



BJSA
POLICY & PROCEDURE
MANUAL

	PAGE
1 ARTICLE I - NAME AND ORGANIZATION.....	6
2 ARTICLE II - OBJECTIVE.....	6
3 ARTICLE III - BOARD OF DIRECTORS AND OFFICERS.....	6
4 ARTICLE IV – OFFICERS DUTIES – POLICY AND PROCEDURES.....	7
4.1 PRESIDENT.....	7
4.2 VICE-PRESIDENT.....	7
4.3 SECRETARY.....	7
4.4 TREASURER.....	7
4.5 REGISTRAR.....	7
4.6 TRAVEL COORDINATOR.....	7
4.7 BOYS RECREATION COORDINATOR.....	8
4.8 GIRLS RECREATION COORDINATOR.....	8
4.9 MICRO COORDINATOR.....	8
4.10 DINOMITES COORDINATOR.....	8
4.11 EQUIPMENTCOORDINATOR.....	8
4.12 COACHES COORDINATOR.....	8
4.13 REFEREE COORDINATOR.....	8
4.14 FIELD COORDINATOR.....	8
5 ARTICLE V - ELECTION OF OFFICERS AND DIRECTORS	8
6 ARTICLE VI - MEETINGS.....	8
7 ARTICLE VII - LEAGUE MEMBERSHIP.....	9
8 ARTICLE VIII - ORGANIZATION.....	9
8.1 MICRO SOCCER.....	9
8.2 RECREATIONAL SOCCER.....	9

8.2.1 Team Formation/Draft Process.....	9
8.2.2 Typical Grade Breakdowns For Recreation League Teams.....	10
8.2.3 Game Schedules, Cancellations And Make-Ups.....	10
8.2.4 Practice Fields.....	11
8.2.5 Equipment.....	11
8.2.6 Number Of Coaches Allowed On Fields.....	11
8.2.7 Referees.....	12
8.2.8 Etiquette.....	12
8.2.9 General Game Information.....	12
8.2.10 Spectator Seating.....	12
8.2.10.1 Game Duration.....	12
8.2.10.2 Four Goal Rule.....	12
8.2.11 Grade 2 And Grade 2/3 Rules Of Play.....	13
8.2.12 Grade 3/4 And Up Rules Of Play.....	13
8.2.13 Team Management.....	13
8.2.14 Games.....	13
8.3 TRAVEL SOCCER.....	14
8.3.1 Travel Philosophy	14
8.3.2 Objective.....	14
8.3.3 Electing a Travel Division Coordinator	14
8.3.4 Duties of the Travel Division Coordinator	14
8.3.5 Rostering.....	14
8.3.5.1 Number of players allowed:.....	15
8.3.5.2 Frozen Roster	15
8.3.5.3 Out-of-town players:	15

8.3.5.4 Underage players:	15
8.3.5.5 Proof of Age.....	15
8.3.5.6 Medical/authorizations release.....	15
8.3.6 Team Registration to BJSA.....	16
8.3.7 Costs: See “Fees Sheet” for Current Costs.	16
8.3.8 Tryout & Selection:	16
8.3.8.1 Tryout Determination.....	16
8.3.8.2 Evaluators	16
8.3.8.3 Private Evaluations	16
8.3.8.4 Tryout Dates.....	16
8.3.8.5 Team Selection & Tryout Exclusions.....	17
8.3.8.6 Roster Announcements.....	17
8.3.8.7 Player Roster Timeline.....	17
8.3.8.8 Violations and Conflicts	17
8.3.8.9 Tryout Evaluation Requirements	17
8.3.9 Fields	17
8.3.10 Practice and Games	17
8.3.11 Acceptance of Guidelines.....	17
8.4 CODE OF CONDUCT.....	18
9 ARTICLE IX - COACHING PERSONNEL.....	19
9.1 POSITIVE COACHING ALLIANCE.....	19
9.2 DOUBLE-GOAL COACH JOB DESCRIPTION.....	19
9.3 DOUBLE-GOAL “PARENT” JOB DESCRIPTION.....	20
9.4 POSITIVE COACHING ALLIANCE SEASONAL AWARD OF EXCELLENCE.....	21
9.5 WAYS TO PRAISE YOUR SOCCER PLAYERS FOR PARENTS.....	21

10 ARTICLE X – SOCCER CLUB RULES..... 22

 10.1 PLAYER REFUND POLICY 22

 10.2 SCHOLARSHIP REQUESTS..... 22

11 ARTICLE XI - STANDING COMMITTEES 22

12 ARTICLE XII- AMENDMENTS..... 22

1 ARTICLE I - Name and Organization

This organization shall be called the Burlington Junior Soccer Association (“BJSA”).

2 ARTICLE II - Objective

The objective of the Soccer Club is the development of soccer as a sport, and the social, physical, and motivational development of the children that participate. Our long-term goal is to continue to offer a program that focuses on the psychological and recreational development of our children, and provides adequate resources for individuals to excel in competitive spaces.

3 ARTICLE III - Board of Directors and Officers

The following is a list of BJSA board members and league coordinators, as of January 2016.

