



Calvert Soccer Association

Rules & Policy Manual

MISSION STATEMENT

The mission of the Association is to provide organized soccer programs to help youth players develop and achieve their true potential in soccer as well as promote a positive youth sports culture that teaches life lessons and “Honors the Game”.

OUR PURPOSE

The purpose of the Association is to promote, foster and perpetuate the game of soccer on the youth level and develop the physical, healthy mental and emotional, growth, through the sport of soccer.

CORE VALUES

At CSA, our core values are a set of standards that help move us forward together. With these deep-rooted values, we promote a positive youth sports culture that teaches life lessons and truly honors the game. As one team, one club, and one community, we stand together to make a lasting impact for all who join us on the field. We encourage all players to bring their best to each competition. Passion on and off the field always hopes, persevere, and wins.

S = Sportsmanship

We encourage all players to bring their best to each competition. Passion on and off the field always hopes, persevere, and wins.

O = Outstanding Leadership

Leadership strives to be trustworthy, honest, and sincere. Leaders possess integrity and honor at all times while serving and sacrificing for the benefit of their team. Leaders elevate their team by being constructive and hardworking.

C = Commitment

Honor your commitments at all times. Hold yourself accountable and fulfill your personal and team-oriented obligations and goals.

C = Character

Know and do what is right on and off the field. Be accountable for your actions and hold others responsible for theirs, without underlying judgment.

E = Enjoyment & Fun

The ability to compete is a gift. Through all the hard work and dedication, we want you to enjoy yourself and have fun.

R = Respect

Respect everyone and everything around you. From the opponent and rules to yourself, teammates and officials, always be aware of the impact of your words and actions. Respect requires empathy, consideration, and a deep willingness to stand up for what is right.



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I. Purpose

The purpose of this manual is to provide for the Calvert Soccer Association Executive Board, staff, coaches, parents, and players a guide and reference for the operation of the club. The manual is not intended to detract from the power and effect of the by-laws and in all matters where there is a conflict, the by-laws shall prevail. Also, this manual is designed to be changed as frequently as is necessary to be an accurate reflection of the manner in which Calvert Soccer Association is managing its operations.

- a. Core principles and sporting intent of Calvert Soccer Association: The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
- b. The manual will assist the club in moving forward in achieving our goals of:
 - 1. Player safety and security
 - 2. Customer Service
 - 3. Clear communication between the club and all members, reducing friction and increasing participation in programs
Superior fiscal controls and financial responsibility
 - 4. Support coaches in becoming well educated and inspirational coaches
 - 5. Community based soccer that the whole community respects and recognizes

This manual is a living document that reflects a combination of the documentation of proper and best practices of the club combined with appropriate governance on the part of the Board of Directors. Any member of the club may make recommendations for changes to the manual by submitting those to the Board of Directors. Typically, those changes would come from members of the Executive Board or coaches with changing situations that need matters of policy addressed. All are encouraged to make recommendations they think would assist the club’s success or protect the club or its members. Change recommendations should be submitted along with an explanation for the requested change. The Board of directors will review request and vote for final approval. If there is some urgency to the need for the change, then a vote will be taken electronically by email or another electronic platform, with the documentation of the vote recorded by the Executive Board Secretary or appointed board member. If there is no urgency to the requested change then the matter will be addressed at the next scheduled Board of Directors meeting.

II. Behavior and Sportsmanship of Calvert Soccer Association Members

Calvert Soccer Association members are the club, whether they are players, parents, volunteers, coaches, or staff. All club members must conduct themselves in a way that properly represents the club and honors the game.

a. Player & Parent Conduct

Calvert Soccer Association has adopted the MSYSA Code of Conduct and Zero Tolerance Policy.

b. Coach Conduct

Calvert Soccer Association has adopted the MSYSA Code of Conduct and Zero Tolerance Policy because coaches must provide leadership at all times and in all things, but most of all in proper conduct. This code has been developed to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the development of the sport of soccer. The term “coach” includes, but is not limited to Technical Director, Director of Coaching, head coach, assistant coach(s) and managers.



c. Background Checks of all Volunteers, Coaches, and Staff

In accordance with MSYSA, Calvert Soccer Association will continue to conduct annual background checks of all volunteers, coaches, and staff of the club. Calvert Soccer Association follows the MSYSA Risk Management and Safety Policy as well as the US Club Soccer Risk Management Policy. The President of Calvert Soccer Association or Board of Directors appointed person shall be responsible for reviewing and releasing any and all background checks for all divisions.

