



**FC BOULDER**  
**S O C C E R F O R L I F E**

## **Policies and Procedures Manual**

# Table of Contents

Vision Statement	Page 4
Mission	Page 4
Soccer-Specific, Driving Objective	Page 4
Definition of Success	Page 4
Core Commitments	Pages 4-5
<b>Section 1: Competitive Coaching Information</b>	<b>Pages 6-11</b>
Licenses – 6	
Competitive Coaching – 6	
Team Assignments – 6	
New Coach Orientation – 7	
Code of Conduct – 7-8	
Appearance Policy – 8	
Equipment Policy – 9	
Player Evaluations – 9	
Types of Coaches – 9	
Salary Rates – 9	
Travel – 9-10	
Risk Management – 10-11	
Procedures for Voicing Grievances - 11	
<b>Section 2: Competitive Player Information</b>	<b>Pages 12-15</b>
Identification, Evaluation and Grievances – 12	
Playing Up/Down Guidelines – 12	
Practicing with Other FC Boulder Teams – 13	
Practice Guidelines – 13	
Playing Time Policy – 13-14	
Player Movement – 14-15	
<b>Section 3: Competitive Team Information</b>	<b>Pages 16-19</b>
Team Placement (tryouts) – 16-17	
Roster Limit Guidelines – 17	
Team Names – 17	
Competitive Registration Procedures – 17-18	
Recreational and Developmental Registration Procedures – 18	
Coach and Parent Communication – 18	
Team Managers – 19	
<b>Section 4: Competitive Uniforms and Equipment</b>	<b>Pages 20-22</b>
Official Uniform – 20	
Numbers – 20-21	
Uniform and Equipment Care – 21-22	
General Equipment Policy – 22	
Purchasing Equipment – 22	
<b>Section 5: Games, Schedules and Tournaments</b>	<b>Pages 23-26</b>
Team Schedules – 23	
Game Postponement – 23	
Practice and Game Day Cancellations – 23	
Lightning Policy – 23-24	
On-Site Game Day Cancellations – 24	
Make-Up and TBA Games – 24-25	
Disciplinary Action Regarding Games – 25	
General Information – 25	

Rocky Mountain College Showcase – 25  
Rocky Mountain Cup - 25  
Players' Cup – 25  
Out-of-State Tournaments – 26  
CSA State Cup – 26  
CSA Presidents Cup – 26  
Recreational Program Handbook - 26

## **Section 6: Fees and Financial Considerations**

**Pages 27-29**

Team Accounts – 27-28  
Team Fundraising - 28  
Team Sponsorship – 28-29  
Registration Fees – 29  
Guest Player Fees for Tournaments – 29

## **Section 7: Conduct and Discipline**

**Pages 30-35**

Grievances, Disciplinary Hearings and Appeal Procedures – 30-33  
No Tolerance Policy – 33  
Players' Code of Conduct – 34  
Parent and Guardian Code of Conduct – 34-35



# FC BOULDER

## S O C C E R F O R L I F E

### **Vision Statement**

The vision of FC Boulder is to provide a stimulating environment where young people in our community can experience the full range of human growth and emotion through the game of soccer.

### **Mission**

FC Boulder empowers all aspiring athletes to become superior soccer players. FC Boulder services all age groups and all levels of youth soccer, setting the foundation for players to compete at their highest potential – from their first soccer experience through the rest of their playing careers.

Beyond specific soccer skills, FC Boulder instills virtues in our players that are useful long after the last whistle blows: Character, Sportsmanship, Discipline, Fitness, Achievement, Winning and losing the right way.

FC Boulder hopes that all our players will count their experiences with FC Boulder as an indelible part of their lives by acquiring a love of the game that will last for a lifetime.

### **Soccer-Specific, Driving Objective**

FC Boulder will become known for developing players better than any other club in Colorado.

### **Definition of Success**

FC Boulder chooses to define success as something larger than the final score. Just as a player can experience success while losing, winning is not always an indicator of growth, development, or success.

Therefore, FC Boulder defines success as the peace of mind and deep self-satisfaction that comes from knowing that one has done all of what he or she is capable, toward the goal of reaching his or her potential.

### **Core Commitments**

FC Boulder uses theories and well-tested principles of human development as the foundation from which all soccer development takes place.

Player development is the driving objective of all that we do, and is facilitated first and foremost through the creation of environments in which our players experience the joy and fulfillment that the game can provide.

FC Boulder provides a “home” environment for all players, coaches, and parents. This environment fosters the trust, belonging, and security for our membership that is vital toward the growth and maturity of our players both on the field, and as young adults.

FC Boulder embraces the diversity that may be found in our community, and is committed to the principle that the game is a context through which we may promote equity and social justice.

# **Policies and Procedures Manual**

## **Section 1: Competitive Coaching Information**

### **Licenses**

All FC Boulder competitive coaches are expected to have earned a USSF or NSCAA national-level coaching license (USFF D-License or above; NSCAA National Diploma or above). Those who have not earned an accepted license are required to formulate a plan with the Directors of Coaching to attend either a USSF or NSCAA national-level license course within 1 year of employment with FC Boulder.

The Directors of Coaching will retain a copy of each coach's most recent license on file in the FC Boulder office.

### **Competitive Coaching**

The Directors of Coaching, the Technical Director and the Executive Director are responsible for the recruitment, evaluation, retention, and dismissal of all FC Boulder competitive coaches.

The Executive Director, in conjunction with the Directors of Coaching, will create a plan for the recruitment and retention of coaches. The Executive Director will maintain job descriptions for each coaching position in the Club.

If a coach is removed during a season or leave under his or her own volition, the appropriate Director of the Coaching will 1) serve as an interim coach until a replacement is hired; 2) appoint an interim coach until a replacement can be found; or 3) appoint a new coach. Coaches that are removed from FC Boulder will not be permitted to have any contact with the team in any coaching capacity.

### **Team Assignments**

Every effort will be made to assign coaches to teams at least one month prior to competitive team placement (tryouts). In the event a coach has not been placed, the Director of Coaching will act as the interim coach or will appoint an interim coach. In the case of new teams being formed, the Director of the Competitive Program will assume team formation responsibility until the new coach has been selected. This may include assigning players to teams, notifying players of team placement, conducting practices, and working with team manager(s) and FC Boulder administrators to assist with player registration.

### **New Coach Orientation**

Coaches new to FC Boulder will receive an orientation to the Club by the Directors of Coaching. Each coach will receive an electronic copy of the FC Boulder Policy Manual and an FC Boulder Letter of Employment. Following

this orientation, the coach will meet with FC Boulder's Business Manager and Club Registrar and receive a New Employee Packet. This packet will include documents that must be completed prior to beginning work with FC Boulder: CSA Volunteer Disclosure form, and all IRS/State of Colorado employment forms.

