseball and softball. If a player's intent is to participate in any of these other Spring sports they should forfeit their position on the team and make it available for a player willing to make the commitment to CDC Carmel FC Select Soccer as their top priority.

**Fall:** During the fall, CDC Carmel FC Select Soccer takes precedence over all other sports. Because football usually demands attendance at all practices, players usually can't make it to soccer practices and therefore should not commit to the soccer program.

5. We expect our players and parents to be ethical, honest and to honor their commitments both verbal and written; therefore you should make your decisions thoughtfully and carefully. Once your commitment is made, the club expects your full participation and support for the entire soccer year unless fully disclosed in advance that you intend to participate in only the Fall or Spring soccer season.
6. Take into account that when you make your commitment, the coach may need to inform other potential players that they did not make the team. Please be sensitive to others and consider your decision carefully. If you have committed to the club, the club will also be ethical and honest, honoring its commitment to you. The team coach will make decisions regarding temporary suspension from the club after carefully consulting with the club administrators. Decisions made by the coach and administrators are final.

## PLAYER RESPONSIBILITIES

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1. Attendance at games is mandatory. Games may be rescheduled on short notice and you will be expected to make every effort to attend. Teams may play in tournaments over the Labor Day, Columbus Day and Memorial Day holidays, and perhaps other weekends. Barring a special family circumstance, you will be expected to be there.
2. Players should arrive at all games 30 minutes early with both game jerseys available.

3. During games, players are expected to follow the instructions of their coaches. Players not on the field are expected to sit and watch their teammates from the bench.
4. Players are expected to try their best within the rules of the game and compete aggressively but fairly at all times.
5. During practice sessions the players are to give the coaches their full and undivided attention. Clowning around is distracting, is disrespectful of your coaches and teammates, and will not be tolerated.
6. Players are expected to condition themselves both during the season and in the off-season. Failure to be in good physical condition will necessarily affect a player's ability to perform and will likely cut a player's playing time during the season.
7. Players are expected to work on soccer skills year round either on a formal or informal basis. Players need touches on the ball as much as possible throughout the year in order to develop.
8. Practices are mandatory and should only be missed on account of illness, religious obligation or special circumstance. Please inform your coach in advance if you can't make a practice. Players are expected to arrive at practices 10 minutes prior to the scheduled start time with lots to drink, a ball and shin guards. Players should use the bathroom prior to practice and should be ready to train seriously when they arrive. Lack of participation in practice will likely affect playing time or starting in games.
9. Nutrition and rest are also the responsibility of the player. We expect players to eat nutritious, healthy food in a timely fashion so as not to interfere with performance. If you have questions about which foods are best for performing athletes, please refer to the nutrition guidelines available on the CDC Carmel FC Select Soccer website.
10. As a member of CDC Carmel FC Select Soccer, you are responsible for your own performance and conduct. Honesty, communication, and reliability are expected at all times.
11. The club asks that you respect yourself and the sport of soccer. This requires that you maintain a healthy lifestyle and a healthy team attitude. Any use of drugs, alcohol, or cigarettes is not acceptable to the club and may result in temporary suspension or even removal from the club.
12. In addition, our club will insist you maintain a positive team attitude and a personal sense of sportsmanship and fair play.
13. CDC Carmel FC Select Soccer players are NOT allowed to play in Carmel Dads' Club Rec League soccer games.

## **OFF THE FIELD**

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CDC Carmel FC Select Soccer players are expected to carry themselves as gentlemen and ladies on and off the field. At tournaments, player behavior is expected to be exemplary on and off the field. As elite athletes, players are further expected to conduct themselves with dignity and respect at home and at school. Disrespect of adults, including teachers and parents, will not be tolerated. Poor behavior by one player is a bad reflection on teammates and the club.

