



BY-LAWS FOR REP TEAMS

Maple Leaf - Cavan FC

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CONTENTS

1.	CAVAN FC Philosophy.....	1
2.	Important Dates	1
3.	Parent & Coach Meetings	1
4.	Estimated Costs.....	2
5.	Team Finances.....	2
6.	Team Practices	2
7.	Suggested Outdoor Tournaments/Festivals Guidelines.....	2
8.	Appointment of Rep Coaching Staff.....	3
9.	Rep Team Management Roles	3
	I. Head Coach	3
	II. Assistant Coach	3
	III. Manager*	3
	IV. Assistant Manager	4
	V. Fundraising/Sponsorship Representative	4
10.	Team Identification	4
11.	Uniforms / Dress Code	4
12.	Registration Process.....	5
13.	Team Fundraising	5
14.	Communication Outside the League.....	6
15.	Reporting of Game Related Discipline	6
16.	Training and Home Game Locations	6
17.	Insurance Certificates.....	7
18.	Guidelines Around Player Assessments – Standard Measurements.....	7
19.	Guidelines Around Player Tryouts.....	7
20.	Playing Up Policy	7
21.	Conclusion of Season	8

1. CAVAN FC PHILOSOPHY

Cavan FC, the competitive division of Maple Leaf - Cavan FC (MLCFC), was formed in the fall of 2007 to cater to those children who are passionate about the world's "beautiful game".

We represent Cavan, Millbrook and the surrounding rural Peterborough County area within the ECOSA district. Cavan FC's objective is to develop and foster great soccer players who push each other to maximize their potential.

As a club CAVAN FC's primary focus is to provide a total, well-rounded and positive soccer experience for the player, coach, referee, and parent, and to ensure transparency in all of our club transactions.

For players, the emphasis will be on the development of each and every player so that their experience with Cavan FC will encourage them to continue their participation in soccer with renewed enthusiasm and a sense of accomplishment.

For coaches and referees, the club will emphasize continual training and ensure that they impart the philosophy of the club on all our members.

Cavan FC is a place to learn and enjoy the game of soccer!

2. IMPORTANT DATES

Flexibility given to new teams.

- a. Head Coach/Team Management should be identified by October 15th
- b. Winter training starts October 15th ends February 15th
- c. Player assessments to be submitted to Director of Coaching: by Feb 1st and October 1st
- d. Roster releases of trialing players done by February 15th
- e. Outdoor Season starts February 16th ends October 14th

3. PARENT & COACH MEETINGS

- Team meeting should be held before February 15th

Please see <http://www.mlcfc.com/resources.php> for sample parent meeting agendas. It is important that the following items are covered during this meeting:

Coaches Address:

- Overview of Season Plan
- Short term / Long Term Goals

Registration Packages:

- Registration form
- Sponsorship Request Letter
- Player Emergency Information Form
- Creeds (Player/Parent/Coach's)
- Team Budget including payment time line.
- Player Assessment Form

- List of possible Tournaments being considered by the Coaching Staff

4. ESTIMATED COSTS

Each team sets their budget independently thus costs vary from team to team. A sample budget is available on <http://www.mlfc.com/resources.php>

