

NORTH METRO SOCCER ASSOCIATION
COMPETITIVE PROGRAM MANUAL



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COMPETITIVE PROGRAM

COACHES, ASSISTANT COACHES AND MANAGERS:

1. Competitive teams shall have at least two registered adults, meaning that they have completed the on-line background check and received a coach's pass from MYSA.
2. Per MYSA regulations, paid trainers are not allowed to be head coach. Therefore, parent and/or volunteers will service as head coach for all North Metro teams.
3. Team managers may NOT be the spouse of a coach or assistant coach working with the team unless it's approved by the respective competitive director.
4. There must be at least two adults at each game, practice, training session or other team events. Coaches and managers should never be alone with a player other than their own child.
5. Coaches, assistant coaches and trainers may not work with more than one North Metro team without prior approval from the respective competitive director.
6. Coaches and assistant coaches must not leave a practice, game, training session or other team event until all players have left the premises.
7. Coaches may receive 100% reimbursement for successful completion of any NSCAA or USSF coaching license. Coaches must turn in a copy of their certification or license and payment receipt, to the respective competitive director to receive reimbursement.
8. Coaches are selected, interviewed and approved by their respective competitive director. Coaches may determine their assistant coaches and team managers but they must be persons in good standing with the Association.

PAID TRAINERS:

1. Any professional trainer paid for and contracted by a competitive team must submit their contract in writing to the respective competitive director and treasurer for approval. A copy of the approved, written contract will be kept on file with the treasurer.

2. Professional or paid trainers working under contract with the individual team must complete a W-9 form annually and return it to the treasurer in order to receive their payment.
3. Coaches using paid trainers need to communicate the costs per player and have parents sign a written contract which specifies the payment amounts and time constraints.
4. Players on competitive teams using a paid trainer must pay their required fees as directed by the coaches. Any player who doesn't pay their share of the fees within 30 days may be suspended from the team.
5. All team contracts including contracts with gym facilities are bound with the team, not North Metro Soccer Association. The Association will not be responsible for any outstanding unpaid debts.

FINANCES:

1. Competitive teams **MUST** use the North Metro team accounts provided and may **NOT** use outside banking or credit union accounts. All team related transactions **MUST** be run through the North Metro team accounts and checks should be made out to North Metro Soccer Association.
2. Teams found in violation of not using the provided team accounts will have their player passes held by the Association for the next season. Once proof has been provided showing that the outside account has been closed, player passes will be released.
3. Teams may temporarily carry a negative team account balance. However, teams **MUST** repay any negative balances within two weeks of notification. Failure to repay any negative balance will result in the Association holding player passes from the next season until the negative balance is paid in full.
4. Receipts over \$50 are requested for all expenses reimbursed from team accounts.
5. Players' families are required to pay their training fees, indoor league registration fees, tournament fees and other team-related expenses in a timely manner. Once notified by the team manager or coach of their portion of team fees, families will have up to 30 days to make their payment. Players whose payments are not made within 30 days of notification may be suspended from the team until payment is made.

6. Players who decide not to play competitive soccer after accepting team placement may receive a 50% refund of the registration fee only, up until the initial MYSA submittal date for that season. The refund excludes any portion paid for tryout or late fees.
7. Players unable to play due to extenuation circumstances such as family relocation may apply to the board for a partial refund of registration fees only. This excludes any portion paid for try-out or late fees.
8. If NMSA is unable to accept a registration and/or place a player on a team, that player will receive a full refund of their registration fees. This excludes any portion paid for try-out or late fees.
9. If a player has registered for a competitive team and is placed on a recreational team due to team size limitations, NMSA will refund the difference between the competitive and recreational registration fees. This does not include the try-out or late fees.
10. Competitive tryout fees are non-refundable, even if the player is not placed on a competitive team. The tryout / assessment fee is applied to players' summer registration fee.
11. The Association will pay 100% of the summer State tournament registration and referee fees for each team that qualifies for the State tournament.
12. Once player passes have been issued and provided to a team, it is the team / players responsibility not to lose them. If player passes are lost, it is the responsibility of the team / players to pay the cost to reissue duplicate passes.
13. Teams should have a zero balance at the end of their respective seasons, i.e. summer and fall. Head coaches will be responsible for repaying any negative balance remaining in their team account at the end of the season.
14. Balances over \$200 will be re-distributed to the player's new NMSA team account.
15. NMSA will NOT provide financial assistance to cover the costs of paid trainers, tournament fees or indoor league fees as part of its fee waiver policy.