Board Member	Name
President	Geoff Porter
Vice President	DJ Marcoux
Secretary	Amy Erasmus
Treasurer	Artur Sztyler
Registrar	Amy Erasmus
Travel Coordinator	Jeff Fox
Coaches Coordinator	Jeff Fox
Boys Rec Coordinator	Erin McCall
Girls Rec Coordinator	Deanna Tiso
Micro Coordinator	Ed McFadden
Dinomites Coordinator	Jay Gedney
Equipment Coordinator	Julie Ruby
Field Coordinator	Jeff Fox
Referee Coordinator	Ron Packard
Photo Coordinator	Glen Angers
Website Coordinator	

1. **Board Powers:** The Board shall be the governing body and shall transact the business of the BJSA. It shall have the power to enforce the rules of the game, the rulings of the CJSA, or any affiliated bodies. It shall have the power to fill any interim vacancies among the officers during the season. It shall have the power to settle any disputes, protests, or appeals and its decisions shall be final. It shall represent the BJSA on all matters and shall have the power to deal with matters coming to its attention. It shall have the power to add, modify or overrule any By-Law, rule or regulation. Each board member shall be entitled to vote on any and all matters which come before the board.

2. **Board Members:** The Board shall consist of the following positions: President, Vice President, Secretary, Treasurer, Registrar, Travel Coordinator, Boys Recreation Coordinator, Girls Recreation Coordinator, Micro Coordinator, Dinomites Coordinator, Equipment Coordinator, Coaches Coordinator, Referee Coordinator and Field Coordinator. These positions may be increased, reduced or modified by a simple majority vote at any regularly scheduled Board Meeting.

3. **Elections:** New Board Members shall be elected at the Annual Meeting. Each elected director will serve until a successor is elected, he or she resigns, or the Board declares the position vacant.

4. **Vacancy:** In the event of a vacancy on the Board for any reason, the Board may appoint a person to fill such vacancy for the unexpired term. Any member of the Board, absent from three consecutive meetings without cause shall have his or her office and directorship declared vacant at the discretion of the Board who may appoint a successor.

5. **Emergency Committee:** The President, Vice President, Secretary and Treasurer shall constitute an Emergency Committee to represent the Board on matters demanding immediate attention where it is not practical or possible to call a Special Meeting. Their actions shall be subject to the approval of the Board, which if withheld, shall validate their actions insofar as they were executory. Only the Board shall have the power to incur liabilities on behalf of the BJSA.

4 ARTICLE IV – Officers Duties – Policy and Procedures

4.1. The President shall:

- a. preside at all meetings.
- b. represent the BJSA at the CJSA and with other clubs, agencies, etc.
- c. attend the annual general meeting of the CJSA and all District meetings

4.2. The Vice President shall:

- a. succeed to the powers of the president in his or her absence

4.3. The Secretary shall:

- a. record the minutes of all BJSA meetings
- b. handle all appropriate administrative duties related to this position
- c. transact all communications pertaining to the BJSA

4.4. The Treasurer shall:

- a. handle all financial matters of the BJSA
- b. report to the Board on the financial condition of the BJSA

4.5. The Registrar shall:

- a. coordinate all registration activities
- b. maintain a database of all current BJSA members
- c. provide reports and rosters for District filing

4.6. The Travel Coordinator shall:

- a. organize and coordinate boys and girls travel teams
- b. recruit coaches and assign players to rosters
- c. maintain primary contact with coaches regarding questions or issues

- 4.7. The Boys Recreation Coordinator shall:
 - a. organize and coordinate boy's recreational teams
 - b. recruit coaches and assign players to rosters
 - c. maintain primary contact with coaches regarding questions or issues
- 4.8. The Girls Recreation Coordinator shall:
 - a. organize and coordinate girl's recreational teams
 - b. recruit coaches and assign players to rosters
 - c. maintain primary contact with coaches regarding questions or issues
- 4.9. The Micro Coordinator shall:
 - a. organize and coordinate Micro Soccer recreational teams (Pre-K, K & 1st grade)
 - b. recruit coaches and assign players to rosters
 - c. maintain primary contact with coaches regarding questions or issues
- 4.10. The Dinomites Coordinator shall:
 - a. organize and coordinate the Dinomites soccer program
 - b. maintain primary contact with parents regarding questions or issues
- 4.11. The Equipment Coordinator shall:
 - a. procure all equipment for recreational and travel leagues
 - b. investigate sources for purchasing
 - c. monitor and maintain inventory records
- 4.12. The Coaches Coordinator shall:
 - a. schedule all practice field assignments
 - b. act as a resource for the travel and recreation coaches
 - d. complete all micro & recreation game schedules with input from Burlington Parks & Recreation
- 4.13. The Referee Coordinator shall:
 - a. Coordinate all referee education and mentoring programs
 - b. Oversee the recruitment and appointment of referees
 - c. Oversee referee scheduling for all home games
- 4.14. The Field Coordinator shall:
 - a. coordinate field assignments for travel and recreational games

5 ARTICLE V - Election of Officers and Directors

New Board Members shall be elected at the Annual Meeting. Each elected director will serve until a successor is elected, he or she resigns, or the Board declares the position vacant.

6 ARTICLE VI - Meetings

1. **Meetings:** Regular meetings of the Board shall be held each month at a time and place convenient for the Board Members, which is normally the first Monday of each month.
2. **Location:** All meetings shall be held in a convenient location such as the Burlington Town Hall.
3. **Notice:** Written notice of the time and place of any, non-regularly scheduled meeting, shall be delivered to each Board Member at least seven (7) days before such meeting. This notice may be waived by a written waiver, signed by each member who received no such notice, and the presence of a member shall constitute a waiver of any lack or defect of notice. Notice regarding amendments to the Constitution or By-Laws may be waived by a majority vote. Notice of the Annual General Meeting shall be given at least fifteen (15) days prior to the meeting.
4. **Special Meetings:** Special Meetings, other than regularly scheduled Board meetings, may be called at the written request of a Board member detailing the reason for the meeting, or by the president in an emergency. Otherwise the secretary shall have the power to call all meetings as the occasion demands. One third of the Board Members shall constitute a quorum for a Special Meeting.

