



# Lincoln Soccer Club

## Travel Team Policies

These policies are intended for travel coaches to outline the process of forming and managing a travel team within the guidelines surrounding travel soccer in the Lincoln Soccer Club (LSC).

The Lincoln Soccer Club will support both Recreational and Competitive Teams for travel for both boys and girls from U8 to Senior age levels offered in the Province of Ontario that will have a majority from Lincoln with supplements of players from other areas.

By no means, will this Travel Team Policy supersede the rules or bylaws from the following governing bodies:

- Canadian Soccer Association
- Ontario Soccer
- Niagara Soccer Association
- Niagara Soccer League

### 6.1 Definitions

- a) OS refers to Ontario Soccer
- b) NSA refers to Niagara Soccer Association
- c) NSL refers to Niagara Soccer League. This league is governed by the NSA and is authorized to operate as an L5/L6 league by the OS. This will be referred to herein as Recreational Travel
- d) Hamilton & District "MJ" League. This league is governed by the OS and is authorized to operate as an L3/ L4. This will be referred to herein as Competitive Travel
- e) LTPD refers to Long Term Player Development
- f) OPDL refers to Ontario Player Development League (L1 replacing OYSL for all players born after the year 2000)
- g) LSC refers to the Lincoln Soccer Club
- h) OFF SEASON is the considered between the months of November and April



## 6.2 General Guidelines

- a) Although players are allowed to play for any center that they choose, it is the club's policy to provide for players that reside in the Town of Lincoln first, followed by West Lincoln and Grimsby.
- b) Anyone that participates in the LSC travel soccer program must be registered with the LSC and cannot be registered with another club.
- c) Travel teams are not permitted to play house league teams in exhibition games. This is intended to preserve the integrity of the associated teams and their clubs.
- d) LSC will only support one team at each age level at both the Recreational and Competitive Travel levels (i.e. 1 NSL team & 1 MJ team for U18G). This is subject to change as the Club grows or changes to MJ qualifications change.
- e) All LSC Travel Teams are expected to participate at the Club's annual tournament (if applicable)
- f) Players registered as Recreational or Competitive Travel are not eligible to play in House League although players may be called up from House League as a temporary player(s). FESTIVAL TEAMS ARE EXCLUDED IN THIS – they have an open roster.
- g) Any teams that want to participate in any off-season activities will do so at their own expense although the Club will continue to provide insurance coverage throughout the year for any registered players. Any indoor time that is offered to travel teams during the off-season should be considered bonus time and should not be an expectation of any of the teams to receive said time and is purely at the discretion of the LSC.
- h) Call-ups from Recreational teams to Competitive teams will not be blocked by Recreational coaches. The club believes that coaches must work together to promote players to the highest level of play. A courtesy call is encouraged between coaches. All players' game obligations are to the principle team that they are signed with first.
- i) Players can be called up from house league and younger Lincoln Recreational Travel teams. Calling up from the house league promotes our travel program within the house league and encourages more players to participate in the travel program. This produces long-term benefits for our travel program.
- j) A call-up player may only be used up to a maximum of 6 games. Regardless of the numbers call-ups should be given the opportunity to play. They shall **not** be given more field time than a regular team player.

## 6.3 Coaching Staff/Team Officials

- a) Any Coach interested in volunteering to coach a travel team for the LSC needs to make his/her interest known in writing to the Club Head Coach on or before September 1<sup>st</sup> for the following season.
- b) All coaches applying for a Travel Team must have attained a Police Criminal Record & Vulnerable Sector Check (refer to 6.2.1) in addition to the minimum certifications as defined by the OSA (refer to 6.2.2) and MUST provide a digital copy as proof of successful completion to the Club Head Coach. A coach must apply



on an annual basis for a travel team.

- c) All travel teams will have a designated Head Coach and an Assistant Coach.
- d) All Coaches are expected to comply with the rules and by-laws of the governing bodies including but not limited to the: FIFA; OS; NSA; & LSC. Failure to comply with the rules and by-laws may result in disciplinary action.
- e) Managers are not permitted at any time to take the place of a Coach and cannot sit on the bench without one of the team's coaches (i.e. a manager cannot take the place of a coach(s) should they be absent for any OS sanctioned event or games).
- f) A maximum of 4, team officials will be allowed to sit on the bench. Only team officials included in the team application will be allowed to sit on the bench.
- g) Team officials must be registered with the NSA and have their OS registration books available at all times.
- h) Team officials will coach within 2 meters of the player bench
- i) Managers are only required to complete both a Police Criminal Record and Vulnerable Sector Check in addition to having successfully completed Respect in Soccer (RIS).

