



Guidelines for the operation and management of the

Xcel Futbol Club

2017-2018

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1 Club Goals

1.1 The goal of the Xcel Futbol Club (XFC) is to provide a local, family-friendly, player-friendly competitive soccer club for the tri-state area's competitive soccer players.

1.2 XFC is committed to developing young men and women's sense of integrity, skills in dealing with adversity, and goal-setting and achievement through the game of soccer.

1.3 The XFC coaches should be well trained and committed to challenging their players to develop the character and technical skills needed to compete at a high level.

1.4 Club fees will be charged as necessary to cover operating expenses only. It is up to the individual team coaches and managers to determine what fees (if any) will be charged to become a member and participate as an XFC team/player.

1.5 It is the goal of the XFC to have e-licensed or higher qualified coaches (or equivalent credentials) for all teams at all levels. The leadership of the Club will strive to meet this goal prior to the 2017-2018 season.

2 Team Manager Responsibilities-

2.1 All XFC Teams must have a registered Team Manager.

2.2 It is the responsibility of the Manager to keep team members and parents informed of all team functions, practices, tournaments, etc.

2.3 The Manager must conduct at least two parent meetings each season. Typically at the start and end of the year (typically November and May).

2.4 Managers must keep club officials informed of their team's status and any tournaments they will be participating in.

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2.5 Team Managers are responsible for providing information to parents/guardians and players concerning the registration process, forms needed and any applicable fees.

2.6 Managers are responsible to report any roster additions and/or deletions to the Club Registrar as soon as can practically be reported.

2.7 Team Managers must create and keep all player paperwork up to date. Examples are: Medical waiver forms, birth certificates, out of state player forms, etc.

2.8 Managers are to remind parents frequently that conduct at games and tournaments should be geared towards encouraging their child, and NOT questioning the coach, players or referee's. Derogatory comments about the other team will not be tolerated.

2.9 Managers are to communicate inter and intra Club scrimmages to the Club President for communication to the Club. Coaches are responsible for game location and referees – if referees have been agreed upon by both coaches.

2.10 Managers must coordinate with the Club Risk Manager prior to any non-registered player's participation in Club activities; practices, games, fund-raising, etc...

3 Coaches Responsibilities –

3.1 All XFC teams must have one registered coach. Assistant coaches will be registered when available.

3.2 Coaches are to set the tone for and focus on player character and player development. Conduct at practices, games and tournaments should be geared towards encouraging the child, sportsmanship, and respect for coaches, players and referee's. Derogatory comments about the other teams will not be tolerated.

3.2.1 Referee - During a game if a player is out of control with their actions or language the referee should determine appropriate penalties and be supported by the Coach.

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3.2.2 If the referee does not take action or the misconduct took place off the field, Coaches are expected to address the misconduct; take it up with the player and team to make sure the issue is resolved and the code of conduct is understood and followed.

3.2.3 If the misconduct continues to occur after actions by the Coach, the President is expected to council the Coach and address the misconduct as necessary.

3.2.4 If the misconduct continues after action by the President, the issue should be brought to the Board for action.

3.3 >It is the responsibility of all coaches to have copies of the license for presentation to club official and for tournament use and verification.

3.4 Coaches must coordinate parent concerns with the Team Manager

3.5 All Coaches must participate in at least two parent meetings each season. Typically at the start and end of the year (typically November and May).

3.6 Coaches and Assistants must conduct themselves in a professional and adult manner at all times. Any coach who demonstrates aggressive or antagonistic behavior while at a practice, game or any club function will be disciplined according to the severity of the infraction. If conduct that represents his/her team and the club in an unfavorable light continues, the coach may be removed from duties by a recommendation of the club President and vote of the Board of Directors.

3.7 Coaches MAY NOT approach a player from another XFC club team about playing for their team without obtaining permission from the Team Manager and Coach of the registered team prior to making contact with any player or player's parents/guardians.

3.8 Coaches are responsible for inter and intra Club scrimmage game location and referees - if referees have been agreed upon by both coaches.

3.9 Coaches are responsible to train players of all skill levels as rostered to the Team.

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3.10 Coaches are responsible to determine what players are appropriate to roster for a tournament and what play time is appropriate for a competitive team setting.

4 Practices and Games -

4.1 Coaches and Team Managers are responsible for having signed medical release forms, birth certificates and all pertinent forms available and in order for all practices and games.

4.2 Coaches and Team Managers will inform parents of tournament and game schedules as early in the respective season (indoor/outdoor) as possible.

4.3 ALL XFC teams attending competitive tournaments will attend the tournaments in the approved Club tournament schedule unless attendance is waived by the Club President. Additional tournament participation, outside the approved Club tournament schedule, may take place after the team has participated in the approved tournaments.

4.4 All coaches and/or Team Managers are responsible for securing practice fields and times. They must notify the club President of those times and locations.

5 Tryout Policy -

5.1 Each Year XFC may conduct at least one tryout for all teams. Location and time of that tryout will be determined.

5.2 All club officers, coaches and team manager will be present at the time of the tryout.

6 Player Registration -

6.1 Player additions or deletions to rosters must be registered by the team manager and immediately conveyed to the XFC Registrar.

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6.2 Guest Players shall not be released to another club except with the permission of the player's registered coach. Failure to obtain permission from a player's coach prior to contact with the player/parent is considered a violation of WWSA Administrative Rule 3.10 and will result in denial of the request by the XFC.

6.3 The XFC will release guest players only in the event that the requesting club follows WWSA Administrative Rules 3.10.

6.4 The XFC Risk Manager will determine whether the requesting club is in full compliance with the WWSA Risk Management program prior to the Registrar releasing a guest player.