### **Code of Conduct**

The primary roles of the youth soccer coach are teacher, motivator, and communicator. FC Boulder expects that every coach serve as a role model for players. The coach must fulfill each of these roles in order to provide a successful soccer experience for all players, and to remain part of the FC Boulder coaching staff. FC Boulder coaches are expected to familiarize themselves with and abide by the Colorado Soccer Association's Rules and Procedures in addition to the FC Boulder Coaches Code of Conduct. Failure to adhere to this Code will result in disciplinary action up to and including release from coaching responsibilities. Coaches are expected:

- 1) To attend practices and games and arrive on time. If unable to attend a practice or a game, the coach is responsible for notifying the appropriate Director of Coaching a minimum of 24 hours prior to the practice or game.
- 2) To come to practices and games prepared to engage players appropriately. This includes the use of well-crafted practice plans that are subject to review by the Directors of Coaching upon request.
- 3) To treat players with respect by avoiding putdowns, sarcasm, ridicule, and any form of public embarrassment.
- 4) To follow guidelines established by the Directors of Coaching.
- 5) To model a positive outlook and attitude, to teach the game to the players and to look for and acknowledge positives in players.
- 6) To strive to help each player reach his or her potential and to prepare players for advancement through the stages of development.
- 7) To strive to develop the players' appreciation of the game.
- 8) To educate players to the technical, tactical, physical and psychological demands of the game for their appropriate level of development.
- 9) To have reasonable and realistic expectations of players.
- 10) To know and communicate FC Boulder's goals and policies to players and parents.
- 11) To win without gloating.
- 12) To accept the decisions of the officials with grace and without argument or vocal disagreement, modeling appropriate sideline behavior for all players and parents.
- 13) To show respect to referees at all times regardless of decisions that are made.
- 14) To accept defeat without complaint.
- 15) To discourage unfair play and poor sportsmanship.

- 16) To avoid the use of profanity, abusive language and negative personal remarks.
- 17) To follow the Coaches' Appearance Policy (see below) and support the Club's equipment sponsor policy.
- 18) To avoid recommending to any current FC Boulder team or player(s) that they should leave FC Boulder for another club without consultation with the appropriate Director of Coaching.
- 19) To assume responsibility for tournament participation in conjunction with recommendations from the Directors of Coaching.
- 20) To be familiar with other FC Boulder teams and players within the same age group, to maintain good communication with other head coaches within the same age group, and to develop a positive relationship with the appropriate Director of Coaching.
- 21) To attend all coaches' meetings and events.
- 22) To communicate their expectations for player and parent participation at a pre-season team meeting.
- 23) To provide player evaluation feedback as part of their contractual agreement, and specified later in this document.
- 24) To support and encourage player participation in various programs promoted by FC Boulder (e.g., fundraising events, special player opportunities, etc.).

### **Appearance Policy**

FC Boulder will have an exclusive uniform supplier and every head coach and Director will be issued a uniform sponsored coaches' package. Assistant Coaches and Developmental Trainers may receive uniform sponsored coaches' packages based on yearly adidas budget. Every effort is made to have FC Boulder coaches and trainers clearly identified as FC Boulder staff. FC Boulder endorses the USSF and NSCAA beliefs that coaches should "look like coaches" with soccer shoes and proper athletic attire. FC Boulder coaches are asked to enthusiastically support the official Club supplier and FC Boulder brands when representing the Club.

Coaches will wear official issued attire at all games. If weather does not permit FC Boulder issued attire, then coaches are asked to enthusiastically support the official Club supplier brand.

Full-time FC Boulder staff will wear the official Club supplier exclusively when representing FC Boulder at games, practices, clinics, camps, tournaments and other events.

Coaches will wear proper athletic shoes at all practices – official Club supplier shoes are not required but coaches are asked to enthusiastically support the club's official supplier.



## **Equipment Policy**

FC Boulder will have an official club supplier. Coaches will use equipment from the official club supplier or generic soccer equipment as allocated by the club.

## **Player Evaluations**

U11-U14 FC Boulder players will receive at least two written standard form evaluations during the calendar year prior to tryouts. At least one of these evaluations must be made available to the player's parents or guardians at least one month prior to tryouts. U15-U18 players will receive at least one written standard form evaluation at the end of their season. U5-U10 FC Boulder players will not receive a formal evaluation.

## **Types of Coaches**

FC Boulder has several different types of coaching positions. All FC Boulder coaches are expected to fulfill the responsibilities and duties of an FC Boulder coach as defined in the FC Boulder Policy Manual, FC Boulder Coaches Code of Conduct and as delegated and communicated by the Directors of Coaching.

## **Salary Rates**

The Executive Director determines the salary appropriations for all coaching staff positions with collaboration from the Directors of Coaching as appropriate.

## **Travel**

FC Boulder teams [team] shall be responsible to reimburse their head coach's "out of state" and/or "over night" travel expenses to attend "out of state" and/or "over night" tournaments, games or soccer event. "Out of state" shall be defined as outside of Colorado. "Over night" shall be defined as tournaments or games in which the majority of the team is staying over night to participate in the soccer event. Assistant coach expenses are at the discretion of the team, but not required by FC Boulder.

Meals: Meals shall be paid on a per diem basis as follows: Breakfast \$10.00; Lunch \$10.00; Dinner \$15.00. Should the hotel offer a complimentary breakfast option, the breakfast portion of the per diem will be withheld.

Mileage: The club reimburses actual gas expense not mileage. This is typically one (1) tank of gas per away tournament, unless it is of greater distance than the vehicle can travel on one tank. Coaches should keep gas receipts to turn into the club for reimbursement. If a coach rides with a manager or other parent, no gas is reimbursed.

Lodging: The per diem rate for lodging shall be whatever lodging arrangements are made at the "team hotel." With team manager approval, other arrangements may be made but the coach shall not be

reimbursed in excess of the “team hotel” rate. The team is not responsible for personal expenses without a pre-determined agreement. The coach is not required to share a room; at the coach's discretion, he or she may share a room with another FC Boulder coach. Receipts for lodging purchase are required.

Transportation: For long distance travel, the team shall pay for the coach's airfare. These costs shall not exceed the average cost as applied to team members. Teams are not expected to rent a “personal” car for the coach. Receipts are required for transportation expenses.

Payment Schedule: The team manager and coach shall determine when the coach will receive payment for meals or if an “advance” is required. Per Diem meals may be paid prior to or after traveling. No receipts are required for Per Diem.

Assistant Coach: Reimbursement of expenses incurred by an assistant coach must be pre-approved by the team (team manager) and the Club's Business Manager or Director of Operations. If approved, the assistant coach will have the same per diem, travel and lodging as stated above. Assistant coach expenses are at the discretion of the team, but not required by FC Boulder.

Teams are not required to pay for any expenses of a coach's accompanying spouse, family or friends.

Coaches travelling with teams internationally will receive the same allotment of expenses covered as outlined above.

## **Risk Management**

FC Boulder expects all coaches to be well versed regarding the information contained in the FC Boulder Risk Management Handbook. A few policies that are prevalent on a daily basis are outlined below:

Facebook and other Social Media: Coaches are prohibited from being social media “friends,” Twitter followers, etc. with any current playing member of FC Boulder or any FC Boulder alumni under the age of 18 years. It is strongly recommended that coaches do not pursue social media interaction with parents and guardians of players on their current teams.