5. Annual Meeting: There will be an Annual Meeting held where the officers and directors of the Board shall be elected for a one year term and for the transaction of such business as may properly come before the meeting. It is intended that this Annual General Meeting will be held on a regularly scheduled general meeting date.

6. Procedure: All procedural issues shall be resolved by the reference to the latest edition of “Roberts Rules of Order, Revised Edition”. Meetings should generally follow the following format: Presidents call to order, Secretary Report, Treasurers Report, Old Business, New Business, Adjournment.

7. Quorum: At regularly scheduled Board meetings, three (3) Board Members shall constitute a quorum. At the Annual Meeting a majority of the then constituted Board Members shall constitute a quorum. At Special meetings, one third of the Board Members shall constitute a quorum.

7 ARTICLE VII - League Membership

8 ARTICLE VIII - Organization

8.1 MICRO SOCCER

8.2 RECREATIONAL SOCCER

8.2.1 Team Formation/Draft Process

The respective coaches will be provided an overall roster for their grades pre-season, most likely at the first coach’s meeting. The coaches soon thereafter must meet in person and jointly rank all players in a 1, 2 or 3 designation based on player’s past performance, (with 1 most skilled, 2 average skills, 3 improving) to the best of the coach’s abilities. The coach’s then will take turns selecting players in a “Gentleman’s Draft”, this allowing the teams ultimately to have competitive parity. This draft will allow consideration of player/parent requests in writing to be on a particular coach’s team and for previously agreed to assistant coach’s children to be allocated to their coach’s team. These considerations cannot allow for any inequities in striving for the team’s ability to form at level parity. “Stacking” of teams is absolutely not tolerated. If a coach is made aware of or suspects a fellow coach of stacking they should immediately contact the league coordinator.

The draft will be performed in the strictest of confidence so that no child’s feelings are ever hurt. Accordingly when the draft is complete the master evaluation sheet and any supporting sheets with player rankings must then be promptly returned to the respective coordinator. Each coach will obtain their player’s registration form during the draft. These forms must be brought to the fields for both the practices and games. All registrations must be signed by a parent or guardian where specified.

Roster changes may only occur under extreme conditions preseason. The boys’ or girls’ rec. coordinator and coaches involved must approve all modifications before parents/players are notified of the changes. If for any reason you lose a player, call the coordinator immediately so that BJSA records can be updated.

Under no circumstances can a child be on the field for either practices or games unless they are registered and have signed a medical consent form.

8.2.2 Typical Grade Breakdowns For Rec League Teams*

Fall			
Grade	Ball Size	Field Size	Fielding
2 & 3	4	50x40 yards – Malerbo D & G (or E & F)	8 v 8 incl goalie (leeway to 6v6*)
4 & 5 (U10)	4	100x55 yards – Malerbo C	8 v 8 incl goalie
6 & 7 (U12)	5	100x55 yards – Malerbo C	11 v 11 incl goalie
8 (U14)	5	100x55 yards – Malerbo C or Nassahegan	11 v 11 incl goalie

Spring			
Grade	Ball Size	Field Size	Fielding
2	4	50x40 yards – Malerbo D & G (or E & F)	8 v 8 incl goalie (leeway to 6v6*)
3 & 4 (U10)	4	100x55 yards – Malerbo C	8 v 8 incl goalie
5 & 6 (U12)	4	100x55 yards – Malerbo C	11 v 11 incl goalie
7 & 8 (U14)	5	100x55 yards – Malerbo C or Nassahegan	11 v 11 incl goalie

BJSA follows the above seasonal breakouts for the following reasoning:

Once teams are playing on the 11v11 fields they gain the opportunity to play within the Farmington Valley Rec League (FVL). This league allows our teams to compete with other Farmington Valley towns (Farmington, Avon, Simsbury etc.). FVL plays within the above grade/season breakouts and we have to follow for competitive parity.

This allows the younger kids to play up and benefit from a higher level of skill and competitiveness while still having fun. The “older” kids in turn can help mentor the younger ones in bringing up their level of play and enthusiasm.

BJSA and the players benefit from this arrangement especially when rosters may run lower than usual any given season and a need for more teams is of the essence.

The above rostering of teams represents the typical seasons. Note there is often the possibility of changing of age groups in order to assure that any particular age group has an equitable amount of teams. This means age group rosters are dynamic each season and year.

*Will be determined by coordinator preseason based on number and ages of player’s registered.

8.2.3 Game Schedules, Cancellations And Make-Ups

Game Schedules are completed by the Burlington Parks and Recreation Dept and/or BJSA and will be distributed at the coaches meeting or when available.

Cancellations - Soccer is a game that is generally played in most weather conditions. The health of the children playing and secondly potential damage to fields is paramount. This has to be accounted for especially in situations whereby BJSA coaches are involved in deciding on cancellations due to weather. The coach of the home team will be responsible for making this decision that will be mutually discussed with the away team coach. When the coach’s team is away and within FVL play then the respective out of town coordinator will make the decision to cancel though the respective coaches must contact each other to confirm the decision. Burlington Parks and Recreation Department decisions will take ultimate precedent with all home field decisions.