### **6.3.1 Police Criminal Record & Vulnerable Sector Check**

As is required by the OS, all Coaches and Managers or anyone that will be around the players or on the bench during games at any time MUST complete a Police Criminal Record & Vulnerability Sector Check. The frequency of these screenings is the sole decision of the clubs' executive (currently 2 year basis). The club will incur the costs of this process.

### **6.3.2 Coaching Certifications**

- FUNdamentals (U6 to U8) - In class course
- Learn to Train (U9 to U12) - In class course
- Soccer for Life (U13+) - In class course
- Respect in Soccer (Valid for 5 years and then must be taken again) - Online course
- Making Ethical Decisions - Online course
- Police Record (w/Vulnerable Sector Screening) Valid for 2 years then must update. - NRP Grimsby
- Making Headway - Online course

### **6.3.4 Reimbursement**

LSC will reimburse any youth division Coach for the cost of any associated with both the Police Criminal Record and Vulnerable Sector Check and obtaining the appropriate Coaching certifications. Valid receipts must accompany the request for reimbursements.

## **6.4 Recreational and Competitive Team Tryouts**

- a) A Coach may only permit players of the age group of his/her team to attend tryouts. Underage players may not try-out without written consent of the Club Head Coach which must be requested and approved each year. Exception to



this in u13 teams and older. Players can try out for any age group they are eligible for. E.g. a 12 year old may try out for the U15 team but if they do not make it are not guaranteed a spot on the U13. They need to try out for the U13 team as well.

- b) Every eligible player living in Lincoln and/or registered with the LSC shall be entitled to try out for a Recreational and/or Competitive Travel Team
- c) Travel registration fees include costs associated with tryout facility rentals. These fees entitle Players to attend a minimum of two (2) try-out sessions before he/she can be cut.
- d) The Club will advertise the start of try-outs, as well as the coach's name and email address. The Club will provide a suitable facility for tryouts at the club's cost with the actual time and length of session to be decided by the coach and Club
- e) Tryouts should be held immediately after the season and/or finals for the next season and initial selection completed by no later than end of OCTOBER.
- f) Due to potential liability issues, the club requires that no coach will allow any player to participate in a tryout until the club waiver and registration has been confirmed by club registrar. It is the coaches' responsibility to take attendance at tryouts and confirm eligibility.
- g) All players' integrity will be respected during the tryout stage of the team formation. During tryouts players will periodically receive emails concurrently indicating whether they have made the team or not. Players will be instructed to open the emails at home to maintain confidentiality as to their status with that team. They should also be asked to observe a 24 hour reflection period before making a commitment to the team and/or contacting the team to better ascertain why the player had not been selected.
- h) Recreational Travel teams are to follow the OS and NSA guide lines to keep in line with the LTPD. Players who have registered on time cannot be released to accommodate late registrants.
- i) Interested players who try out for a higher-level team (i.e.: MJ League) that have been released will be given the chance to play for the Recreational travel. They are not considered late registrants (provided they registered for the MJ League team by the registration date). They may not take the place of a player who has already been carded for the Recreational Travel team. Similarly if a player is trying out for more than one center they need to contact the Lincoln coach for tryout dates and sign the player waiver form to attend try outs. They will not be considered late if they have come from another center from try outs and been cut. They cannot take a spot of a player that has already been carded for the team.
- j) All teams **must** have 85% of their roster finalized by March 31st, and the full team by April 31st. Failure to do so will result in the team withdrawing from the travel program. LTPD teams must have 85% of their roster by May 1<sup>st</sup> and the full roster by May 15<sup>th</sup> (if they have spots we are allowing more players after the season starts as it is an open roster)
- k) Recreational coaches should attend Competitive team tryouts and practices to evaluate players who may be released. This should be done in a confidential manner.



- l) MJ LEAGUE teams will be allotted more gym time earlier so that the coaches can release players to Recreational teams earlier.
- m) Any MJ LEAGUE level or higher team should be restricted to signing additional players by the MJ League deadline date (July 31<sup>st</sup>).
- n) In house transfer **must** be completed by July 1st, with all parties in agreement, with approval of executive. Requests **must** be made in writing.