Coaches are responsible for the safe departure of players following practices. In the case that a parent or guardian is late in picking-up a player, it is the responsibility of the coach of the player to wait for the player's ride to arrive. The coach may place another FC Boulder in charge of waiting for the player's ride to arrive, but is not permitted to have a non-FC Boulder employee be in charge of the player's safety after dark. No player can ever be left alone following an FC Boulder event.

It is prohibited for coaches to ride in a car alone with any player for any reason.

### **Procedures for Voicing Grievances**

FC Boulder encourages an open forum for parents and players to express concerns, so long as those concerns are presented in a manner that is appropriate and constructive. Concerns are not to be voiced when coaches are on the field coaching – either in training sessions or in games. Unless specifically invited, concerns are not to be raised in front of other team members (players and parents) or voiced via team email lists. To help facilitate resolution to concerns that pertain to specific coaches or coaching decisions in a manner that is fair to both the player and the coach, parents and players are required to follow these specific procedures:

- 1) Contact the coach directly to try to resolve the problem(s). If the problem(s) cannot be solved in this forum, go to the next step.
- 2) Contact, via email, the appropriate Director of Coaching. The Director will respond within 10 business days from the receipt of the report. If the problem(s) cannot be solved in this forum, go to the next step.
- 3) Contact, via email, the Director of Operations. Be sure to document the problem(s) and steps taken prior to contacting the Director and to recommend a solution(s) to the problem(s). The Director will respond within 10 business days from the receipt of the report. If the problem(s) cannot be solved in this forum, go to the next step.
- 4) Contact, via email, the Executive Director. Be sure to document the problem(s) and steps taken prior to contacting the Director and to recommend steps taken prior to contacting the Director and to recommend a solution(s) to the problem(s). The Executive Director will respond within 10 business days from the receipt of the report.

## **Section 2: Competitive Player Information**

### **Identification, Evaluation and Grievances**

Team Placement (tryouts) is a subjective process. The Directors of Coaching along with the Technical Director are responsible for creating and supervising a system for building as many competitive teams as appropriate - from most competitive to least competitive -- within each age group. The Directors of Coaching are responsible for staffing tryouts with appropriate evaluators and coaches. Players will be evaluated and placed on teams based on the evaluation process as determined by the Directors of Coaching.

Feedback from previous coaches, scouting, and practice and game observations will be considered when selecting players and building teams. Team needs such as positions or roster depth may also be taken into account by team coaches. Ultimately team formation is the decision of the team coach in conjunction with the Directors of Coaching.

Prior to tryouts, FC Boulder players may be asked to guest play at tournaments or practices with other teams within the club for evaluation purposes.

Any grievance regarding the tryout process or team placement will only be considered when submitted via email to the appropriate Director of Coaching. The Director will respond within five (5) business days upon receipt of the email.

### **Playing Up / Down Guidelines**

The Colorado Soccer Association does not permit older players to play on teams in younger age groups. However, with proper documentation from the player's school, there are two exceptions to this rule:

- 1) A U15 player that is in the 8<sup>th</sup> grade may play in CSA fall regular season games only with a U14 team.
- 2) A U19 player that is in the 12<sup>th</sup> grade may play in CSA spring regular season games only with a U18 team.

Players wishing to play with teams in an older age group must request and receive permission prior to tryouts from the appropriate Director of Coaching.

Consistent with the philosophy of US Youth Soccer, decisions around player placement will be based first on what is in the player's best interests regarding development followed by team and club interests, in that order.

### **Practicing With Other FC Boulder Teams**

FC Boulder players are welcomed to practice with any FC Boulder team in the same or older age groups as long as it does not conflict with their assigned

team's practice and game schedule. Players need to contact the coach of the team they wish to practice with prior to attending. The Directors of Coaching will intervene if a player is requesting to practice with a team far above or below his or her level of playing ability.

### **Practice Guidelines**

Unless other arrangements are made and approved by the appropriate Director of Coaching, all FC Boulder competitive teams will be scheduled to practice three days per week during the fall and spring seasons.

FC Boulder teams may not interfere with school activities taking place at practice sites unless FC Boulder has reserved specific field space.

Fields are never to be used when conditions may put the safety of players at risk, cause damage to the playing surface, or usage is canceled by City of Boulder, Boulder Valley School District, and/or FC Boulder.

The players are responsible for communicating with their team coach(es) when conflicts arise that preclude participation in a practice, game, or other scheduled team event.

### **Playing Time Policy**

FC Boulder does not have a specific requirement regarding the number of minutes each player must play in a given game. FC Boulder coaches are entrusted to make the best decisions possible toward the development of their players and the success of their teams. In general, FC Boulder supports relatively equal playing time for all players on a given roster with the intent that, over the course of the whole season, every player will have had the chance to play (at least) roughly half of the available game-day minutes. Toward that end, several principles guide the club's philosophy and practices with regard to playing time.

Playing time is important to both players and parents. Making a contribution during the game is also fundamental to the development of players' self-efficacy, as well as their proficiency as soccer players. FC Boulder acknowledges that every player wants and needs to play as much as possible.

While winning is secondary to other goals in the club (e.g., creating a safe and healthy environment for kids to play soccer, developing character in children and young adults, helping children and young adults develop healthy and strong bodies, etc.), instilling a passion for success, a drive to win games, and a goal to advance as individuals and teams is paramount to the competitive soccer experience. Playing time for players may vary from week to week depending on the significance of the game, the quality of the opponent, and the context of the game.

Playing time in games is earned. Players who faithfully attend practices, consistently apply themselves toward becoming a better player, and positively impact the success of the team are likely to receive more playing time during games than their peers that do not display the same level of commitment and passion for the game.

Training sessions are designed to foster healthy competition among players. This is important not only for the development of players' character, physical stamina, and psychological fortitude, it is also important to prepare them for the rigors of match play. The degree to which players learn to compete well in practice often times impacts the playing time they receive on the weekend.

It is FC Boulder's sincere intent that, over the course of the entire season, each player will contribute in a meaningful way to the team's success and overall performance. So, while a given player may not receive a full compliment of minutes in one game or another, throughout the season (fall and spring season at U11-U14 and fall or spring for U15-U18), coaches are expected to strive toward all players experiencing approximately 50% of playing time in matches, assuming consistent attendance, attitude and effort at team training and matches.

### **Player Movement**

FC Boulder strives to provide learning contexts within which each player develops as much, and as quickly, as possible. Each child is unique, each team takes on its own character, every coach has his or her own personality, and development itself is a multi-faceted construct. FC Boulder is committed to helping each child in our club develop his or her confidence and skills as a young soccer player. Sometimes, in order to achieve this objective, player movement between teams is necessary.

The following guidelines provide the lens through which every player movement decision in FC Boulder club is viewed.

Development is multi-faceted. Participation in soccer at FC Boulder provides a child with a unique opportunity to develop in numerous ways: athletically, socially, physically, technically, cognitively, etc. With young people, development across these categories does not always happen proportionally, or simultaneously. For example, a child may show great leadership qualities, but be well behind his or her peers in terms of natural athletic ability. Child development evolves at different rates for each individual.