General guidelines for cancellations - unless we are experiencing heavy showers, thunderstorms or the fields are otherwise unplayable (e.g. mud, puddles, can't find lines), we should play. Cancellation decisions should be made at least 2 hours before play or if an 8:00 AM or 9:00 AM game, the night before. Cancellation decisions after that point will be made at the field by the referee. For example, if you have an 11:00 a.m. game and have not canceled by 9:00 a.m. players must be advised to go to the field. Coaches are responsible for notifying the referee coordinator and your out-of-town opponent (if applicable) for game cancellations. Please be prompt and respectful in doing so.

Make-ups - Must be arranged with all respective coordinators in town and out of town, contact your coordinator.

8.2.4 Practice Fields

BJSA provides for practice fields around Burlington. Practice fields are assigned during the pre-season based on coach's preference when possible. If a 2nd weekly practice field time slot is desired, you must wait until every recreation team and travel team has had an opportunity to select their practice field and it is potentially approved by the Burlington Parks and Recreations Department.

8.2.5 Equipment

Players

All players must wear shin guards and socks that completely cover the shin guard. No one will be able to play without shin guards. Players must wear any type of sneaker or soft-cleated soccer shoe. **Baseball shoes and football shoes are not allowed as they have hard rubber tips (sometimes studded) and a hard rubber cleat at the tip. No metal cleats will be allowed.** In addition, players must not wear jewelry. Officials will perform a pre-game check of the team to ensure that proper equipment is worn. Although cleats are not required, they are highly recommended.

Coach

Each coach will be issued an equipment bag that will contain balls, cones, pinnies, and a first aid kit. The coach may purchase a whistle as they feel necessary to assist in practices as desired. Although not required, coaches are urged to bring a cellular phone to the field in case they need to contact medical help. If a coach does not have a telephone, please try to locate a parent on your team which can be responsible for bringing a phone to the field each week for games and practices.

8.2.6 Number Of Coaches Allowed On The Fields

No more than three coaches are allowed on the sideline with the team. There can be no coaching from behind the goal. Coaches cannot cross midfield to coach at anytime. 2nd and 3rd grade coaches are allowed on the field to coach the first 2 games only. In the Spring, 2nd grade coaches are allowed on the field to coach the first 2 games only. Coaches should remember that soccer is a players game. Practice is the time when instruction and teaching should take place. The game is for the players so please let them play.

8.2.7 Referees

Referee calls are final. We will not tolerate abuse or demonstrative challenging of the referees. Keep conversations with the referee limited to pre-game, half-time, or post-game. These conversations should only involve clarification of calls. Do not resolve grievances on the field. See your program coordinator or director if an unusual problem has occurred. Please be aware that recreation league referees are typically younger Travel League players who want to take their involvement in the game to a higher level. Coaches should not make this a discouraging experience for our young referees. This is a learning experience for these referees. **ANY UNACCEPTABLE BEHAVIOR TOWARDS REFEREES WILL BE DEALT WITH SEVERELY.**

8.2.8 Etiquette

Coaches are responsible for the general behavior and sportsmanship of their players and fans. We will not tolerate demonstrations of poor sportsmanship by players or fans. Coaches are asked to be especially observant during post-game handshakes. Fans cannot sit on the same side of the field as the teams. Coaches are required to enforce this for their team. Failure to respond to a referee warning on this issue can result in a suspension of the game.

8.2.9 General Game Information

BJSA plays using the FIFA laws of the game with some exceptions. FIFA rulebooks can be obtained from any sports shop dealing with soccer equipment.

8.2.10 Spectator Seating

All spectators are to remain on the opposite side of the field as the players and coaches.

8.2.10.1 Game Duration

Games have to be kept on time, thus not making later games suffer from other's actions. The game will start when the referee decides to start which should be the time scheduled. Coaches should come to the game prepared with starting line-ups and captains. Line-up selection at the field wastes time.

8.2.10.2 Four Goal Rule

Avoid running up the score. This is very demoralizing to the losing team. If you find your team in this situation, be creative; impose additional rules on your team to even things out. Some examples are: shoot with your left foot, require three passes before shooting, require 3 touches before passing, sub out your stronger offensive players or let them try defensive positions. These restrictions serve to keep the game close and force your players to improve their skill. Winning by a wide margin is unnecessary (generally viewed as no more than 4 goals).

8.2.12 Grade 2 And Grade 2/3 Rules Of Play

Game Duration - Two 25 minute halves with a 5 minute half time. Running time (only stop clock at end of periods).

Substitutions - Any stoppage of play with permission from the Referee.

Offside - Will not be called. (However no “Cherry Picking” will be allowed).

Fouls - All fouls result in an indirect kick and the referee must explain the infraction.

Goal Kicks - A goal kick can be taken from anywhere in the goal area. Free kicks are always indirect. No kicks will be taken by the attacking team within the defending team’s goal box. There are no penalty kicks.

Throw-Ins - The same player must be allowed a second throw-in if an infraction is committed on the first attempt. The referee must explain the infraction. The 3rd infraction will result in a throw in for the other team.

Slide Tackles - Not allowed.

Coin Toss - No coin toss. The home team will have the opening kick-off to begin the game.