5. TEAM FINANCES

- Fees should be divided into winter training (October 15th - February 15th) and outdoor season (February 16th - October 14th)
- All teams collect winter training fees AND outdoor season fees
- Develop and submit winter training budgets to MLCFC executive before Oct. 15th
- Develop and submit outdoor season budget (may include spring indoor training, requires sponsorship information) to MLCFC executive before ordering equipment/uniforms, etc. by Feb. 16th
- Full player fees should be paid for the outdoor season before May 1st
- Team pays for any fees they incur to the Club, which in turn pays the District. (Club will bill team directly)
- Team pays League Fees to the Club, which in turn pays the various Leagues. (Clubs will bill team directly)
- A team must have their own bank accounts. Recommend name of team (see Team Identification). Fees stay with the team for the following season. In the event that a team folds any additional monies shall be returned to MLCFC.
- All team bank accounts should be opened in the team's official name: i.e. Cavan FC yy Gender – *Cavan FC 00B*
- All team bank accounts must have three signatures. Two signatures mandatory on all cheques. The three signing authorities must not be immediate family and/or reside in the same household. One of the three signatures must be a person who is authorized to sign for the MLCFC general account (i.e. club president/treasurer)
- Cavan FC Banking and Financial Information form must be submitted to MLCFC executive on an annual basis
- Teams should produce quarterly account of finances to all parents
- Teams must submit semi-annual and year-end financial summaries to MLCFC executive
- Tax receipts will be issued by Maple Leaf – Cavan FC Treasurer

6. TEAM PRACTICES

Suggested two times a week

7. SUGGESTED OUTDOOR TOURNAMENTS/FESTIVALS GUIDELINES

U8 or below	3
U9 or above	5

Note: Registration fees should be budgeted to cover the above tournaments. These guidelines are what MLCFC feels is optimum for player development.

8. APPOINTMENT OF REP COACHING STAFF

Every Cavan FC Head Coach is subject to an interview and application process. Each application will be carefully reviewed by Maple Leaf – Cavan FC (MLCFC) Executive and appointments to coaching positions will be based on qualifications, knowledge of the game, history in the program, and applicant's ability to engage, teach and mentor children of the program.

It is preferred club policy not to award one individual the position of Head Coach for two teams.

Assistant Coaches and Team Managers are appointed by the Head Coach.

Head Coaches are subject to team evaluations on a yearly basis, the results of this evaluation may or may not be disclosed to the Coach.

9. REP TEAM MANAGEMENT ROLES

Any changes in team management must be communicated to MLCFC Executive.

Each rep team is to consist of:

I. HEAD COACH

Responsibilities include:

- a. Training/player development
- b. Team budgeting with manager
- c. Tournament planning/selection
- d. Attend technical training courses/keep current
- e. Coordinate all practices
- f. Player assessments – twice a season: Feb. 1st / Oct. 1st (copy of assessments are to be given to Director of Rep. Coaching)

II. ASSISTANT COACH

Responsibilities include:

- a. Assists Head Coach with their responsibilities

III. MANAGER*

Responsibilities include:

- a. Team communication
- b. Ensures all team paperwork is completed
 - I. registration forms
 - II. all OSA/ECOSA forms i.e. travel permits, etc.
 - III. player books
 - IV. game sheets, incl. reporting to the league
 - V. collects coach/player/parent creeds
 - VI. ensure player assessments are completed Feb 1st and Oct 1st with a copy going to the Director of Coaching for MLCFC
- c. Banking/tracking of team's financials (incl. ref fees, gym rentals and tax receipts)
- d. Updates website calendar with schedule
- e. Ensure that player books are handed in to the MLCFC Registrar at year-end
- f. Assists Coach where necessary (gym rentals, player tryouts, etc.)
- g. Assigns duties to team volunteers for the following:
 - I. Corner flags, Sun Shades, Benches, Water/ice, First-aid, Snacks, Media – PR/Photos
 - II. Other duties as required

* The Head Coach and Manager cannot reside in the same residence.

IV. ASSISTANT MANAGER

Responsibilities include:

- a. Assisting the Manager with above duties

V. FUNDRAISING/SPONSORSHIP REPRESENTATIVE

Responsibilities include:

- a. Work with the Executive Director of Fundraising to ensure the team is represented
- b. Find \$1,500 in team sponsorship across 1-3 corporate sponsors
- c. Gather and organize sponsorship logos and information for communication to equipment manager and webmaster.
- d. Co-ordinate/obtain and deliver appreciate plaques to sponsors at year-end
- e. Ensure weekly write-ups with corporate sponsors mentioned *** very important **
- f. Ensure that the required number of team volunteers participate in Cavan FC fundraising events as required
- g. Act as a liaison between Maple Leaf – Cavan FC Executive and their team to explain proposed fundraising events from either side