III. Social Media Policy

Calvert Soccer Association, Inc. (“CSA”) recognizes the importance of the Internet in shaping the public’s perception of our organization. CSA also recognizes the importance of our Board members, executive directors, coordinators, committee members, coaches, employees, volunteers, and members in leading and setting the tone of social media interactions in a manner that advances CSA’s mission and goals.

a. Applicability

This Social Media Policy applies to all Board members, executive directors, coordinators, committee members, coaches, employees, volunteers, and members including players (“CSA Members”). This Social Media Policy applies to all social media content posted by CSA Members in their professional and personal capacity to the extent such content is related to CSA.

b. Aspirations

CSA strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential as not just an athlete, but as a person. In furtherance of this goal, CSA aspires to engage members of the community in positive, honest, transparent, and knowledgeable dialogue about CSA through multiple social media platforms. CSA views social media as an important tool for communicating its successes and opportunities for athletic and individual development. CSA also views social media as a platform for receiving constructive feedback from the community and for discussing CSA’s challenges and opportunities for improvement in a positive and constructive way.

c. Guidelines

All CSA Members shall abide by the following guidelines when using any social media platform:

1. Always be positive and respectful in any discussion. When disagreeing with others’ opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, consult with the CSA Board of Directors, the Operations Director, committee member, or your coach for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on CSA.
2. Do not post or email content that would harm CSA or damage CSA’s reputation. Remember that even while you are on your own personal time, you are a representative of CSA, and people may interpret your online postings, email, or social interactions as though they were official CSA statements.
3. Use good judgment when emailing or posting comments pertaining to CSA and/or its members. Bear in mind that your comments can create liability for CSA. If you are unsure whether a comment is appropriate to email or post, either do not post it or obtain prior approval from the Board of Directors or the Operations Director.
4. Always remember, once something is posted or emailed, it exists online forever.
5. Do not post or email content that could be considered negative or disparaging about your teammates, club mates, coaches, volunteers, or board members. Find a constructive way to address any issues or request help from one of the many resources available to you.
6. Encourage others to engage in positive interactions on social media. If you are concerned about any CSA Member’s use of social media, please bring your concerns to the attention of your coach, committee member, the Operations Director, or a member of the CSA Board of Directors.
7. Personally identifiable information (information, such as a full name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on social networking sites without the approval of the person and/or the CSA Board of Directors.



8. CSA will not tolerate negative comments and images, bullying, criticism and sexist or derogatory remarks. It does not only impact negatively on the people or organization they are about, they also reflect badly on yourself, your parents and the people you are representing.

d. Violations of the Social Media Policy

1. The CSA Board of Directors shall have the authority to monitor and enforce this Social Media Policy. The CSA Board of Directors, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official CSA sites and to block any individual or organization from posting on any official CSA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of CSA.
2. The failure of any CSA Member to adhere to this Social Media Policy shall be considered a violation of the CSA Code of Conduct, and any CSA Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in CSA, in accordance with the CSA Disciplinary Procedures. R&D committee will review the violation and follow disciplinary procedures as seen fit.

IV. Administration and Office Management

- a. Web Site— Calvert Soccer Association's website is the primary tool to advertising programs and disseminating information through postings. The Association's website coordinators are the central clearing house for posting information on the website for all manner of information from new programs to cancellations. See the website use and authorization section.
- b. Chain of Communication – With regard to administrative matters, members should begin by communicating with the appropriate Board of Directors volunteer (Tykes, Futures, Recreation, and/or Travel) in which they volunteer or have a player participating in. However, it is critical that coaches (in the Recreational program) and the team managers (in the Travel program) communicate effectively with their teams from the formation of the team to reduce avoidable demands upon the club Executive Board members and staff.

V. Privacy and Identity Theft Protection

As a matter of conducting the business of the club, Calvert Soccer Association gathers the personal and financial information of parents and children. It is critical that the club act to prevent the unauthorized disclosure of this information.

- a. The Executive Board will implement measures to ensure the physical and electronic security of records maintained by the club.
- b. The Executive Board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- c. The Executive Board will use either an in-house shredding capability or contract with an outside vendor to the shredding of all documents containing personal information.