8.2.13 Grade 3/4 And Up Rules Of Play

Game Duration - Two 30 minute halves with a 5 minute half-time. Running time (only stop clock at end of periods).

Substitutions - Any stoppage of play with permission from the Referee.

Offside - Conforms to FIFA rules.

Fouls - Conforms to FIFA rules.

Goal Kicks - Conforms to FIFA rules.

Throw-Ins - Conforms to FIFA rules.

Slide Tackles - Allowed at referee’s discretion.

Coin Toss - Prior to game time, the referee will preside over the coin toss. The winner of the coin toss has their choice of which side of the field their team will defend in the first half. In the second half, sides will be switched and the alternate team will take possession first.

8.2.14 Team Management

There is more to being a coach than practices and games. This is the activity called team management; organizing the team and communicating with parents. We suggest that each coach elect a team parent. This parent potentially along with your assistant coaches will assist in handouts, emails, telephone calls, or whatever other activities which might arise during the season.

Important: Each medical consent form has to be completed for the child to practice and/or play games. If they are not, make sure at your parent meeting that all are signed and please notify the coordinator if there are any that are unsigned.

8.2.15 Games

All players should arrive 15 minutes prior to each game to warm up and be prepared to begin on time. Each player needs shin guards, socks, shorts and a jersey. Make sure each child has a water bottle as well.

8.3 TRAVEL SOCCER

8.3.1 Travel Philosophy

BJSA Travel has been established to provide an opportunity to the youth of the Town of Burlington to compete with athletes from other towns. In part, this is achieved by creating new competitive U-9 travel teams each year, and facilitating the creation and maintenance of new or existing competitive teams at older age levels up to U19.

8.3.2 Objective

The BJSJ travel team program is offered to develop a competitive soccer program, to accelerate the skill development of the individual and the team players, to emphasize a competitive soccer program where the youth of Burlington can compete with the best players in their age group, to encourage pride in the travel Team Program, to teach leadership skills and develop good sportsmanship through respect for other athletes, coaches, and officials and to proudly represent the Town of Burlington.

8.3.3 Electing a Travel Division Coordinator

People interested in filling this position should attend a BJSJ board meeting and publicly volunteer. The BJSJ board will vote to approve this position at the BJSJ elections held in November. All applicants must be a resident of Burlington.

8.3.4 Duties of the Travel Division Coordinator

- Creating new competitive U9 teams each year, and facilitating the creation and maintenance of new or existing competitive teams at older age level up to U19.
- Selecting and nominating coaches for approval by BJSJ board members for new teams or as replacements for existing teams.
- Overseeing equipment and uniform purchases for the travel program to insure competitive pricing and see that each team is properly outfitted in conjunction with the equipment coordinator.
- Assuring that all teams abide by the rules of the Travel Division, BJSJ and CJSJ.
- Arranging and moderating Travel Division meetings at least twice a year and on an as-needed basis and reporting meeting overview to the BJSJ Board.
- Presiding over tryouts as necessary and supporting head coaches as necessary during the tryout process.
- Informing teams of new rules, policies or procedures that may affect the Travel program.
- Mediating problems that develop between a coach and parents.

8.3.5 Rostering

Rosters must be completed for each season of play (Fall and Spring) and approved by the District Roster Administrator. In the spring, any “new” player (any player who was not on the Fall roster) of that seasonal year (August 1 – July 31) must be added to the spring roster and must have a valid CJSJ players card.

8.3.5.1 Number of players allowed

U9, U10 and U11 will have a minimum of 12 players when available and a maximum of 16 players with 14 players being ideal. U12 and older will have a minimum of 14 players when available and a maximum of 21 with 16 players being ideal.

8.3.5.2 Frozen Roster

Rosters can be amended up to one week before Connecticut Cup play begins, then that roster is frozen. Once the roster has been submitted to the District Registrar, no changes will be allowed without the Travel Coordinators approval.

8.3.5.3 Out-of-town players

It is the intent of BJSA to fill our teams with town residents. However, teams may carry up to two out-of-town players but only if they score higher in the tryouts than the minimum number of children allowed on a team (U9/10/11 = 12 U12/up = 14). No out-of-town player is guaranteed a position on the team and all out-of-town players must submit a written request and gain approval to play on a BJSA team from the BJSA board. Harwinton youth are not considered “out-of-town players” in those U levels where Harwinton does not have sanctioned CJSA travel teams as per the CJSA guidelines.

8.3.5.4 Underage players

A travel team may select up to two underage players, but only if they score higher in the tryouts than a majority of other available, age-appropriate Burlington players and must be approved by the travel Coordinator.

Exception: If there is no age appropriate BJSA team, players can play up without BJSA board approval. In this situation, the team under age player limit is waived. If adding underage players at the U9 level, it is generally expected that the underage players will “drop down” and play with their own age group the following year.

8.3.5.5 Proof of Age

Must be submitted the first time a player is rostered. This can be a photocopy of a birth certificate, passport or green card. A baptismal certificate is not acceptable proof of age.

8.3.5.6 Medical/authorizations release

Each player must complete a medical/authorization release at the beginning of each fall season. New players being added to a roster for the spring season must complete a medical/authorization release.

8.3.6 Team Registration to BJSA

A list of team members (or a copy of the CJSA roster) must be given to the Travel Coordinator by June 30 for the upcoming fall season so that BJSA knows which players will not be playing recreational soccer and recreational rosters can be adjusted accordingly.