What does it mean to “**play up**”? It is important to recognize that “**playing up**” might take different forms. For example, the Elite U13 player might be given an opportunity to train or play in a match with a U14 team. Or, a U14 Athletic player might be given an opportunity to

train or participate in a match on a higher-level team (e.g., U14 Premier) within his or her age group.

Under what conditions would a player be moved up?

The most common reason for moving a player up to an older age group is that the game, in his or her present environment, has become too easy for the player. The player can dominate (physically, technically, athletically, tactically) in the current team or age group environment, and therefore be lacking the necessary challenges, as deemed by our professional staff, that would promote the next stage of development for the player.

The primary motivator for moving a player up in age or level is one of *exposure*. FC Boulder believes exposure to a new environment (quicker speed of play, better technical players, more sophisticated systems of play, a different coaching style, etc.) can draw out the full potential of the player. Players are moved only if the appropriate Director(s) of Coaching believe the movement will not be too great or debilitating toward the player's progress.

Players are not moved up solely on demonstrations of motivation, effort and/or commitment.

Under what conditions would a player be moved "down"? The Directors of Coaching are generally not in favor of moving players down to a lower level team within the same age group. However, the following are examples of circumstances in which our professional staff would ask that a player move to a different environment:

- 1) A player returning from serious injury or illness.
- 2) If the present environment is providing too great a challenge for the player to experience success and growth.
- 3) When a player's presence in one environment is a significant detriment to his or her own development, the development of other players within the team, or the growth of the team.

No movement is made without a proper series of conversations and evaluations that are shared with the player and parents or guardians.

Is movement permanent? Movement is not permanent. When appropriate and in the best interests of the player, additional movement is considered.

When might player movement take place? Any player movement is done with consideration of its impact on the player and team involved. Movement up to a higher-level team or age group may happen more

frequently, as appropriate. While some upward movement takes place between seasons, much of it also takes place during the season. Normally, movement to a lower level team occurs between seasons, although movement during season when appropriate, is also facilitated.

Guest Players: Guest players may be included on an invite-only basis with competitive teams for tournament play. Registration fees may apply, as determined by the Business Manager and Director of Operations.

### **Section 3: Competitive Team Information**

#### **Team Placement (tryouts)**

The design and philosophy regarding tryouts rests with the Directors of Coaching and the Technical Director. Tryouts for each age group are conducted, under the guidance of the Directors of Coaching with assistance from the team coaches, staff trainers and additional evaluators approved by the Director of Coaching. The final approval of all player placements and team formation with an age group rests with the appropriate Director of Coaching.

Tryouts are open to any Colorado Soccer Association eligible and age appropriate player.

FC Boulder will provide all appropriate equipment to run tryouts including an on-site athletic trainer, balls, cones, bibs, tryout numbers, goals, etc.

Club Administrators and selected volunteers will organize player check-in, assign bib numbers, review player birthdates, and secure valid contact information for communication of tryout results.

**All current and returning FC Boulder players are expected to attend tryouts. Players are not guaranteed team assignments.**

If a returning FC Boulder player is placed on a lower level team in the same age group, the previous coach is expected to contact the player individually prior to announcing the team placement results.

All players will be provided with a “fair” opportunity to participate in two tryout periods. Player placements prior to the end of the second tryout session are prohibited. However, in the event of tryout cancellations due to weather or any other unforeseen circumstance, player placements may be announced after a single day of tryouts.

It is the responsibility of the Directors of the Coaching to ensure that all tryout results have been communicated to all players within 48 hours following the completion of the tryouts.



When selecting players, the Elite team roster is completed first, followed the by the Premier team and so on until all teams are formed.

The decision regarding roster viability will be based on the number of registered players. FC Boulder will not register a competitive team with the Colorado Soccer Association if fewer than 13 players are registered for the team. The Directors of the Competitive Programs may make exceptions and form teams with less than 13 players if it is more than likely that additional players will be added prior to the start of the season.

Following team formation, teams with 13 or less players will be identified as “waitlist.” The Directors of Coaching in conjunction with the team coach and the Technical Director will engage in 1) the formation of the team; 2) placing waitlisted players on other teams as space becomes available; or 3) assisting with referral to the FC Boulder recreational program. In the event that FC Boulder does not have any space available for a player, the staff will recommend alternative soccer options in the area. The Directors of Coaching will ensure that all players who attend tryouts are communicated to regarding team placement or with an indication that they are on the “waitlist.”

### **Roster Limit Guidelines**

Rosters are filled at the discretion of the Directors of Coaching while abiding by the Colorado Soccer Association’s roster size limits.

### **Team Names**

All FC Boulder teams will be registered with the Colorado Soccer Association. Competitive teams will use the following name designations: Elite (1<sup>st</sup> team), Premier (2<sup>nd</sup> team), Athletic (3<sup>rd</sup> team), Sporting (4<sup>th</sup> team), Galaxy (5<sup>th</sup> team), Fury (6<sup>th</sup> team).

The Director of Recreational Soccer will assign and/or approve of all team names in the recreational program. It is prohibited to use team nicknames on any FC Boulder uniform, t-shirt, hats, warm-ups, FC Boulder attire, FC Boulder flags, etc.

### **Competitive Registration Procedures**

In early June, FC Boulder is required to notify the Colorado Soccer Association (CSA) regarding the names and number of teams that FC Boulder will be fielding for the upcoming season. Upon announcement of team rosters, each player needs to commit to a position on the team by submitting the required registration materials and fees. FC Boulder offers partial financial assistance to qualifying players. Returning players must submit the completed application/supporting documents prior to tryouts. New players must submit the completed application/supporting documents with registration materials and partial fee.

Team managers may be asked to distribute registration materials including the US Youth Soccer/CSA Membership form, Medical Release forms, player cards, 1"x1" photo, FC Boulder's Fee Disclosure form, and FC Boulder's Player Conduct and Travel form, copy of Birth Certificate, Volunteer Request Agreement, and full payment/payment plan agreement. Teams will be assigned a registration time, and each player and at least one parent should attend. Completed forms are to be turned in to the team manager – if a team does not have a team manager, completed forms will be turned into the Club Registrar.

Completed team registration materials, reviewed by the team manager for accuracy and completeness, must then be submitted to the Competitive Registrar for approval and submission to CSA. Players who have not paid their fees in full, have not established an approved payment plan or have not applied for and been awarded financial assistance (and set up a payment plan) will not be allowed to play.

All FC Boulder teams will be registered with CSA.

### **Recreational and Developmental Registration Procedures**

Recreational and Developmental teams will be registered in compliance with FC Boulder and CSA rules and procedures.

Recreational and Developmental teams will use FC Boulder registration forms and online registration platform. The Recreational and Developmental administrative staff will supervise registration.

### **Coach and Parent Communication**

Coaches will hold at least one pre-season team meeting each year, ideally at the same time as the team's registration time (or within two weeks after registration). The team manager, in coordination with the team coach, is responsible for setting the meeting date/time/location, and communicating this information to FC Boulder's Club Registrar. The office may be used for the meeting, if available. Please submit office-meeting requests to the Club Registrar.