## **SCHOOLWORK**

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Part of the commitment of playing for the CDC Carmel FC Select Soccer is a commitment to being able

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to handle all the obligations that a student has in his or her daily life. It is expected that all players be prepared to play soccer at CDC Carmel FC Select Soccer games and practices. This demands that players do their best in school and budget their time in order to fulfill their obligations in their primary role as students. Players who are not doing their best in school and/or are not meeting their homework obligations are jeopardizing their position on their team and letting their fellow teammates down. With this understanding, it is sometimes necessary to miss a practice due to overwhelming schoolwork. In this situation contact the coach in advance and there will be no repercussions.

## **PLAYING “UP”**

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Since the objective of CDC Carmel FC Select Soccer is to balance the talent among all teams, there is no real opportunity to “Play Up”. Indiana Youth Soccer has, however, created a Club Pass system that allows age-appropriate movement between teams within the club. This gives teams the ability to add players from within the club on a game-by-game basis.

CDC Carmel FC Select Soccer policy regarding the Club Pass system is consistent with Indiana Youth Soccer:

- The primary use of the Club Pass system will be to supplement a team’s roster for games where the team would be short-handed otherwise.
- The Club Pass system will NOT be used to stack your team roster with elite players, especially if it is at the expense of playing time for any team’s rostered players.
- Players cannot play down in level or age group.
- Players cannot play more than two games on any day.

All Club Pass requests are through the club administrators and are carefully reviewed for adherence before being granted. If you feel there has been an abuse of this system you should notify the CDC Carmel FC Commissioner.

## **Communications**

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As a member of CDC Carmel FC Select Soccer, you are responsible for your own performance and conduct. Honesty, reliability and communication will be expected at all times. There will inevitably be times during the season when coaches make decisions and players will be instructed to do things they may not understand. During such times, players are encouraged to talk with their coach so they can gain a better understanding of why certain decisions are being made and what is expected of them.

If you have issues or concerns such as the amount of playing time you are receiving, whether or not you are starting, what position you are playing, etc., please do not hesitate to speak with your coach at the appropriate time. All CDC Carmel FC Select Soccer coaches have an open door policy with respect to such issues or concerns and they encourage and expect you to communicate when you have such issues or concerns. You and your coach may not ultimately agree on such matters but you will both have a better understanding of each other and what needs to be done to resolve the matter. Ultimately, if you feel your coach is treating you unfairly, you may contact the club commissioners to look into the matter.

You are responsible for knowing what is going on with your team. There are times when changes are made (sometimes last minute) to practice and/or game dates, times and/or locations. Most teams communicate primarily by e-mail, so you must check your e-mail box daily. If you are going to miss a

practice or game (or be arriving late or leaving early) you must notify your coach or the designated person at the earliest possible moment. In case of inclement weather your team has a procedure for announcing field closures. Status of Badger Field for both practice and games will be posted on the CDC Carmel FC Select Soccer website at [www.cdccarmelfc.com](http://www.cdccarmelfc.com)

## **THE PARENTS**

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1. Parental support and involvement in the club are essential. Team parents must make sure their child attends all possible club and team functions (practices, meetings, games, etc.).
2. We understand there will be times when conflicts cannot be avoided and other more important events occur. The club requires your communication, planning, and understanding so we can minimize conflicts.
3. It is the team's responsibility to present a periodic schedule to allow time for your planning.
4. When parents or players have an unavoidable conflict, the club expects timely communication to see if the club or team can make any necessary adjustments.
5. The coach will make final decisions on scheduling after careful consideration of your needs and those of the club or team.

## **SIDELINE COACHING**

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1. There will be no coaching by parents. "Go," "shoot," "pass" or "send it" are interpreted as instructions and as such are not desirable. No matter how good your intentions are; we insist there be no shouting instructions to your child or any other player on the team.
2. We also insist there be absolutely no yelling or complaining to referees or officials during or after games.
3. Your vocal support and positive encouragement are welcome after good play. Please do not criticize or "moan" with disappointment when mistakes are made. The players are well aware of mistakes they make (especially the bad ones), and we also teach our players that overcoming and learning from mistakes are an important part of the learning process.
4. It is important that players not be distracted at practices, during games, and that players are given only one set of instructions by one voice before, during, and after practices and games. For this reason, the club insists the coach or trainer be the only voice before, at and after all games and practices. No one other than those listed on the official game roster may sit on or near the team bench before and during games (please respect the space and privacy necessary for the coach and team to carry out their game responsibilities).
5. Please respect all of the other players on the team; please do not make critical remarks to others about specific players on your team. Many times, these comments are overheard by the players or others and can be quite hurtful and foster an unhealthy team environment.
6. Please respect your coach and do not make negative remarks to others about coaching decisions. The club's first concern is for the long-term growth and development of our players as individuals along with their soccer abilities under pressure. There will be times coaches make decisions and players are instructed to do things parents will not understand. Club, team and player development will sometimes be given a greater priority than winning, especially in the younger age groups. Parents must understand