Team Registration to District Registrar: The Head Coach or Team Manager is responsible for Rosters, Fees, Player Passes and Disclosure Forms to be completed and submitted to the District Registrar by August 15 for the fall season and new registrations and fees are due by March 15th for the spring season.

8.3.7 Costs

See “Fees Sheet” for Current Costs.

8.3.8 Tryout & Selection:

8.3.8.1 Tryout Determination

Prior to the end of the Spring Season but before school has ended, a mandatory two (2) tryouts for the Fall season will be held. Tryouts will be organized by the Travel Coordinator in conjunction with each team head coach. The Travel Coordinator will also be responsible for proper advertisement and public notice of such tryout. These tryouts will be open and fair to all grade and age appropriate children who have properly registered and paid BJSA. Candidates need not attend both tryouts although it is encouraged. Each Candidate will be ranked using their best tryout evaluation.

8.3.8.2 Evaluators

Three individuals, whom cannot confer during the tryout, will grade each child using the BJSA approved evaluation form. Tryout evaluations must be completed in pen or marker (no pencil). The three individuals are (1) the team head coach, and (2) two independent, impartial evaluators. An evaluator cannot be chosen, if that person has requested the head coach to be an evaluator for the evaluator’s team. The head coach of each team will inform the travel coordinator of who their evaluators are one week prior to scheduled evaluations. The travel coordinator can over rule a coach’s evaluator choice if the travel coordinator feels there is an obvious conflict.

8.3.8.3 Private Evaluations

No ‘private’ or individual tryouts are allowed without the express written consent of the Travel Coordinator. Examples of reasons to request such exemptions are (a) child moving to town, (b) a documented sickness (c) inability to participate based on injury. A coach may be petitioned by the board or Travel Coordinator to conduct an additional tryout in these examples. Each child at the tryout is required to be graded by the same three individuals, if at all possible. Each child will be graded using the same criteria. (Refer to example tryout sheet)

8.3.8.4 Tryout Dates

Two tryout dates are to be scheduled with the second being the back up date, in the case candidates can’t make the first tryout. If two tryouts are held, it is common practice for children to tryout on both dates. The highest score, per day, will be used.

8.3.8.5 Team Selection & Tryout Exclusions

For U-9, U-10 & U-11 teams, the highest eight (8) children scoring in the tryout are automatically selected to the roster. For U-12 and up, the top eleven (11) children are automatically selected. Children of the team head or assistant coaches, if ranked high enough to be placed on automatic selection will be excluded and be a discretionary choice, making space for the next lowest ranking to be moved to an automatic selection. Roster placements thereafter are at the discretion of the head coach.

For age groups where a second team is viable, and there is another head coach interested, then that coach will select from the remaining kids available to form a second team using the same selection criteria as above.

For U9 and U10 teams, BJSA guidelines require players play approximately 50% of each game attended.

8.3.8.6 Roster Announcements

Without exception, roster announcements for the upcoming Fall season should NOT be declared until after the Region 10 school year has been completed.

8.3.8.7 Player Roster Timeline

The selected players are rostered to the team for the Fall and Spring seasons of that seasonal year.

8.3.8.8 Violations and Conflicts

Any violation/conflict to the above guidelines will/may invalidate the tryout, and require the intervention of the BJSA Board to resolve. Resolution may include but is not limited to re-running the tryout, Board intervention in the selection process, or other reasonable resolutions as deemed appropriate.

8.3.8.9 Tryout Evaluation Requirements

All tryout evaluations must be completed in pen or marker (no pencil) on BJSA approved “evaluation forms” and approved “results schedule form” must be submitted to the BJSA travel coordinator within one week from the tryout completion. These records and results will be kept by the travel coordinator for a period of one year. The results are auditable and reviewable by the executive committee upon receipt of a formal grievance or complaint. Under no circumstances are completed outcomes of the tryouts to be distributed or copied in any way.

8.3.9 Fields

Practices and games on Region 10 fields cannot start before fields are approved for use by the Burlington Parks and Recreation Department.

8.3.10 Practice and Games

All practices and games that are conducted before or after the Region 10 school year must be sanctioned by the BJSA board to qualify for coverage for our CJSA insurance.

8.3.11 Acceptance of Guidelines

All head coaches will be supplied a copy of these guidelines from the Travel Coordinator. Every coach must sign the form of acceptance agreeing to abide by and uphold the guidelines.

8.4. CODE OF CONDUCT

“Any player, whether he/she is within or outside the field of play, whose conduct is ungentlemanly or unladylike or violent, whether or not is directed towards an opponent, a colleague, the referee, a linesman or other person, or who uses foul or abusive language, is guilty of an offense, and shall be dealt with according to the nature of the offense committed.”

The above is a decision of the International Football Association Board, which is the ruling body of FIFA. The above rule specifically mentions conduct violations of players. However, we at BJSA believe if it pertains to players, it must also pertain to coaches, parents or anyone in attendance at our games. We cannot and do not ask for a higher level of conduct from our players than we do from our adults.

BJSA is dedicated to practicing good sportsmanship and fairness. The youth players will learn from the adults.

Therefore, BJSA has established a basic Code of Conduct for all Participants and spectators. The Code of Conduct is applicable wherever a BJSA team is playing.

The General Rule is that soccer is a game for the players and not for the coaches, referees or spectators. Players should be allowed to have fun and to learn. They are not to be pressured or abused.