At the pre-season meeting, coaches are expected to communicate with the players and parents about the following: 1) goals for the upcoming season; 2) coaching philosophy; 3) parental conduct and support; 4) tournaments and other team functions; 5) fundraising; 6) practice times and locations (if available; and 7) the level of player commitment that is expected.

Coaches must inform parents of any changes to the above topics throughout the season. Parents who have concerns about their coach(es) or other team matters should contact the coach first (see Section 1) before contacting other club officials.

**Team Managers**

Team Managers are responsible for reading and knowing the information contained in the FC Boulder Team Manager Handbook. Team Managers, or a representative in their absence, are expected to attend each FC Boulder Team Manager meeting.

## **Section 4: Competitive Uniforms and Equipment**

### **Official Uniform**

FC Boulder will have an exclusive uniform supplier and maintain a two-year purchase policy for our competitive teams that is compliant with the existing sponsorship agreement between the Club and the exclusive uniform supplier. All competitive players will be required to purchase a new uniform kit every two years. Uniforms must be used in both league and tournament play for each team's respective CSA season immediately following the uniform launch. The Club's competitive uniform policy governs uniform purchases for all FC Boulder competitive teams. The Director of Operations determines the required uniform kit for every 2-year uniform cycle.

U11 teams entering the competitive program during the 1st year of a uniform cycle will be required to purchase the competitive uniform at U11 and again at U13. Assuming a full-term competitive soccer career, these players would purchase uniforms during when entering into the following age groups: U11, U13, U15 and U17 for a total of 4 competitive uniform kits in an 8-year competitive career.

U11 teams entering the competitive program during the 2nd year of a uniform cycle will be required to purchase the competitive uniform at U11 and again at U12. Players in this age group would not be required to purchase a new kit for their U18 season. Assuming a full-term competitive soccer career, these players would purchase uniforms during when entering into the following age groups: U11, U12, U14 and U16 for a total of 4 competitive uniform kits in an 8-year competitive career.

The following items are required for all competitive players:

- 2 game jerseys
- 2 game shorts
- 2 game socks
- 2 training shirts

In addition, players on the Elite and Premier teams will have a required 3<sup>rd</sup> long-sleeve game jersey intended to be worn primarily during the cold weather months, at tournaments and during night games.

The following items are optional for all competitive players:

- Warm-up Jacket (as specified by FC Boulder)
- Warm-up Pants (as specified by FC Boulder)
- Backpack (as specified by FC Boulder)

### **Numbers**

All competitive team uniforms must display numbers. All goalkeepers are required to wear one of the following numbers: 0, 00, 1 or 01. Within an age

group, field player numbers will be assigned based on the order below. Although at times unavoidable, it is FC Boulder's intention that players will retain their assigned uniform number throughout the uniform cycle:

- 1<sup>st</sup> team in a given age group: 2-20
- 2<sup>nd</sup> team in a given age group: 21-40
- 3<sup>rd</sup> team in a given age group: 2-20
- 4<sup>th</sup> team in a given age group: 21-40
- 5<sup>th</sup> team in a given age group: 2-20
- 6<sup>th</sup> team in a given age group: 21-40

### **Uniform and Equipment Care**

Soccer Ball: Based on the coach's discretion, players may be required to bring a soccer ball to each practice and each game to create a 1:1 ratio of players to balls for technical skill training. In addition, many activities require that a large number of balls be available. FC Boulder will present recommended balls through the FC Boulder uniform page on [soccer.com](http://soccer.com). Players should have a leather ball (or synthetic leather ball), *not* a plastic ball.

Balls should always be properly inflated. Each coach will have a pump in his or her gear bag at each practice and at games but it is recommended that players also pack a ball pump and extra needles. Leather and synthetic leather balls lose air, so a pump is essential.

Gear Bag/Backpack: Players should bring their gear bag/backpack to all practices and games. It should always contain their ball, the recommended ball pump and extra needles, cleats/turf shoes (if appropriate), shin guards, socks, hair elastics (if needed), required uniform items, and water. A snack (non-spoiling) is suggested.

Shin Guards: Shin guards are required to be worn at **all** practices and games.

Shoes: Players should wear appropriate shoes for the field and weather. Cleats should be cleaned immediately after training and games by wiping away dirt and mud and being sure to dry excess moisture. It is strongly recommended that players break in new cleats prior to wearing them at training or in a game to avoid blisters.

Practice Uniforms: Players should wear appropriate athletic gear to practice including the designated practice jersey by the team coach. Players with long hair should have it pulled back in a ponytail or braid.

Game Uniforms: All required articles of the game uniform should be brought to all games regardless the location of the match (i.e., home or away). Both game and practice uniforms should be washed after each use in order to extend the lifespan of the equipment.

### Uniform Pricing

FC Boulder's uniform partners, adidas and Eurosport (soccer.com), have agreed to offer our membership a unique uniform kit, as economically as possible. FC Boulder uniforms are custom designed for our Club.

### **General Equipment Policy**

FC Boulder provides a start-up package of required basic equipment as determined by the Director of Operations for new coaches at no charge.

FC Boulder provides new and replacement equipment to competitive coaches as needed and supported by the operating budget.

Any and all equipment purchased with FC Boulder funds or obtained as part of the start-up or upgrade package remains the property of the Club. Exiting teams and/or coaches will return all equipment to the Director of Operations prior to leaving FC Boulder.

### **Purchasing Equipment**

The Director of Operations shall purchase all Club equipment using adidas promo dollars and soccer.com Goal Club points. If necessary to pay with Club funds for equipment, the Director of Operations is required to use the Club's tax-free status.

Reimbursement from the FC Boulder equipment budget for equipment purchased by the coach or team manager shall only be considered if pre-approved by the Director of Operations and if accompanied by receipt and itemization of expenses.

## **Section 5: Games, Schedules and Tournaments**

### **Team Schedules**

The Colorado Soccer Association is responsible for the creation and distribution of regular season game schedules.

### **Game Postponement**

Postponement of any game will conform to CSA policy (see CSA Rules for details, [www.coyouthsoccer.org](http://www.coyouthsoccer.org)).

The team coach will inform the Club Registrar and appropriate Director of the Competitive Programs of any postponed game. All rules set by the FC Boulder Referee Assignor will apply.

The City of Boulder operates Pleasant View Soccer Complex and will determine if field conditions are playable or unplayable. All postponements are announced via [fcboulder.com](http://fcboulder.com) and the club weather phone line, 303-443-8877 x118.

### **Practice and Game Day Cancellations**

The Club will announce the status of practices by 2:00PM and the status of Saturday home games by 7:15AM via [fcboulder.com](http://fcboulder.com) and the Club's weather phone line, 303-443-8877 x118.

When home games are postponed or cancelled, FC Boulder team coaches and managers are responsible for communicating the postponement or cancellation with the opposing coaches and managers. If referees are not present for a scheduled home match, the coach or team manager should contact the Club's designated referee assignor.

When playing an away game in inclement weather, FC Boulder coaches and managers are responsible for contacting the opposing coaches and managers about field conditions. Contact information for all opposing coaches and team managers is available through the CSA game schedules webpage (via Got Soccer).