VI. Sale of Personal Information

Calvert Soccer Association will never sell email databases or other contact information. However, we cannot be held responsible for our partners, including Maryland State Youth Soccer Association (MSYSA), US Club Soccer, US Youth Soccer, and United States Soccer Federation, in this matter. We are required to provide information to our certifying organizations, and they have their own such policies on these issues. Complaints about such releases of information should be communicated directly to the management of the organization in question with a copy to the Executive Board of Calvert Soccer Association appreciated.



VII. Fiscal Controls

Purpose

This portion of the policy manual describes the fiscal controls of Calvert Soccer Association. This document provides details not covered in the by-laws about financial operation and management of the club.

Bank Accounts

The club shall maintain only one checking account for the purpose of paying club expenses and one savings account for future expenses. Any new accounts need to be brought to the Executive Board for approval prior to opening. All bank accounts must be held by FDIC insured institutions.

Operational Expenses

All club expenses shall be paid by either check or electronic payment through the clubs' checking account.

- a. Checks shall only be written for the documented amount on the receipt or invoice
- b. Cash may be withdrawn via check for a maximum of \$500.00 only with prior approval from the Board of Directors. The cash must only be used for making change and must be re-deposited with the other received funds.
- c. All checks will be drafted by the club treasurer or appointed certified accountant. In the event, the club treasurer is out of town, the club president or other authorized signer may draft checks for the club.
- d. All checks must be signed by two approved signers from the club.
- e. The maximum number of check signers in the Club at any time shall be four (4). The Executive Officers of the Board of Directors are the only authorized signers.
- f. A recipient and signer of a check may never be the same individual. Likewise, a signer may never sign a check to be received by a direct family member.
- g. All capital or larger dollar expenses must be approved by the Executive Board.
- h. Budgeted expenses are considered to be pre-approved and do not require explicitly Executive Board approval.
- i. All expense reimbursements must be accompanied by transaction receipts.
- j. No expenditure may be made in CSA's name by any person other than the person authorized to do so by the CSA Executive Board of Directors.
- k. All contracts must be approved by the CSA Board of Directors. All contracts will require the signature of the President of the Association. In case of emergency and the President is unavailable, the signature may be that of any other Executive Officer of the Association.

Payroll Expenses

Persons paid to carry out duties on behalf of the club shall be treated as employees. This does not apply to those roles within the club who are viewed to be independent contractors by the IRS.

Deposits

All funds received shall be recorded on club deposit slips and deposited by the club's treasurer or an individual appointed by the Board of Directors.

- a. All funds shall be held in a secure manner until they can be deposited by the club treasurer or an individual appointed by the Board of Directors.
- b. Deposit slips for received funds must be kept with the club financial records.
- c. The club shall provide an invoice or receipt to any customer who requests one. These receipts must also be kept with club records.
- d. The club deposit policies apply to all funds received by mail or in person.



- e. Funds received by electronic deposit shall be categorized as such and reviewed and reconciled monthly by the club treasurer and/or appointed accountant. Examples of this might be direct payment or registration through online website or PayPal account.

Check Cashing Policies

The club shall not deposit checks which have been held for more than ninety (90) days without written consent from the check drafters.

- a. The club shall not request photo ID – most notably a driver’s license – for cashing checks unless this is requested from all customers’ for a particular event, e.g. Fall Registration. Other forms of ID shall never be requested.
- b. The club shall not allow customers to post-date checks.
- c. In the event a deposited check should bounce, the club treasurer or appointed accountant will contact the debtor within ten (10) business days of receiving notice from the club’s bank. This shall be made in a non-threatening, informative manner. There will also be a \$35 fee for all bounced checks.
- d. In the event the funds are not received from a debtor, the Board of Directors may approve secondary measures to recover the lost funds including writing a collection letter, contacting the bank, going to small claims court or hiring a collection agency. The club has the right to hold team placement until outstanding debts are paid in full and players in good standing.

Fundraising

Each year CSA has fundraising activities to help offset the cost of operating the club. We try to keep registration fees as low as possible so it is necessary to raise money through fundraising. We ask that each family participate in fundraising activities. We ask that all coaching staff, parents and Board of Director members support the efforts of the club in all fundraising activities that we do. The Board or Directors shall appoint a member to chair all fundraising efforts for CSA.