At all times, positive reinforcement should be provided to the game participants.

Screaming and the use of obscene language or remarks are specifically prohibited in soccer. This is the case whether they are directed at coaches, referees, players or other spectators.

Any disagreements should be expressed in the appropriate manner and through the proper channels at the proper time. Players should direct their comments to their coaches. Parents should direct their comments to the coach or the appropriate league coordinator. Coaches should direct their comments to the appropriate BJSA official (such as President or respective Coordinator).

Under NO circumstances will a spectator be allowed to interfere with the field of play. (The referee may call a parent or guardian onto the field as a result of an injury). Coaches, players and spectators must stay at least three feet from the touchline. In addition, they may not be behind the end line between the two corner flags. It must be remembered that the ball is not considered to be out of play until the ball is completely over the touchline.

All game participants are subject to the Laws of the Game as established by FIFA and as interpreted by US Soccer, Connecticut Junior Soccer Association and BJSA.

In order to enforce this Code of Conduct, BJSA has established a disciplinarian board. Potential actions brought before the disciplinarian board will be reviewed.

Any player or coach brought before the disciplinarian board and found to have committed an infraction of the Code of Conduct, will be dealt with accordingly.

The disciplinarian board may act independent of and separate from any disciplinary actions taken by any other authorities. These actions may be in addition to or be more severe than actions taken by other authorities.

9 ARTICLE IX - Coaching Personnel

9.1 Positive Coaching Alliance, BJSJ, and You

The Positive Coaching Alliance objective is to “Transforming Youth Sports so Sports can Transform Youth”. The Positive Coaching Alliance (PCA) was established at Stanford University in 1998. PCA believes that winning is a goal in youth sports but that there is a second, **more important goal of using sports to teach life lessons through positive coaching**. That is what it means to be a “Double-Goal” Coach.

9.2 Double-Goal Coach Job Description

You are the most important person in our organization. You determine the kind of experience our athletes have with sports. We are committed to the principles of Positive Coaching. We expect our coaches to be "Double-Goal Coaches" who want to win and help players learn "life lessons" and positive character traits from sports. The following is what we expect from you during the coming season.

1. Model and teach your players to **Honor the Game**. Teach the elements of **ROOTS** - Respect for **R**ules, **O**pponents, **O**fficials, **T**eammates, and one's **S**elf.
 - Appoint a parent to be "Culture Keeper" for the team.
 - Share with your players' parents your desire for them to Honor the Game.
 - Drill Honoring the Game in practice.
 - Seize teachable moments to talk with players about Honoring the Game.
2. Help players **Redefine** what it means to be a "**Winner**" in terms of Mastery, not just the Scoreboard:
 - Teach players the **ELM Tree** of Mastery (**E**ffort, **L**earning, and bouncing back from **M**istakes).
 - Use a "Team Mistake Ritual" (like "Flushing" Mistakes) to help players quickly rebound from mistakes.
 - Reward effort, not just good outcomes. Look to recognize players for unsuccessful effort.
 - Encourage players to set "Effort Goals" that are tied to how hard they try.
 - Use Targeted Symbolic Rewards to reinforce effort and team play.
3. Fill your players' **Emotional Tanks**.
 - Use encouragement and positive reinforcement as your primary method of motivating.
 - Strive to achieve the 5:1 "Magic Ratio" of 5 positive reinforcements to each criticism/correction.
 - Schedule "fun activities" for practices, so players will enjoy our sport.
 - Use the "Buddy System" to teach players to fill each other's Emotional Tanks.
 - Develop "player coaches" by asking for player input and asking rather than telling them what to do
 - Learn to give "Kid-Friendly Criticism" so players will be able to hear it. Criticize in private, "Ask Permission," use the Criticism Sandwich, avoid giving criticism in non-teachable moments.
4. Have **Conversations** during Team Meetings with your players at every practice and every game.
 - Review Honoring the Game, the ELM Tree and the Emotional Tank throughout the season.
 - Remind players about these three concepts before and after every game.
 - Ask questions and encourage players to speak and contribute during team meetings.
 - Use the Winner's Circle after a game to reinforce the positive things players did.

At the end of the season we will survey your players and their parents to give you feedback on how you did at implementing these Positive Coaching principles during the season. We will share the results with you. Thank you for all your time and effort!

9.3 Double-Goal “Parent” Job Description

Research is clear that when parents and teachers work together a child tends to do better in school. There is no reason to think that it is any different in youth sports. The following are some guidelines for how parents can contribute to a Coach/Parent Partnership that can help the athlete have the best possible experience.

Recognize the Commitment the Coach Has Made:

For whatever reason, you have chosen not to help coach the team. The coach has made a commitment that involves many, many hours of preparation beyond the hours spent at practices and games. Recognize their commitment and the fact that they are not doing it because of the pay! Try to remember this whenever something goes awry during the season.

Make Early, Positive Contact with the Coach:

As soon as you know who your child’s coach is going to be, contact them to introduce yourself and let them know you want to help your child have the best experience he/she can have this season. To the extent that you can do so, ask if there is any way you can help. By getting to know the coach early and establishing a positive relationship, it will be much easier to talk with them later if a problem arises.

Fill the Coach’s Emotional Tank:

When the coach is doing something you like, let them know about it. Coaching is a difficult job and most coaches only hear from parents when they want to complain about something. This will help fill the coach’s emotional tank and contribute to them doing a better job. It also makes it easier to raise problems later when you have shown support for the good things they are doing. And just about every coach does a lot of things well. Take the time to look for them.