The Club Registrar is responsible for rescheduling postponed or cancelled games. Complete rescheduling details will be distributed to coaches and managers at pre-season meetings.

### **Lightning Policy**

In the presence of lightning, all players, coaches, referees and spectators are expected to follow FC Boulder's Lightning Policy:

Seek shelter immediately in presence of lightning. Appropriate shelters include inside of cars, in enclosed buildings and under lightning shelters. Do not seek shelter under trees or building

overhangs.

Lightning can strike up to 10 miles ahead of a storm.

It does not have to be raining for lightning to strike. In fact, more people are struck by lightning in dry conditions than in rainy conditions.

Every 5 seconds between the 'flash' and the 'boom' equates to a one-mile distance.

If hair 'stands on end' or 'floats up' you are in the presence of an electric charge and should seek shelter immediately.

Wait a minimum of 30 minutes after the last lightning or thunder to resume activities.

### **Onsite Game Day Cancellation Policy**

When inclement weather causes a delay or cancellation of a home game, follow the steps outlined below:

The assigned City of Boulder official or center referee assigned to the game will make the judgment as to whether games need to be stopped and when they can restart. If no City of Boulder official is present, the center referee will make the judgment.

At any time the center referee can make the decision to clear the field if he or she feels that conditions are unsafe. FC Boulder coaches may be asked to assist the referee in the decision, if necessary. All coaches are expected to respect the decision of the center referee.

If the game is not one requiring referees, the decision will be made by the team coaches.

Parents and guardians may remove their child(ren) from perceived danger at any time.

### **Make-up and TBA Games**

When home games are postponed/cancelled, the team coach is responsible for communicating the postponement/cancellation with the appropriate Director of the Competitive Program and completing the online reschedule form available on [fcboulder.com](http://fcboulder.com). The Club Registrar will collect reschedule requests on a weekly basis and work with each coach and team to reschedule postponed/cancelled games.

All make-up games must be rescheduled and completed in accordance with CSA guidelines, and procedures rules set by the Director of Operations and



the Club Registrar. Rescheduling procedures and rules are available on [fcboulder.com](http://fcboulder.com) and will be distributed at preseason coaches' and team managers' meetings.

### **Disciplinary Action Regarding Games**

Any FC Boulder team that forfeits a CSA league game will be responsible to pay the \$500.00 fine in accordance with CSA rules. Payment for the fine will come out of the team's account. Should there not be sufficient funds in the team account, FC Boulder will invoice each player on the team an equal share of the fine. Unpaid fees will affect a player's eligibility.

### **General Information**

Staff and Team Coaches should consult the Directors of Coaching for information regarding appropriate tournament options.

The Executive Director and the Business Manager will determine the amount of money allotted to each team for use toward tournament registration fees and/or friendlies prior to each season.

It is the responsibility of the team coaches, team managers and Directors of Coaching to use the tournament money as appropriately as possible, for tournament entry fees and/or friendlies only. The coach is expected to communicate tournament plans at the pre-season team meeting. FC Boulder teams may be required to participate in certain FC Boulder hosted tournament events.

The use of team nicknames is not permitted when registering for any tournament. All teams will register with their official FC Boulder team name.

### **The Rocky Mountain College Showcase**

The Rocky Mountain College Showcase is held during the 2<sup>nd</sup> weekend in June. This event is open for U15-U18 Boys and Girls teams. FC Boulder will enter one team per age group.

### **The Rocky Mountain Cup**

The Rocky Mountain Cup is held during the 3<sup>rd</sup> weekend of June and is open to U11-U18 Boys and Girls teams. U11-U14 Elite teams are required to participate in the Rocky Mountain Cup unless attending the US Youth Soccer Region IV Championships. All other FC Boulder teams are strongly encouraged to participate in the Rocky Mountain Cup tournament.

### **Players' Cup**

The Players' Cup is held during the 2<sup>nd</sup> weekend in August. FC Boulder Elite and Premier teams (U11-U14 Boys and Girls) are required to participate in the Players' Cup. All other FC Boulder teams are strongly encouraged to participate in the Players' Cup.

**Out-of-State Tournaments**

Consult the Team Managers' Handbook for complete rules and procedures for teams traveling out-of-state. Coaches and team managers are responsible for adhering to club travel policies.

FC Boulder requires all players to adhere to the FC Boulder Conduct and Travel Policy.

**CSA State Cup**

All FC Boulder Elite teams are required to participate in the CSA State Cup. FC Boulder Premier teams wishing to participate in the CSA State Cup are required to receive permission from the Directors of the Competitive Programs.

**CSA Presidents Cup**

Presidents Cup participation is not required for FC Boulder Premier teams; however, many will be recommended to do so by the Directors of the Competitive Programs.

**Recreational Program Handbook**

All policies and information regarding FC Boulder's Recreational and Developmental Soccer Program is available in the Recreational Program Handbook available online at:  
[fcboulder.com/our-game/recreational-program](http://fcboulder.com/our-game/recreational-program)

## **Section 6: Fees and Financial Considerations**

### **Team Accounts**

FC Boulder maintains a single bank account, separate from the Club's General Fund, in which all team funds, as described below, are deposited and from which various team-related expenditures are paid. Because FC Boulder is a non-profit entity, organized pursuant to Section 501(c)(3) of the Internal Revenue Code, all funds in this account may only be used for the benefit of the Club as a whole or for specific teams, but cannot be used for the benefit of individuals.

The funds in the team account are derived from the following sources: 1) donations earmarked for a specific team; 2) money generated by fundraising efforts of specific teams; and 3) other funds deposited in the account by specific individuals for use by the team as a whole.

The Business Manager, under the direction of the Executive Director, manages the team accounts. All funds are deposited to a single bank account and then allocated to the specific teams for which the deposits are intended. Ledgers for all teams are maintained by the Business Manager and are available for review by Club members. Deposits to and disbursements from the team account will be made in accordance with instructions from team managers, team coaches and Directors of the Competitive Programs. Receipts are required for disbursements (except in the case of Per Diem). Teams are not allowed to have a negative balance in their respective account.

As stated above, team funds may only be used in manners that will benefit the Club as a whole or a team as a whole. Individual FC Boulder members may not have access to team funds unless, at a minimum, all members of that player's team are afforded equal access, and the purpose for which the monies are used is permissible under the referenced IRS regulations. Permitted uses of team account funds include, but are not limited to, the following: 1) purchase of equipment such as nets, cones, balls, banners, flags, bench and clothing for the team (where each team member is provided the particular item of clothing); 2) payment of tournament fees; 3) payment of travel and per diem expenses for the team and its coach, such as hotel and airfare, when such travel involves overnight stay; 4) individual player trophies and awards; 5) non-monetary coaches' gifts; 6) soccer camps and clinics; and 7) team parties.

Prohibited uses of team account funds include, but are not limited to, the following: 1) coaches' normal expenses; 2) compensation for any adult such as the team manager or coach; 3) food, transportation expenses, etc. which are associated with participation in home and away CSA games within 60 miles of Boulder and local tournament competition; and 4) any purchase or expense which benefits an individual player and not the entire team or Club. The Business Manager must approve any expenses that are not clearly

outlined above.