TEAM FORMATION:

1. The Association attempts to place all players who complete tryouts on a competitive team. However, team placement is dependent on player ability, the number of players available per age level, the size of the rosters and the number of coaches.

2. Tryouts are not used to form U9 teams for fall season. Teams are formed by the respective competitive directors based on registrations, requests and coaches' input. Priority for roster spots will be given to players at the proper age level rather than players "playing up".
3. Competitive team rosters for the fall season will remain the same as the team's summer roster for that year unless there are players who choose not to play. Teams may NOT move players from one North Metro summer team to another North Metro team for fall season.
4. Coaches should work collaboratively with other coaches to fill temporary roster needs. For example: if a Classic I coach is going to have 4 players missing for a game, they should contact the Classic II coach at their age level for players or contact the Classic I coach at the younger age level.
5. Per MYSA rules, coaches should not illegally recruit players from other North Metro teams or from other Associations. North Metro coaches and paid trainers found to be recruiting players could be dismissed from their roles and have their contracts voided.

TYOUTS:

1. Per MYSA guidelines, all players are required to participate in the tryouts for their age level. Tryouts are for the following year's summer teams.
2. To be eligible to participate in an older age level, player families must submit a written request to the respective competitive director at least 7 days prior to tryouts.
3. Players must complete the full tryout for their age level and the specified portions of the older age level tryouts as well, i.e. the 1 v 1, 5 ball shot and the small sided game.
4. Consideration for "grade level play ups" will be determined by the respective competitive director.
5. Players are required to complete the "Commitment Form" at tryouts to indicate their ability and willingness to participate in and pay for indoor training, indoor leagues and all team activities during the outdoor season. Coaches of the highest playing level team may decide not to select a player if the player is unwilling to meet the commit requirements for that team.
6. Players who are unable to attend tryouts on the specified date must notify the respective competitive director in writing at least 7 days prior to the tryouts. These players will only be considered as "coaches' picks".

The written request must include the reason why they can't attend and the team they are requesting to play with. They also need to complete the on-line registration for tryouts or the paper form and mail it with their tryout fee to the North Metro Soccer Association.

7. Players who are injured prior to tryouts, are ill the day of tryouts or become injured during tryouts should contact the respective competitive director to request placement on their desired team. These players will only be considered as "coaches' picks".
8. Tryout results will be given to coaches within two weeks of tryouts. Coaches will have 30 days after tryouts to finalize their team rosters.
9. Team placement letters will be postmarked no later than 45 days after tryouts.
10. Players will have 30 days from the date the tryout placement letters are postmarked to pay the balance of their registration fee. After that time, a non-refundable \$20 late fee will be added.
11. The Association supports all teams playing at the highest playing level possible in accordance with the team's ability. The Association may have more than one team at the highest playing level at any given age level. In these situations, the respective competitive directors will work with the coaches to determine how teams will be formed following tryouts.

North Metro follows MYSA guidelines / suggestions on how teams should be formed. The respective competitive directors will work with the coaches at the U9 through U13 age levels to determine their appropriate playing level (i.e., maroon vs. gold) for their teams. In general, at U9/U10 teams are formed based on social groupings, U11/U12; coaches may decide to make two top playing level teams or to keep their teams relatively intact. They may also decide to make one top level team.

Regardless, the top 8 players as determined by tryouts must be placed at the highest playing level (i.e., on either a single top team or one of two top playing level teams). At U13 and above, teams are formed strictly by tryout results and "coaches picks" and approved by the competitive directors.