Don’t Put the Player in the Middle:

Imagine a situation around the dinner table, in which a child’s parents complain in front of her about how poorly her math teacher is teaching fractions. How would this impact this student’s motivation to work hard to learn fractions? How would it affect her love of mathematics? While this may seem farfetched, when we move away from school to youth sports, it is all too common for parents to share their disapproval of a coach with their children. This puts a young athlete in a bind. Divided loyalties do not make it easy for a child to do their best. Conversely, when parents support a coach, it is that much easier for the child to put his/her wholehearted effort into learning to play well. If you think your child’s coach is not handling a situation well, do not tell that to the player. Rather, seek a meeting with the coach in which you can talk with them about it.

Don’t Give Instructions During a Game or Practice:

You are not one of the coaches, so do not give your child instructions about how to play. It can be very confusing for a child to hear someone other than the coach yelling out instructions during a game. As in #4 above, if you have an idea for a tactic, go to the coach and offer it to him. Then let him decide whether he is going to use it or not. If the coach decides not to use it, let it be. Getting to decide those things is one of the privileges earned by making the commitment to coach.

Fill Your Child's Emotional Tank:

Perhaps the most important thing you can do is to be there for your child. Competitive sports are stressful to players and the last thing they need is a critic at home. Be a cheerleader for your child. Focus on the positive things he/she is doing and leave the correcting of mistakes to the coach. Let her know you support him/her without reservation regardless of how well he/she plays.

Fill the Emotional Tanks of the Entire Team:

Cheer for all of the players on the team. Tell each of them when you see them doing something well.

Encourage Other Parents to Honor the Game:

Don't show disrespect for the other team or the officials. But more than that encourage other parents to also Honor the Game. If a parent of a player on your team begins to berate the official, gently say to them, "Hey, that's not Honoring the Game. That's not the way we do things here."

9.4 Positive Coaching Alliance Seasonal Award of Excellence

Each season, the soccer program wishes to hear from all our members, players, coaches, referees, and parents about people that idealize the components of the Double-Goal coach mentality for youth sports. All individuals nominated will receive a certificate of excellence, and each season, one individual will be selected as recipient of the BJSA Positive Coaching Alliance Award. The winners name will be placed on the plaque on display at the Burlington Town Hall, and also receive an award to commemorate their contribution. Nominations should be sent to info@bjsasoccer.com, or mailed to:

BJSA
PO Box 1166
Burlington, CT 06013

Note: These guidelines are provided through "Positive Coaching: Building Character And Self-Esteem Through Sports" by Jim Thompson, the founder and leader of the Positive Coaching Alliance, A leading educator in the youth sports coaching arena.

9.5 Ways To Praise Soccer Players For Parents

From the Connecticut Junior Soccer Association (www.cjsa.org), with thanks to the Shelton Youth Soccer Program:

Great Try. You must be practicing. I'm proud of the way you played today. Tremendous. I think you've got it. Super effort. Nice give and go. Magnificent. Excellent ball control. Great sportsmanship. You're getting better every day. You make it look easy. Perfect pass. Good thinking. Great save. Exactly right. Good trap. You've got what it takes. Wow. Perfect first touch. You remembered. You're learning fast. Nice defensive move. Hurray for you. That's quite an improvement. Congratulations. Good tackle. Well done. Great decision. That's the best ever. Perfect execution. Great goal. That's the way to support your teammates. Keep up the good work. Excellent move. You haven't missed a thing. Great vision on the pass. Fantastic. You outdid yourself today. That's the right way to do it. Great counter attack. I'm impressed. That's the best you have ever done. You are very good at that. Great timing on your run. I knew you could do it. I'm very proud of you. Nothing can stop you now. I've never seen anyone do it better. You really make coaching fun. Thanks a million. Awesome.

A LITTLE PRAISE GOES A LONG WAY!!!

10 ARTICLE X – Soccer Club Rules

10.1 Player Refund Policy

All refunds require that a written request be sent to the soccer club at info@bjsasoccer.com. The letter should specifically state why the refund is being requested. Refunds, minus a \$10 administrative fee, will only be considered under the following conditions:

- a) A team is not formed for that player's age group, gender, and/or competition level.
- b) A player is registered to the wrong division, program or soccer club.
- c) A player is injured prior to the start of the season.
- d) Refund requests that do not qualify under the above conditions must be received in writing no later than the official start of the season and will require Board approval.

Equipment and/or apparel costs are non-refundable, regardless of circumstances.

No refunds will be given for any unused portion of a program.

Travel Soccer Tryouts:

If your child does not make a travel team, your registration & fee will automatically be transferred to BJSA's rec program for the Fall soccer season. If you would prefer to receive a refund, you must send us a written request no later than July 31st.

For travel soccer players who have been offered and accepted a roster position on a team, no refunds will be allowed.

Please allow at least 4 weeks for your refund to be processed.

Exceptions to this policy must be requested in writing and will require Board approval.

10.2 Scholarship Requests

Families requiring financial assistance for registration fees should contact the First Selectman's office of the Town of Burlington or the presiding President of the soccer club. All requests will be considered on a case by case basis, and be handled in the strictest confidence. The soccer club will limit the number of hardship requests to 5 per season.

11 ARTICLE XI - Standing Committees

12 ARTICLE XII - Amendments