this and conduct themselves in a manner consistent with this philosophy in order to maintain a healthy team environment. Remember, playing only to win without taking healthy club, team and player development into account will not result in a solid foundation upon which your child will be prepared for winning.

7. Parents, always at the appropriate moment and time, should feel free to communicate and ask questions about your child. Also, please take the initiative to encourage and teach your player to speak up and communicate for themselves whenever possible.
8. CDC Carmel FC Select Soccer believes in and teaches players the benefit of having mental toughness to guide their intense focus on the game of soccer. We will instruct your child to ignore adverse conditions such as bad referees, name calling, foul language, rough play, cheating, poor weather, negative behavior by parents or opponents, etc. We expect our parents (as well as our coaches) to have this same mental toughness.

## **THE COACH**

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1. The coaches for CDC Carmel FC Select Soccer are instructed to conduct themselves first as teachers and second as soccer coaches. Nothing positive will come of the club's efforts if we produce world-class players who do not know how to conduct themselves as successful human beings. In this regard you can expect CDC Carmel FC Select Soccer coaches to conduct themselves as positive role models and display appropriate behavior.
2. Our coaches recognize they are dealing in an important way with young people and cannot overlook the impact they have on players' lives. Coaches are responsible for the conduct of the team on and off the field whenever the team is together. We insist our players are polite, well behaved and respectful.
3. Players and parents can expect honesty, communication, consistency, and reliability from the coach. The club and the coaches are committed to giving players the tools and skills to enable them to become as good as their ability, desire, commitment, and effort allow.
4. Coaches are committed to creating an environment that is conducive to the development of quality competitive soccer. We recognize there are things more important in life than soccer. In terms of priority, family and school work come first. However, if the coaches see you are not willing to put your soccer above other recreational activities during the season, it may affect your playing time and/or your status with the club.
5. Do not expect the coaches to praise everything you do well. After a time there are things the coach will come to expect from every player. There are times when the coaches will say very little, and times they may yell out instructions. There are times they will be critical of players, and other times they will be generous with praise. Players and parents are expected to take constructive criticism along with praise for a job well done, and be able to deal with both.
6. The coach will attend practices and will coach at games. In situations where conflicts do occur, and they will, the club will designate a coach, or the Director of Coaching, to cover that particular practice or game.
7. The coaches will make decisions on player selections, game lineup, player positions, amount of playing time, etc. Players must be positive in fulfilling the role they are asked to perform for the team at any moment, even if that role has them coming off the bench or playing a different position.
8. If conflicts or issues arise between a player and/or his/her parents and the team, then the coach will

be responsible for addressing and responding to the conflicts or issues and make decisions for the good of the team. These decisions will be made in the coach's sole and absolute discretion. The coach's decision will be final. The player and his/her parents must agree to abide by the decision.

9. There are some coaches who coach two or more CDC Carmel FC Select Soccer teams. All such coaches will attend all training sessions and will attend all possible team games as the schedule permits. There will be times when conflicts occur and, in those situations, an assistant coach or another CDC Carmel FC Select Soccer coach will cover one of the games or practices. The decision as to which team is covered by the head coach, will be determined solely by the head coach.
10. We hold our coaches to the highest standards, but there may be times when you do not agree with the coach's conduct. If you have tried everything to rectify the situation and are still not satisfied, you should contact the CDC Carmel FC Select Soccer Commissioner.
11. All CDC Carmel FC coaches hold an Indiana Youth Technical Certificate as a minimum coaching certification, with all Head Coaches encouraged to attain the USSF "E" license as a minimum certification.
12. Coaches will complete a Player Evaluation after each season and communicate it to the player and at least one parent (present only to observe). This will point out the areas the player needs to work on, which will provide focus for the coach in the following season. The evaluation will also point out what the player is doing well, wrap up with comments about the player, and ask the player if they have any questions or comments.