- a. The Board of Directors shall appoint a Fundraising chair and organizers who shall be responsible for managing events.
- b. The chair shall be responsible for preparing an initial budget to be approved by the Board or Directors.
- c. The chair shall present a final accounting of all funds received and fees paid to the club treasurer or accountant within 30 days of the close of the fundraising event.
- d. A fundraiser shall never just report the profit as club income or pay any of its expenses from the event revenue received.

Reports

- a. The CSA Treasurer shall provide the Board of Directors budget versus actual income statements for the current fiscal year at each Board of Directors meeting.
- b. The CSA Treasurer shall provide the Board of Directors an income statement for the Board to review at each meeting.
- c. The treasurer or appointed accountant shall reconcile the monthly bank statements.
- d. The CSA Treasurer shall provide the Board or Directors a financial report if requested
- e. The CSA Treasurer shall have until the next Board meeting to prepare the requested report
- f. The club shall provide its parent organization – Maryland State Youth Soccer Association (MSYSA) with any financial report or information requested in writing. The treasurer will have 30 days to provide this information to the Board or Directors to review. The CSA President will then forward to MSYSA.

Annual Budgeting and Timeline

The Executive Board shall prepare and submit to the Board of Directors for approval, an annual budget prior to the start of its seasonal year as defined in the club by-laws. This budget shall be used as a guide to predict income and control expenses.



- a. A budget shall be established and maintained for each independent program as determined by the Board of Directors. These shall be known as P/L entities. This shall be done to examine profitability of each program as well as to help set fees appropriately.
- b. The Board of Directors shall periodically review its programs and projects publishing both short-term and long-term goals for the club which will be used to guide the annual budget process.
- c. Prior to the start of the next seasonal year, the Board of Directors shall approve the programs targeted for funding in the next annual budget cycle.
- d. The CSA Treasurer shall present the initial draft of budgets prior to the start of the next seasonal year.
- e. The CSA Treasurer shall modify the budget as directed by the Board of Directors and present these modified drafts to the Board of Directors at its request.
- f. The CSA Treasurer shall present the final budget to the Board of Directors for its approval five (5) weeks prior to the start of the upcoming seasonal year. This will give the Board of Directors at least ten (10) days to review the budget prior to the final meeting in the current seasonal year.

Fiscal Oversight

- a. The club finances shall be maintained using accounting software purchased by the club.
- b. The Executive Board shall approve the software to be used by the club to manage its finances. The club treasurer may recommend changes to the accounting software used. The Board of Directors must vote to make any changes to software requested.
- c. All general, payroll and other checks will be kept under lock and key. This includes both signed and unsigned club checks. The keys are to be kept in the possession of the club treasurer or appointed accountant.

VIII. Financial Policies

Online Registration

All registration for CSA programs will be done online by approved registration methods and all proceeds shall be deposited into approved CSA banking accounts.

Recreational Program Registration (Tykes/Futures/Recreation Teams)

- a. Online registration for the Spring Recreational Season opens on or near mid to late December.
- b. Online registration for the Fall Recreational Season opens on or near mid to late May.
- c. Online registration for the Winter (games only) Recreational Season open on or near mid to late September. No winter program for Tykes or U5/U6 Futures.
- d. Please see website for current registration fees, deadlines, and late fee dates.
- e. No guarantees of team/group placement are made at any time, but after the close of regular registration, team/group placement becomes more difficult.
- f. Players will not be placed on a team/group, until all player fees have been paid.

Junior Academy Program Registration

- a. Online registration for the Spring Recreational Season opens on or near mid to late December.
- b. Online registration for the Fall Recreational Season opens on or near mid to late May.
- c. Online registration for the Winter Recreational Season open on or near mid to late September.
- d. Please see website for current registration fees, deadlines, and late fee dates.
- e. No guarantees of team placement are made at any time, but after the close of regular registration, team placement becomes more difficult.
- f. Players will not be placed on a team, until all player fees have been paid.



Travel Program Registration

- a. Online registration for the Travel Seasonal Year Tryouts opens on or near mid to late April.
- b. Once a player has been notified that they have been selected for a Travel team, the player will be required to register online and make a payment of team fees within 15 days of acceptance. Please refer to the website for current estimated program fees, payment dates, etc.
- c. Players who are not current on their player fees will not be allowed to practice or participate in games/tournaments.