10. TEAM IDENTIFICATION

All Rep teams under Maple Leaf – Cavan FC will hereby be identified as Cavan FC 'yy Gender (B/G) Reserve ; where yy is the year of the player's birth. i.e. Cavan FC '99B Reserve

11. UNIFORMS / DRESS CODE

- a. Game uniforms are to remain consistent across the Cavan FC teams:
 - i. Red and Black striped jersey & Silver Jersey (alternate)
 - ii. Black shorts
 - iii. Red socks & Black socks (alternate)
- b. Uniforms are to be paid for by the individual rep. teams and ordered through the Rep Director of Equipment
- c. Coaching staff on the bench must have appropriate team apparel (i.e. coaching jersey) during games

12. REGISTRATION PROCESS

- a. Players are to complete registration paperwork and pay applicable fees **before receiving a Cavan FC uniform**
- b. Player Registration forms are posted on the MLCFC website (www.mlcfc.com/resources.php) and available for printing.
- c. New registration forms are required to be completed for every playing season (indoor & outdoor)
- d. Registration forms are required for ALL players and Team Officials (Coaches, Assistant Coaches, Managers & Assistant Managers)
- e. For each playing season, team managers are to provide completed registration forms to MLCFC Registrar who then confirms information per player/team official, from OSA data base and duly registers in the OSA data base (AIMS) to the appropriate team(s)
- f. Signed registration forms (both pages) – hard copies are kept in Club File with Club Registrar/Administrator
- g. OSA books are updated per season, photos are checked and replacement photos will be requested as required
- h. For players new to REP soccer:
 - i. A copy of the player's birth certificate is requested and kept on file, for the purpose of confirming age of player
 - ii. A passport type photo needs to accompany the registration form
- i. For players who have previously played REP soccer but not with Cavan FC:
 - i. A copy of their OSA Player Book must accompany their registration form - if not available a photocopy of Birth Cert & a passport photo is required.

13. TEAM FUNDRAISING

- a. Each team must appoint a mandatory fundraising/sponsorship coordinator that reports to the executive
- b. All fundraisers must be approved by the MLCFC executive
- c. Each team member is required to dedicate a minimum of one (1) day during the season to assist with fundraising events. If for unforeseen circumstances parents are unable or unwilling to assist for the minimum time they may

- choose to make a onetime payment at the time of registration of \$xxx to supplement the cost of team equipment such as sun shelter, benches, equipment bag, practice jersey, individual balls additional training and team events.
- d. Teams will be permitted to operate their individual fundraising events, up to (2) and use any money raised for team events
 - e. Individual fundraising events must be approved by the executive and consist of a minimum outline including the event specifics, naming of a chair, co-chair, and three volunteers for the day of the event. Within 30 days upon completion the team must submit a balance sheet to be reviewed by the executive contain all receipts for expenses and a record of any donations
 - f. Fundraising events must not provide any personal gain for any team members or associate. Any suspected wrong doing will be investigated

14. COMMUNICATION OUTSIDE THE LEAGUE

- a. Tournaments, exhibition games, etc. must be approved by Club Rep. Registrar/Club Administrator before being announced
- b. All communication outside the league, media write-ups, etc. should be respectful in nature and hold the values of Maple Leaf – Cavan FC
- c. It is recommended that teams subscribe to the Millbrook Times.