The funds in team accounts are considered allocated to that team and not to the individual players on the team. Consequently, these funds will continue to be allocated to that team as it moves from one age group to the next. Correspondingly, when a player transfers to another team within FC Boulder or leaves the Club, funds will remain with the team and will not follow an individual player unless the team disbands. In this situation, players remaining in FC Boulder may take their pro-rated share of the team's account to their new team. Any remaining funds of disbanding teams will be allocated to the FC Boulder Financial Assistance Program. Team account funds should be spent by the end of each competitive year so that monies are used to benefit all team members.

### **Team Fundraising**

Individual teams are encouraged to explore options for team fundraising.

The Business Manager or the Director of Operations must approve of all fundraising opportunities. Requests for team fundraising events must be submitted to the Business Manager or the Director of Operations through the Club's fundraising request form. Approval, when granted, will be effective for one year from the date of approval.

FC Boulder encourages the development of teams willing and able to compete internationally and to fundraise appropriately for international travel.

FC Boulder reserves the right to forbid or terminate any fundraising activity deemed inappropriate or inconsistent with the image and goals of the club.

FC Boulder retains ownership, copyrights and control of usage of the FC Boulder logo and brand.

FC Boulder may approve the use of the FC Boulder name on appropriate merchandise or other items. The Director of Operations must approve the nature of the merchandise prior to any production.

All sales promotions must contain a disclaimer to the effect that the FC Boulder provides no express or implied warranty.

10% of all individual team fundraiser income after expenses will go to the FC Boulder Financial Assistance Program.

### **Team Sponsorship**

Individual FC Boulder teams may not solicit or accept corporate sponsorship or corporate donations that would support or enhance their soccer experience except in the case of US Youth Soccer Region IV and National

Championships, US Club Soccer Regional and National Championships or teams competing internationally.

Sponsorship is contingent upon review and approval by the Director of Operations.

Sponsor logos on FC Boulder uniforms, warm-ups and bags shall be prohibited unless all FC Boulder teams receive the sponsorship.

Sponsors or donations under other circumstances will be accepted by the Club to benefit the entire organization.

### **Registration Fees**

The FC Boulder Board of Directors sets registration fees on an annual basis.

Full payment of fees or an established commitment to an approved payment plan shall be made before the start of game play (tournaments or league play) for each team.

Registration fees are nonrefundable. However, in the event a physician-documented illness or injury that is season-ending or a player's primary residence becomes more than 50 miles away from the FC Boulder office, a prorated refund may be available.

Refund requests must be submitted to the Business Manager in writing, along with all supporting documentation. Refund requests are subject to approval from the Executive Director.

Prior to the issue of a refund, a \$150 administrative fee will be deducted from competitive soccer refunds and a \$50 administrative fee will be deducted from recreational and developmental fees. In addition, the number of games, camps, and tournaments played will be prorated and deducted from competitive refunds.

### **Guest Player Fees for Tournaments**

Guest players are not required to pay a portion of the tournament registration fee unless the team has exhausted their tournament registration fee allotment. In this case, the guest player is responsible for an equal share of the tournament registration fee. The team coach and team manager are responsible for registering guest players. A Club registration fee may apply to guest players, as determined by the Business Manager and Director of Operations.

## **Section 7: Conduct and Discipline**

### **Grievances, Disciplinary Hearings and Appeal Procedures**

It is the opinion of the United States Soccer Federation, the governing body for the CSA and FC Boulder, that the Directors of Coaching can adequately address the vast majority of concerns and complaints received by a youth soccer organization. However, the Directors of Coaching will not independently address concerns or complaints that involve a legal issue or potentially could impact the liability of FC Boulder. These issues, or any other issue deemed necessary by the Directors of Coaching will be directed to the Director of Operations, the Executive Director and the President of the FC Boulder Board of Directors.

Complaints received by FC Boulder regarding FC Boulder teams, players, parents, or coaches, either verbally or in writing, will be directed to the appropriate Director of Coaching.

The Director of Coaching and the Director of Operations has the authority to take the following action, with detailed documentation:

- 1) Discussion satisfactory, no further action
- 2) Reprimand
- 3) Probation
- 4) Suspension (always to include a subsequent appropriate probationary period)
- 5) Removal (requires written approval by the Executive Director)

Any complaint against a staff member will be directed to their direct supervisor. Any complaint against the Technical Director, a Director of Coaching or the Director of Operations will be directed to the Executive Director. Any complaint against the Executive Director will be directed to the President of the Board of Directors.

Discipline Hearings may occur if the action in question may involve possible CSA sanctions and if all other actions by FC Boulder members may give rise to a grievance.

The Club's Disciplinary Committee shall consist of the Vice President of the Board of Directors, the Director of Operations, and the Executive Director. Should there be a conflict of interest with regards to a member of the Disciplinary Committee, the President of the Board of Directors will appoint an alternate Disciplinary Committee member from the Board of Directors.

All grievances must be brought to the Disciplinary Committee in written form within 14 days of the incident in question.

The Disciplinary Committee shall have the discretionary power to establish the penalties applied to individuals brought before it. The Disciplinary Committee is authorized to set specific conditions of probation and to establish penalties for probation violations.

Fair notice and opportunity for a hearing shall be accorded to any FC Boulder athlete, recreational or competitive coach, trainer, manager, administrator, director, support staff, employee, parent, official, or FC Boulder member before the Disciplinary Committee may declare that individual ineligible to participate in future FC Boulder club events including but not limited to practices and games. An exception to the above may be made if the immediate supervisor or Disciplinary Committee finds the complaint involves criminal activity, including but not limited to, physical, mental, emotional, or sexual abuse.

**In accordance with USSF Bylaw 701, 702, 705, a participant or spectator shall have the right to:**

- 1) Notice of the specific charges or alleged violations of FC Boulder policy in writing and possible consequences if the charges are found to be true, within 14 days of receipt by FC Boulder.
- 2) Have a hearing before a disinterested and impartial body of fact-finders on the charges within 45 days of the FC Boulder receipt of a written report of alleged misconduct.
- 3) Receive 21 days (from date of postmark) advance notice of the charges and of the date, time and place of the hearing in which to prepare a defense.
- 4) Attend the hearing in person.
- 5) To be assisted in the presentation of one's case at the hearing; the person assisting in the presentation shall not be allowed to speak unless they were a witness to the incident in question.
- 6) To bring witnesses to the hearing and to present oral and written evidence and argument.
- 7) To confront and question witnesses, including the right to be provided the identity of witnesses in advance of the hearing.
- 8) To have a record made of the hearing from a transcription of the audio taped proceedings, if the proceedings are recorded per request of one of the parties, upon written request.

- 9) Receive written notification of the Disciplinary Committee's findings, conclusions, actions and full explanation of his or her appeal rights, including the procedure for filing an appeal, and the time periods within which an appeal may be filed with FC Boulder. Except in the extenuating circumstances, the decision shall be mailed within 10 days of the hearing by certified mail.