TOPSoccer Program Registration

- a. Online registration for the Spring Recreational Season opens on or near mid to late December.
- b. Online registration for the Fall Recreational Season opens on or near mid to late May.
- c. Please see website for current registration fees, deadlines, and late fee dates.
- d. Players will not be placed, until all player fees have been paid.

Summer Camp Program Registration

- a. Online registration for the Summer Recreational Season opens on or near mid to late March.
- b. Please see website for current registration fees, deadlines, and late fee dates.
- c. Players will not be placed, until all player fees have been paid.

Refund/Cancellation Policy

a. Recreational Programs (Tykes, Futures, Recreation Teams)

1. Once a player has registered, \$25 is completely non-refundable.
2. If a player cancels their registration before regular registration closes and/or team placement has begun, all but \$25 is refunded.
3. No refunds will be granted after the regular registration deadline.
4. Exceptions to this policy are:
 - If we, CSA, are unable to place a player on a team (with or without a coach), 100% is refunded.
 - If a player has a season precluding injury pre-season, all but \$25 is refunded.
 - If a player's families are relocating from their current residence, more than 30 miles from Prince Frederick, all but \$25 is refunded.

b. Junior Academy Program

1. Once a player has registered, \$25 is completely non-refundable.
2. If a player cancels their registration before regular registration closes and/or team placement has begun, all but \$25 is refunded.
3. No refunds will be granted after the regular registration deadline.
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 - If a player has a season precluding injury pre-season, all but \$25 is refunded.
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c. TOPSoccer Program

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3. No refunds will be granted after the regular registration deadline.
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 - If we, CSA, are unable to place a player, 100% is refunded.
 - If a player has a season precluding injury pre-season, all but \$25 is refunded.



- If a player's families are relocating from their current residence, more than 30 miles from Prince Frederick, all but \$25 is refunded.

d. Travel Program

1. CSA will follow the Travel Division payment refund policy and the MSYSA Financial Policy

e. Refund Requests

Requests for any refund will only be honored if made in writing specifying the following information:

1. Made by the parent/guardian who signed the registration form/online registration form
2. The name(s), age(s) of the child(ren) enrolled
3. The reason requesting a refund
4. Written Requests should be emailed to treasurer@calvertsoccer.org or mailed to:

Calvert Soccer Association
C/O Refund Request
PO Box 488
Prince Frederick, MD 20678

IX. Scholarship Policy

As a club, Calvert Soccer Association believes that no player should be turned away due to financial hardship. The club offers several vehicles to provide financial assistance. The following outlines the policies surrounding the Calvert Soccer Association Program.

- a. It is the mission of Calvert Soccer Association (CSA) to provide financial assistance for players in need. An application for scholarship assistance is a certification that the player will not be able to participate in the program without scholarship assistance due to severe family financial situations.
- b. All Travel applications will be reviewed in strict confidence by the Travel Commissioner, Travel Vice Commissioner and Travel Administrator.
- c. All recreation applications will be reviewed in strict confidence by a panel of at least three (3) Executive Board members consisting of the President, Vice President, and Treasurer.
- d. Applicants will be notified in a timely manner of the decision.
- e. It is extremely important that scholarship applications are handled timely. Remember turning in an application does not guarantee approval.
- f. Scholarship amounts awarded will be based on the needs of the individual.
- g. Scholarships will be reviewed on a season by season basis.
- h. If there is a need to cover more than the club fees (uniforms, etc.) the written request should include what the need is and why you cannot cover those fees. These additional requests will be handled on a case-by-case request and will go through the same process as the scholarship listed above.
- i. Scholarship information can be found on the CSA Website: <https://calvertsoccer.org/about/scholarship-programs/>
- j. Travel Scholarship applications can be emailed to travelscholarships@calvertsoccer.org or mailed to:
Calvert Soccer Association
C/O Travel Scholarship Request
PO Box 488
Prince Frederick, MD 20678
- k. Recreation scholarship requests should be emailed to treasurer@calvertsoccer.org or mailed to:
Calvert Soccer Association
C/O Recreation Scholarship Request
PO Box 488
Prince Frederick, MD 20678



It is the Parent/Guardian responsibility to keep the club notified of current phone number, address and email contacts. Failure to do so may result in future scholarship requests being denied. A signed copy of the scholarship policy and a signed copy of the volunteer hour's contract will be kept on file with the CSA Treasurer.