## 6.5 Travel Team(s) Operations

### 6.5.1 General

- a) All teams that receive home and away jerseys are required to wear their HOME (black) jerseys at HOME games and AWAY (white) jerseys at AWAY games; exception to this is the alternate jersey is to be worn when conflicts with the other team's colors occurs.
- b) Sponsorships (home jersey, away jersey, LSC website): must be completed through the Club. This will ensure that the sponsors are aligned with the values of the Club and there are no conflicts with other sponsors (i.e. Tim Horton's and Starbucks). Funds received from the first sponsor for a team (home jersey) will be retained by the Club. Funds received from the second sponsor of a team (away jersey if applicable) will be remitted back to the team minus any amounts owed by the Team to the LSC for screening and such sundries.
- c) Fundraising: If individual teams require additional funding during the season, the team solely will bear that responsibility. Any team that decides and/or determines that fundraising is required, will request approval to do so in writing to the Board of Directors. This is to avoid that individual teams' fundraising does not circumvent or directly conflict with the fundraising efforts of the club.

### 6.5.2 Financial Responsibilities of the Travel Team

- a) Game balls (x2)
- b) Any off-season field and/or facility rentals
- c) Tournaments
- d) Cost associated with any training or equipment (i.e. balls for each of the players)
- e) Any fines or charges imposed or incurred on individual teams representing the club during league, playoff or tournament play are the sole responsibility of said team unless extenuating circumstances deem them unreasonable or unjust. The executive may decide to incur the costs upon appeal to the club. At the discretion of the executive fines to players for an accumulation of yellow cards or a red card should be paid by the club when there is no verbal or physical abuse of a referee, other official, other players, coaches or spectators involved in the suspensions or there is no violent play involved.
- f) Have an AUDIT process in place with regards to management of the team finances which includes updating the entire team (parents) at a minimum twice a year (beginning of season and end of season) to ensure no allegations



of funds mismanagement occurs.

- g) The Club at its discretion may request that Travel Teams participate in Club fundraising activities that help fund the overall program. Minimum fundraising team targets that are not met will result in eligible reimbursement amounts being reduced by the difference between what was raised and the assigned target
- h) If the team chooses to have 2 team photos done for their sponsors, the LSC will pay for the first set and the second set will be billed to the team.
- i) Warm up gear, bags and other team sundries.

### **6.5.3 LSC responsibilities**

- a) Registration of all players with the OS and corresponding league (NSL, MJ LEAGUE)
- b) Home and away jerseys and one pair socks and shorts for their uniforms.
- c) In-season (May-October) practice field; practices are not scheduled by the club but the fields available are more known to the coaches. It is first come first serve for all teams. It is expected that teams share a field when it is high season and field availability is low.
- d) Field maintenance and up keep
- e) Field reservations for all in-season games
- f) The LSC will pay for youth call up books.

### **6.5.4 Reimbursements**

- a) Teams between U8 & U12 will be eligible to be reimbursed for any team related expenses up to \$375 per season. To be reimbursed, legitimate receipts must be remitted back to the Club (i.e tournament registration, cost of game balls, etc.}. No funds will be remitted back to any team unless the Club receives receipts for Team
- b) Any teams between U13 and U18 will be eligible to be reimbursed for any team related expenses up to \$450 per season. To be reimbursed, legitimate receipts must be remitted back to the Club (i.e. tournament registration, cost of game balls, etc.). No funds will be remitted back to any team unless the Club receives receipts for Team expenses. Ladies or Men's teams are not eligible for said reimbursements
- c) All expenses related to youth soccer referee payments will be reimbursed by the Club to the Team upon request. Team must submit their schedule to the club for reimbursement.
- d) All expenses related to youth soccer Manager/Coaching certifications will be reimbursed by the Club upon remittance of any certificates and/or police checks.
- e) The LSC will reimburse each youth team up to \$150 for indoor facility rentals. Proper receipts are required.

## **6.6 Questions/Clarifications**

All questions or clarification with regards to: LSC Travel, OS, NSA, NSL, OYSL and/or





LTPD policies or procedures are to be sent in writing to the Club Head Coach after carefully reviewing all said policies or procedures in advance of any request. All request must be made by the Team Head Coach (not the Assistant or Manager). In no circumstances are you to approach any of the governing bodies directly. Lastly, it is not recommended that you get opinions or interpretations on any of the said policies and procedures as this might impact your team should the information you have been provided be erroneous.

### **6.7 Select Teams**

- a) Jerseys only for the select teams will be provided by the club and must be returned at the end of the tournament. It is the coaches' responsibility to ensure that these are returned.
- b) Choosing players for the select teams is at the discretion of the selected coaches.

### **6.8 Board Approval**

The Executive of the Board of Directors approved the attached policy on January 4<sup>th</sup> 2018

Following members:

- Kevin Brown – President
- Neil Wakani – Vice President
- Alan O'Brien – Head Coach
- Kathryn Berube - Administrative Secretary