No ex parte communication is permitted between or among any and all parties involved in the incident or those involved in rendering a decision or procedural determination with the exception of providing explanations involving procedures.

Violations of any or all of the hearing procedures may become grounds for dismissal of the complaint, automatic appeal, or immediate disciplinary action taken against the charged party or parties.

After both sides have presented all testimony, the Disciplinary Committee shall retire to executive session to deliberate and decide. The decision shall represent the considered judgment of the majority of the voting Disciplinary Committee members who hear the evidence presented at the hearing.

Any suspension stated in these rules shall commence with the next sanctioned club activity in which the suspended individual would otherwise be eligible to participate.

Participants whose misconduct outside of Colorado is reported to FC Boulder shall be subject to ex-parte discipline as though the offense had occurred in Colorado.

Appealing the Disciplinary Committee Decision: Any person wishing to appeal the decision made by the Disciplinary Committee must submit written Notice of Appeal to the FC Boulder office stating the misapplication of rules or violation by the Disciplinary Committee. Notice of the Appeal must either be delivered to the FC Boulder office or postmarked within 10 calendar days of the postmark on the Disciplinary Committee's decision.

The FC Boulder Appeal Panel will consist of three members of the current FC Boulder Board of Directors and will be appointed by the President of the Board of Directors to hear the appeal. Said Board members must be unbiased and unaffiliated with the current case. The Appeal Panel's decision in such matters is final.

The Disciplinary Committee shall receive and consider all written complaints from FC Boulder members concerning internal matters. It



will, if necessary, set up an informal interview with the complainants. The President of the Board of Directors will report the result of any Disciplinary Committee action to the complainants.

With regard to grievances originating directly from CSA, the Disciplinary Committee shall request copies of all disciplinary letters from CSA to players or coaches and will consider and recommend to the full Board of Directors subsequent action by FC Boulder.

Should a player or coach face a CSA disciplinary hearing or wish to appeal a CSA sanction, the Disciplinary Committee shall consider whether intervention and/or action by the FC Boulder Board of Directors in support of the player or coach is appropriate.

Subsequent to any appeal and hearing process, should a CSA-imposed sanction against a player or coach for violence on the field of play stand, the Disciplinary Committee shall consider recommendations that include immediate withdrawal of the player's pass or coach's card for the duration of the current and subsequent playing season.

Under no circumstance will a player whose player pass has been withdrawn by CSA or by FC Boulder be eligible for a refund of any fees paid to FC Boulder by reason of inability to play.

### **No Tolerance Policy**

The FC Boulder coaching staff, members of the Board of Directors and center referees may request the immediate removal of a coach, assistant coach or spectator from the game site for the following reasons:

- 1) Use of foul language.
- 2) Verbal and /or physical harassment of the referee or assistant referee.
- 3) Non-compliance with the FC Boulder game policies and standards of conduct.
- 4) Verbal or physical confrontation with a coach, player or spectator.
- 5) Derogatory comments directed at any player.

The center referee will issue a red card to the offending party, will note the individual's name on the referee card, and will submit it to the FC Boulder office within two days of the game. The Directors of Coaching have the right to temporarily suspend coaching privileges or spectator viewing rights. The Directors of Coaching may recommend to the Executive Director the possible removal of the offending player, parent, coach or spectator from FC Boulder membership.

## **Player Code of Conduct**

FC Boulder players are expected to represent the highest level of good sportsmanship, character and respect for themselves, teammates, coaches, opponents, referees and the game. FC Boulder players pledge to:

- 1) Praise teammates just for participating.
- 2) Look for positives in teammates.
- 3) Stay calm when teammates make mistakes and encourage them to keep playing hard.
- 4) Have reasonable and realistic expectations of teammates.
- 5) Avoid putdowns, sarcasm, and ridicule.
- 6) Encourage teammates not to get down on themselves or others.
- 7) Emphasize teamwork.
- 8) Realize the commitment to the team and FC Boulder and make every effort to be at all practices and games on time and ready to play.
- 9) Give their best efforts, working equally hard for the team and self.
- 10) Not use drugs, alcohol, or tobacco products.
- 11) Come prepared to practices and games with the proper equipment.
- 12) Know, understand and abide by the laws of the game.
- 13) Take proper care of uniform and equipment.
- 14) Follow CSA rules.
- 15) Notify coaches when missing or arriving late.
- 16) Win without gloating.
- 17) Accept the decisions of the officials with good grace.
- 18) Control their tempers.
- 19) Tolerate defeat without complaining or excuses.
- 20) Not use profanity, abusive language or negative personal remarks.
- 21) Treat players, parents, opponents, coaches, and officials with fairness, generosity, courtesy and respect.
- 22) Represent the FC Boulder well and in good light during all times while traveling to tournaments.

## **Parent and Guardian Code of Conduct**

By registering a child to FC Boulder, parents or guardians are agreeing to abide by the FC Boulder Parent Code of Conduct. Any breaches of conduct can result in the suspension of a player and a member's removal from FC Boulder. Comments and behaviors of any member, which contradict the mission statement, disrupt the functioning of a team or FC Boulder can result in the suspension and/or removal from FC Boulder, on the recommendation of the Directors of the Competitive Programs, the Director of Operations, the Executive Director and the Board of Directors. FC Boulder parents or guardians will abide by the Parent and Guardian Code of Conduct and pledge to:

- 1) Provide positive support and encouragement to their child, other players on the team and opponents.
- 2) Promote practice at home.

- 3) Bring their child to practices and games on time (as set by the team coach).
- 4) Notify the coach when practices and games will be missed or arrived at late.
- 5) Allow the coach to coach.
- 6) Not give players instructions during the game.
- 7) Allow the players to play.
- 8) Allow the referees to call the game without addressing comments to them.
- 9) Support the team with active volunteering.
- 10) Support the FC Boulder with active volunteering.
- 11) Look for positives in the coach, players and referees.
- 12) Have realistic and reasonable expectations.
- 13) Remind their child to not get down on him or herself and to play with commitment.
- 14) Maintain a "Fun is #1" attitude.
- 15) Know and understand the laws of the game.
- 16) Know the FC Boulder rules and policies.
- 17) Encourage their child to talk to the coach as needed.
- 18) Approach coaches with questions or concerns directly.
- 19) Avoid gossip about players, coaches, and the team.
- 20) Non-coaching concerns regarding FC Boulder should be documented in writing and sent to the attention of the Director of Operations.

As a role model of good sportsmanship FC Boulder parents pledge to:

- 1) Control their tempers.
- 2) Accept decisions of the official with grace.
- 3) Treat players, coaches, directors, staff, other parents, opponents, and officials with fairness, generosity, courtesy, and respect.
- 4) Discourage unfair gamesmanship.
- 5) Not use profanity, abusive language, or negative personal remarks.

Coaches are held responsible for parent behavior during games. Parents will respect the coaches' and referees' requests for appropriate sideline behavior. Team managers may assist the coach in maintaining appropriate sideline behavior as outlined in the FC Boulder Parent Code of Conduct.

Updated May 2014

\* FC Boulder reserves the right to amend Club policies as needed and will publish an updated version quarterly through the Club's website should changes be admitted.