X. TOPSoccer Program

TOPSoccer is a recreational sports program for children and adults with intellectual, emotional, or physical disabilities offered only through local US Youth Soccer-affiliated soccer clubs. TOPSoccer provides people with diverse abilities an opportunity to play soccer in a structured environment that is safe, fun, supportive, and inclusive.

Program Support Structure

- a. Buddies: Each participant is assigned a volunteer, trained 'Buddy' who is typically a little older and neurotypical. This Buddy works with their player individually and makes sure they are safe, engaged, supported, and having fun. The player-Buddy relationship is maintained throughout the course of a season, resulting in strong interpersonal bonds and an establishment of trust and confidence that allows each player to achieve their full potential.
- b. Coaches: TOPSoccer coaches and administrators have taken formal USYS education and certification training that assists them in successfully delivering the program. In addition to providing coaching strategies and tactics specifically for children with special needs, the training identifies the traits of the most common disabilities and provides guidance on how to modify typical soccer practice activities so everyone can be successful.
- c. Groupings: Players are grouped by ability, not just age, such that they can develop at their own pace and participate amongst others with similar abilities.

Additional Guidance

The unique thing about TOPSoccer is that each program is different and is created around the needs of the participants. Additionally, TOPSoccer athletes are placed on teams according to ability, not age. The length of program is determined by the organizer, which is usually 6-8 weeks. For those athletes not able to participate due to medical reasons, design a skills program that is rewarding, challenging and fun.

XI. Recreational Programs (Tykes, Futures, and Recreation Teams)

Tykes (U3/U4): This program is an in-house program for our Pre-K players (Ages 2.5 through 3 years old).

- d. All sessions are held on Saturday mornings (pending coach availability).
- e. Each session will have a head coach and several assistant coaches (usually veteran teenage players).
- f. This is an Instructional program geared towards introducing the game of soccer to our youngest community of players.
- g. This is a beginner level, coed soccer program without teams or games.

Futures (U5/U6): This program is a combined U5/U6 coed division in the Fall. In the spring, just U5 coed only.

Each player is entitled to:

- h. One (1) practice a week for six (6) sessions/weeks in the region that the player is registered (North, central and south).
- i. Six (6) festival game days per season to be held at a central location.
 - Once at the field players will be divided in to teams of 4v4/5v5 or less with other players in their skill group and at least one adult or youth coach.
 - Festival games days will be forty-five (45) minutes. Four (4) eight – ten minute games with water breaks in between.
 - Once each match is completed, players on the field may be evaluated and moved to other fields to ensure that all players can play within their skill level and have the most fun.



Recreation Teams (U6-High School): This program is for our Kindergarten through 12th graders. It is primarily devoted to the enjoyment and development of soccer players without the emphasis on travel or high level competition. The purpose of recreational soccer is to provide an opportunity for the participants to have fun, learn the sport and develop life skills including a lifelong love of the game.

Team Meetings/Sessions/Practices

- a. CSA will assign each team/group a practice day/time/field.
- b. Team meeting/sessions/practices shall not exceed two per week.
- c. Duration of each team meeting/practice shall not exceed two hours.
- d. Each team shall be represented by a registered adult volunteer specifically designated for this responsibility. The team head coach, an assistant, or a designated parent may fulfill this requirement.
- e. All Coaches (head and assistant) are required to submit a background check and be approved by the Board of Directors before they are allowed to coach a team.

Player Participation

- a. All players present at a game must play one FULL INCLUSIVE quarter and total play time of at least ½ the game.
- b. Exception is allowed only for sickness, injury, or suspension. Coaches must inform the opposing coach prior to the start of the game of any exceptions.
- c. In the younger age groups (U6-U8), CSA has opted to have the game divided into quarters instead of halves to help coaches manage play time to meet this rule.
- d. Any division that plays halves instead of quarters (i.e. Senior Teams), must ensure that each player participates in 1/2 of the game. The play time in divisions that plays halves need not be continuous but will need to be managed by the coach.
- e. Failure to comply so is subject to protest by the opposing team and forfeiture of the game.
- f. The referee is not responsible for monitoring player participation.
- g. Players/Coaches/Spectators ejected ("Red carded") from a game are immediately suspended from playing/participating in their next game. A player sitting out a game may attend the next game but must not be in uniform and must not be on the team sideline and must not assist in any function related to the game.
- h. An ejected coach/spectator is not permitted to attend the next game. Multiple ejections or other gross infractions may be cause for suspension for the season(s) or removal as a member of CSA.
- i. Any team not complying with player participation requirements will forfeit the applicable game. Forfeited games will be scored as 0 to 1 (0 to forfeiting team).
- j. All team members shall be accounted for on each team at the request of a coach and should be during a protest.