## **PLAYING TIME**

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There is no guaranteed amount of playing time, and there are many factors that can affect the amount of playing time for a particular player. The policy of the club is that playing time is earned and not given. With that understanding, any player who fully participates to the best of their ability in practice and games should expect to play at least ½ of every game. The CDC Carmel FC Select Soccer philosophy is that player development comes before winning games, and players are not able to develop their skills without participation in the games.

Starting positions and playing time are both earned by coming to practice regularly and by working hard, competing and concentrating during practices and games.

If you have any questions or concerns regarding playing time, please talk with your coach at the appropriate time. If you are still not satisfied, contact the CDC Carmel FC Select Soccer commissioner.

## **FEES**

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The club and teams are financially supported through seasonal player dues. Fees assessed cover uniforms for each new player, state and league registration fees, referee fees, insurance coverage, training equipment, league dues, tournament entries, field maintenance, special training, etc.

**Carmel Dads' Club Registration:** CDC Carmel FC Select Soccer participants will be required to pay registration fees of \$75 each season, Fall and Spring, and a \$50 annual club dues per family. These fees cover referee fees, insurance coverage, training equipment, field maintenance, and administrative costs.

**Uniforms:** As a general rule, uniforms will be replaced every other year at a cost of approximately \$100. A uniform kit will be purchased for your seasons in the U11 and U12 age group, then again for seasons in

the U13 and U14 age group. The uniform kit will include home and away jerseys, shorts, and home and away socks. Optional warm-ups and gear bags are available, but not required.

**CDC Carmel FC Select Soccer Club Fees:** Fees will be assessed each season, Fall and Spring, to cover Indiana Youth Soccer Player registration fees, CIYSL and GiRLS league registration fees, and tournament registration fees. This fee will be \$75 in the Fall and \$50 in the Spring (Players entering for the Spring season only will require a \$75 fee).

- Should a player quit or leave their team to join another club or team after any payments are made, there will be no refunds.
- Failure to make club fee payments when due may result in the player's inability to be issued a player card for the subsequent season until all fee payments have been made.

## **DISCIPLINARY ACTIONS**

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Our attempt with this agreement is to present in clear detail what will be expected of you and what you can expect of the club, the team and the coaches. If you are uncertain what is expected, it is your responsibility to ask one of your coaches. Knowing and understanding these things, your participation in the club will be positive for you as you develop your soccer abilities to the highest level possible.

We have high expectations of the club, the teams, the coaches, and you. These expectations are really the rules, regulations, and policies of CDC Carmel FC Select Soccer. So that you and every player in our club can get the maximum benefit, we need you and every player to abide by the club Bylaws, rules, regulations and policies. Everyone has problems from time to time and we will make every effort to work with you to help solve the problems you may have. After we have exhausted all efforts to solve the problem, we will be left with little choice other than to pursue disciplinary action as outlined below. The same procedures will apply to situations where parents or coaches may require warrant disciplinary steps.

- 1) The team coach will discuss the problem directly and privately with the player, with the assumption the problem will be corrected immediately.
- 2) If the problem persists, the team coach will communicate with the player's parents to discuss the problem and lack of response on the part of the player. Parents will have the opportunity to be involved with correction of the problem at this time.
- 3) If the problem continues, the team coach may temporarily suspend the player. If the situation warrants, the team coach may recommend to the CDC Carmel FC Select Soccer commissioner that the player be removed from the club. The commissioner will notify the parents of the coach's recommendation.
- 4) The parents of any player recommended for removal from the club may request to meet with the CDC Carmel FC Select Soccer commissioner.