6.5 The XFC officials (coaches and managers) are to follow Administrative Rule 3.10 and contact Club coaches prior to making contact with any potential guest player or player parent. The XFC Registrar will add guest players to any tournament roster at the request of the team Manager.

7 Board of Directors –

7.1 The XFC Board of Directors will act as the final appeals and discipline committee. They will act on matters related to coaching and player conduct in accordance with the Chapter 4 of the WWSA Administrative Rule Book.

7.2 Review reports of improper rostering of players, parent conduct, state violations by teams or coaches and consider removal of a coach, manager or player when given due cause.

7.3 The Board of Directors will elect club officers every two years as defined in the Bylaws. The club officers will then serve for a period of two years.

8 Club Colors and Uniforms –

8.1 XFC Club colors are Kelly Green, White and Black

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8.2 All uniforms must display the club logo and be approved by the Board of Directors; one style and brand will be established for boys, and one for girls.

8.3 All changes in style or look of a Team's uniform must be recommended by the Club President and approved the Board of Directors.

8.4 All uniform items should be purchased through the Club account with the approved supplier for the financial benefit of the club and buyer whenever practicable. This rule applies to uniforms, equipment, gear, etc. in bulk.

9 Documentation and Registration -

9.1 Team Managers must carry player cards, notarized medical release forms, proof of insurance (when required), state approved roster and any guest forms to all tournaments.

9.2 Parent/Guardian shall sign all medical release forms and any waivers required by specific tournaments.

9.3 Team Managers are strongly urged to keep a notebook/binder updated with all applicable forms and information for each tournament their teams participates in.

9.4 All team officials (coaches, assistant coaches, manager, and treasurers) and board members are required to complete the on-line WVSA Risk Management Form every year.

9.5 The Club President and Secretary/Treasurer will submit reports of activities to the Board of Directors for review on January 1 and July 1 of each calendar year.

9.6 The Team Manager (or Treasurer) will provide reports of the financial activities of their team annually to the Club Treasurer, or periodically as requested by the Club Treasurer.

9.7 These guidelines are in effect for the 2016-2017 season.

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10 Conduct -

10.1 The responsibility for operating, managing, and fielding XFC teams is a shared enterprise among the coaches, managers, and officers of the Club as described above. As such, the spirit, intent, and letter of the WVSA “Code of Ethics for Coaches” extends to all coaches, managers, and officers of the XFC.

10.2 Any concerns among XFC officials (including coaches and managers) in regards to the merits, philosophies, programs, coaches, managers, players, or facilities of another team within the club should be brought to the attention of the Club officers and/or board members immediately.

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11 Player Development -

11.1 The Vice-President will chair a standing committee of the registered head-coaches of the XFC (hereafter The Player Development Committee) for the purpose of making decisions and managing player development.

11.2 Any concerns among XFC officials (including coaches and managers) or parents in regards to player development (i.e., training objectives, player rostering, player positioning, team divisions, etc...) should be brought to the attention of the Club Vice-President for analysis and resolution by the Player Development Committee.

11.3 The Vice-President shall call a meeting of the Player Development Committee no less than one time per year to make team divisions and review the Club training objectives.

11.4 For decisions of the Committee, each registered team will have one vote which will be cast by the team's head coach. Where the committee is deadlocked on an issue, the Vice-President will exercise a tie-breaking vote. Decisions involve considerable judgment on the part of the Committee and will be considered final in most cases. However, decisions may be appealed to the Club President. In cases where the President finds the subject matter of the appeal to affect the Club as a whole, the President may refer the matter to the Board of Directors for reconsideration.

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Coaching a team of young athletes for a West Virginia Soccer Association affiliated club or the Olympic Development Program is a high privilege that carries with it great responsibility. A coach should always demonstrate the highest ethical character and should serve as a role model for the players on his or her team. A coach must always remember the influence that he or she has over young athletes. The game is for the players.

If at any time West Virginia Soccer Association shall determine that a coach has failed to fulfill these expectations and standards, that shall be cause to discipline, suspend, or remove the coach.

1. Soccer is the players' game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players. A coach should never place winning above character or good treatment of athletes. While striving to win, a coach should deal honestly and fairly with players with regard to team selection and playing time, while remaining free to make decisions based on the best interests of the team as a whole.
2. Coaches bear responsibility for teaching their players to strive for success while playing fairly with the highest levels of sportsmanship, observing the laws and the spirit of the game.
3. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
4. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.
5. In both victory and defeat, the behavior of a coach shall model grace, dignity and composure.
6. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, West Virginia Soccer Association, US Youth Soccer Association, and US Soccer Federation. The position of head coach assumes knowledge of the rules of the game, of registration and rostering requirements, of tournament rules and other requirements of West Virginia Soccer Association and affiliated clubs and organizations. The coach is responsible for compliance with all rules.
7. Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism, at all levels of soccer.
8. Coaches should take a role in educating their players about sports nutrition and fitness and about prevention of drug, alcohol, and tobacco abuse. The coach should avoid the use of alcohol or tobacco products when in contact with players or at other times while in official capacity as coach.
9. Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of soccer.
10. Coaches shall respect the declared affiliations of all players, and shall adhere to all guidelines and regulations on recruiting established by their clubs, leagues and West Virginia Soccer Association. At the first point of contact between a coach and a player, the coach ask the player if he/she is rostered or committed to another team. If the answer is affirmative, the coach must refrain from further recruiting of that player. In any event, the coach cannot make any statements in regards to the merits, philosophies, programs, coaches, players, board members, or facilities of another club nor extend an offer of any type of financial incentive, including "scholarships", to any prospective player unless the player's family has demonstrated a financial hardship.
11. Coaches shall seek to honor those who uphold the highest standards and principles of soccer and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute, abuse, dishonesty, disrespect and violations of the laws of the game and rules governing competition.