Division Standings

- j. Team points will be awarded for each game.
WIN = 3
TIE = 1
LOSS = 0
- k. Forfeits will be recorded as 1-0 loss against the forfeiting team. A double forfeit is recorded as a 'non-game' and both teams receive 0 points.
- l. Division schedules consist of the season only with the exception of any tournaments and is played in its entirety to determine a division champion.
- m. The teams (U9-HS) with the best records at the end of the Spring season will be the Division Champions.
- n. If teams end up with the same number of points in the regular season, the following order of precedence will govern:
 1. Team head to head record. (Only used if two teams are involved, if more than two teams, go to second tie breaker.)
 2. Team with highest number of wins.



3. Team with lowest number of losses.
4. Team with lowest total goals scored against them.
5. Team with highest goals scored for them.
6. Declare both teams as co-champions

Lop-sided rule – In order to improve the mechanism to help keep games competitive, CSA will employ a team size differential based on the score differential.

- a. If the difference in the score between two competing teams reaches 4 goals, then the losing team may add an additional player or require that the winning team play down one player.
- b. For each additional goal differential, the losing team may add another player or require the winning team to play down another player or combination of both (i.e. Score differential of 4, team differential of 1; score differential of 5, team differential of 2; score differential of 6; team differential of 3; ...).
- c. The winning team may only play down to the minimum players defined in the Laws of the Game.
- d. CSA recommends that the losing team add players to give them more playing time.
- e. Once the minimum is reached for the winning team or the losing team has no more players to add, the game will continue without further adjustments in team sizes.
- f. The losing coach is not required to implement the team differential but may do so at his/her discretion. The winning coach must oblige.
- g. The method selected by the losing coach, adding or removing, prior to the game restart after a goal remains in effect until the next goal scored or player injury.
- h. As the goal differential increases or decreases, the losing coach may reassess their selected method.
- i. An ejected player on the winning team will force the winning team to play down but not below the minimum. Unless the team has multiple ejections that would put them below the minimum to play. Upon that circumstance, that team will forfeit the game.
- j. An ejected player on the losing team will force the losing team to play down and count against their team differential.
- k. Referees are not responsible for invoking this rule, they only **enforce** it at the behest of the losing coach.
- l. As this rule diverges from the FIFA laws of the game, coaches need to have a copy of the CSA rules available at the game to help the referee enforce it.

No league standings will be published for the U5-U8 Divisions. Failure of a coach to report scores may result in sanctions. The Head Coach of the winning team is to email the score for each of their winning games by the Monday following the game. If there is a tie, both Head Coaches are to email the score of the game.

***Teams that win by more than five goals will lose one point for the win. Instead of 3 points for a win they receive 2.**

Age Groups/Divisions

Age groups are subject to change depending on registration numbers. Age groups are also called divisions.

- a. LEAGUE AGE: The age group is based upon the "Cutoff Date" and birth date. The Cutoff date will follow the USYSA year which is a Calendar year, January 1st through December 31st.
- b. Players may optionally request that they be moved up to the next age group, if the parents deem that the child is talented/skilled for the next level AND the player is within 3 months of the Cutoff date.
- c. There have been no exceptions allowed to the Age Cutoff dates for a player to play 'down' an age group except into the Tykes instructional program.



Current Divisions

The divisions below are typical and may be revised without notice in order to accommodate the distribution of players during the registration and team/group placement period. Some divisions may be combined and a separate girls division may not be offered. In the Senior Age group, CSA will permit only those players that are still in HS.