15. REPORTING OF GAME RELATED DISCIPLINE

Maple Leaf – Cavan FC expects that participants (including players, referees, parents and coaches) conduct themselves in a manner that reflects the code of conduct and spirit of this document as well as the rules of soccer

All leagues in which MLCFC – Cavan FC teams play, report any issues of discipline to the Club Administrator

The Club Administrator then communicates with the Team Manager & Coach, records the discipline or suspension in the Player/Coach OSA book and forwards the book to the District for validation of the suspension

In the case of a discipline hearing, the Club Administrator will communicate with the Coaching staff to ensure that the player or team official is aware of the hearing date and able to attend with their OSA book

Any fines levied, as a result of the discipline are the responsibility of the individual involved

Records of all discipline are kept on file by the Club Administrator and reviewed annually

16. TRAINING AND HOME GAME LOCATIONS

Booking training facilities is the responsibility of each rep team. MLCFC strongly encourages the use of Kawartha District Pine Ridge District School Board facilities (KPRDSB – community use of schools).

Home game locations vary based on field availability. Each manager will receive a list of scheduled games and locations at the start of the season.

We recommend that each team use the online schedules on “ www.mlfc.com > competitive > schedules “ to let team members know field locations for both training and games.

17. INSURANCE CERTIFICATES

Insurance certificates are available by contacting the MLCFC Administrator

18. GUIDELINES AROUND PLAYER ASSESSMENTS – STANDARD MEASUREMENTS

The philosophy of Cavan FC is focused on player development –both physically and emotionally. Player assessments are very personal and should take the following into consideration:

- a. Assessments are a very important communication tool. They help players and parents understand why they have been released or receive limited playing time
- b. Coaches and coaching staff/team manager should determine how a player’s skill is ranked prior to doing the assessments
- c. Player assessments should be collaborated with coaching staff/team manager before being reviewed with individual players
- d. Assessments are meant to empower players by affirming their strengths and helping them understand areas for development/improvement
- e. Suggestions of what a player needs to do to achieve the next level should be made available
- f. The Director of Rep Coaching may choose to arrange a coach’s meeting to discuss best practices in regards to player assessments

19. GUIDELINES AROUND PLAYER TRYOUTS

Cavan FC strives for clear communication to Players and Parents. Fall tryouts should result in one of three things within 7 days following the last tryout:

1. The player is part of the team (core player)
2. The player is on the bubble and invited to winter tryout (trialing player)
3. The player is not part of the team (cut)

To help facilitate the communication of this Cavan FC has three form letters available. These letters DO NOT TAKE THE PLACE OF A PERSONAL DISCUSSION - they are designed to be used as a *follow-up* after the personal discussion.

The three result letters will be emailed to each Head Coach before tryouts.

20. PLAYING UP POLICY

Consistent with the policies of the Ontario Soccer Association and effective immediately* (22 SEPT 2014), it is the policy of Cavan FC that players participate in competitive soccer within their own age group.

In cases where players demonstrate exceptional ability and skills beyond their age, they may be considered for playing-up an age group, according to the following process:

- approval to play-up will be based on the merits of individual cases
- players must try-out for both age groups
- a request to play-up must be sent to the Director of REP providing details about the player including playing history

In keeping with our Player Focus philosophy – a player may be approved to play-up an age group if:

- staying at their own age group would be detrimental to the player's development (determined by consultation with prior season Head Coach (where possible) an initial assessment by upper age Head Coach, and, if required, a third-party technical assessment of the player at upper age group tryout) AND
- the player must demonstrate above average soccer skills which are deemed to be in the upper half of the skill level of the older age-group AND
- the player is deemed to be able to play in the higher level socially, emotionally and physically (determined by parent/player/club interview).

It is Club policy to not support players who wish to play-up two years. In extraordinary cases, however, a player who feels they have exceptional skills and knowledge of soccer well beyond their age group may appeal by sending an email to the Director of REP requesting consideration as an exception to this policy.

* This policy is not applicable to those grandfathered to teams prior to the implementation of this policy 22 SEPT 2014

21. CONCLUSION OF SEASON

MLCFC hosts an annual Season End Banquet to celebrate the accomplishments of each REP team and to thank all volunteers, coaching staff, players and parents for their participation.

Each team is responsible for hosting their individual team year-end event. Discussions should be done with the team at the beginning of season so year-end celebrations can be included in the budget.