12. The top placements at tryouts are considered "automatic" and are placed by the Association on the highest playing level team. The remaining roster spots are considered "coach picks" and the following formula is used for each age level before any lower teams are formed.
 - a. U9/U10 is developmental travel. Assessments will be one aspect of team formation. Every effort will be made to place players on teams, particularly players who score in the top 10 of assessment results.

- b. U11/U12 = top 8 players based on tryout results; the highest playing level coach picks up to 6 additional players.
 - c. U13 and older = top 10 players based on tryout results; the highest playing level coach picks up to 8 additional players.
 - d. Goalkeepers who participate in the goalkeeper tryout will count as one “club pick” or “automatic pick”.
13. When there are two teams at the same playing level (i.e., both C1 and C2) and there is not another club team playing at a higher playing level, the respective competitive directors will work with the respective coaches to determine who will be the coach of the highest playing level team at U13.
- If necessary, the respective competitive directors will oversee the interview process of the candidates. Members of the Competitive Committee will participate in the interview and coach selection process.
14. North Metro Premier teams will be formed using tryout results and coaching staff evaluation and input.
15. Tryout drills and scoring values will be posted on the North Metro website at least two weeks prior to tryouts.

PLAYING TIME GUIDELINES:

1. Playing time for Premier and Classic I teams will be determined at the coach’s discretion.
2. Classic II and III coaches are required to give their players a minimum of one-third playing time available over the course of the season.
3. U9 and U10, maroon and gold players should have playing time equally shared each game. Coaches are encouraged to rotate their players through all positions over the course of the season. There should be no designated goalkeeper at these age levels, unless desired by the player.
4. Any player who misses a significant amount of practice time as defined by the coach can have their playing time in games reduced accordingly.

PLAYER / PARENT RESPONSIBILITIES:

1. Parents or players are responsible to pay their full registration fees by the deadline date stated on the tryout letters or posted on the website. Families who do not pay their fees within 30 days of the stated date may forfeit their player’s roster spot.

2. Players must submit a copy of their birth certificate to the Association PO Box upon initial competitive team placement.
3. Any player who falsifies their date of birth or birth certificate will be suspended from competitive play for the term of one year and there will be no refund given for registration fees paid.
4. Players must wear the appropriate soccer gear including shin guards and Association issued uniforms.
5. Players may NOT wear any jewelry including but not limited to: watches, necklaces, earrings, bracelets, rings, leather bands, rubber bands, plastic or metal hair clips during actual games. Earrings may NOT be taped; they must be removed in order to play.
6. Players and/or parents of players are required to pay their training fees, indoor league fees, tournament fees or other team related expenses in a timely manner.

Once notified by the coach or team manager of their portion of the team fees, families will have two weeks to make their payment. Players whose payments are not made within 30 days may be suspended from the team until payment is made.

UNIFORMS AND SIGNS:

1. Names are not allowed on the back of uniforms and logos must be smaller than the North Metro Soccer Association shield and in compliance with MYSA guidelines.
2. Any banner, flags or signs used to show team sponsors must be approved by the North Metro Soccer Association board prior to being produced or placed at a game site. Such banners, flags and signs may require the approval of the city administration.

FUNDRAISING:

1. Teams participating in fundraising events must receive prior approval from the board. Fundraisers may not involve alcohol, tobacco or related products.
2. All fundraising proceeds must be reported to the board and the proceeds deposited into their team account.

NORTH METRO SOCCER ASSOCIATION
COACHES POLICY ACKNOWLEDGEMENT

I acknowledge receipt of the Association and Competitive program policies provide to me by North Metro Soccer Association. I have read and understand all consequences that will occur if I choose not to follow the Association policies as set forth in the manual.

I also acknowledge that North Metro Soccer Association will provide a team account in which all team funds should be deposited and withdrawn from. I understand that as a result of not utilizing the team accounts, the Association will not back the team as a whole or any one individual, in the event of any type of financial loss and that the Association has the right to withhold player passes the following year.

Date: _____

Team Name: _____

Age Level: BU: _____ GU: _____

Print Name: _____

Signature: _____

Mail to: NMSA P.O. Box 250, Cedar, MN 55011, prior to the start of the season.