DIVISION (AGE GROUP)
TYKES (COED) ages 2.5 through 3 years old
FUTURES - U5 (COED)
U6 (COED/GIRLS only in Spring Season)
U7 (COED/GIRLS)
U8 (COED/GIRLS)
U9/U10 (COED/GIRLS)
U11/U12 (COED/GIRLS)
U13/U14 (COED/GIRLS) – players still in middle school may play down only if requested.
U15/HS (COED) – players in High School

Other Information

- a. Any coach may play in any other non-league tournaments not sponsored by CSA, provided consent from CSA is received. The coach shall provide the CSA Board of Directors with information regarding the tournament in sufficient time (at least 6 weeks prior) for the Board to convene a meeting to decide by a simple majority vote to approve or to deny the request.
- b. CSA is committed to maintaining a safe and fun environment. **NO** animals/pets (except for service guide dogs) are allowed at CSA events, practices, or games. CSA has had several incidents and near-misses due to irresponsible owners. Please help us keep the kids safe and abide by our request. Coaches are responsible for enforcing this rule with their team. If this rule is violated during a game, the coach will have one opportunity to have the animal removed (at least to the parking area). If the coach fails to comply, the referee will terminate the game immediately. The outcome of the game will be decided by the CSA board and it will not be replayed.
- c. Carded/Travel players are prohibited from participating in the recreational league.

Code of Conduct

- a. Calvert Soccer Association has adopted the MSYSA Code of Conduct and Zero Tolerance Policy.
- b. Head coaches are responsible for the conduct of the team and their fans/spectators.
- c. Coaches, players, and their fans/spectators shall not argue with or comment on the integrity of the officials.
- d. Coaches, players, and their fans/spectators shall not interfere with or make any derogatory remarks to the opposing team coaches, players, or fans/spectators.
- e. Unacceptable behavior by a coach, parent, player, or fan/spectator may not only result in the ejection of that person from the immediate game but also for the following game. Additionally, the coach of the team may also be suspended based on the incident. A review by the Board of Directors shall ensue to determine if additional penalties are to be imposed.
- f. The use of noise making or amplifying devices is **PROHIBITED**

Complaints

- a. Recreation Commissioner and Recreation Vice Commissioner should try to resolve any disputes or complaints concerning the Recreation Team Program.



- b. If unable to resolve the problem, the Commissioner shall ensure that the affected parties understand the CSA grievance procedure defined in the By-Laws.
- c. In the event that a game must be protested, the Referee and Head of Officials should be made aware of the protest at once.

Coaches Responsibilities

- a. Each team/group will be assigned a Head Coach.
- b. Each team/group must have a head coach, assistant coach or other approved adult present at all practices, sessions, and/or games.
- c. The head coach, assistant coach, and/or team volunteer must complete a background check prior to coaching or assisting with the team.
- d. Teach good Sportsmanship and soccer skills.
- e. Head Coach is responsible for relaying all important information to parents and players.
- f. U9-HS Head Coaches shall report the scores to the Recreation commissioner within 48 hours of the game.
- g. Ensure a safe environment for the players.
- h. No pets are allowed at practices and/or games.

Parents Responsibility

- a. Be positive.
- b. Let the kids be kids.
- c. Ensure child has proper equipment.
- d. Provide transportation to games and practices.
- e. Ensure your child is healthy and fit to play. A physical by medical doctor is recommended.
- f. Notify coach and league officials of any medical condition of your child.

Team Selection

A random draft system is used to select the teams. Due to the size of the league "special requests" are not possible or promised. Requests can only be made during the registration process. Requests will be reviewed but are not guaranteed. Volunteer coaches are selected and approved by the Board of Directors. Protected players; only the children of the head coach and one (1) assistant coach are automatically placed on their team. A coach cannot request any players to be on the team they are coaching but their own children.

Game Cancellations

Games can only be canceled by the referee decision at the field (i.e. inclement weather that threatens the safety of the players and spectators). Soccer games are played in the rain. All teams must be at the field and ready to play. A team that is absent will forfeit the game. Any other cancellations and/or rescheduling of games must be issued by the CSA (not by individual coaches). Any coach that cancels or tries to reschedule a game without approval by the CSA will forfeit that game. Games are NOT rescheduled if your team will be short players or missing the coaches due to other commitments. Any coach trying to reschedule a game without explicit permission from CSA will forfeit the game and be subject to additional sanctions.

Recreation Team Game Rules

- a. 4v4 (U5/U6)
- b. 5v5 (U7/U8)
- c. 7v7 (U9/U10)
- d. 9v9 (U11/U12)
- e. 11v11 (U13 – HS)



Recreation Tournament

XII. CSA Modified Laws of the Game

Soccer is governed by the LAWS OF THE GAME. These LAWS are maintained by Fédération Internationale de Football Association (FIFA). FIFA's website can be found at <http://www.fifa.com>. The link to the PDF file [FIFA's LAWS OF THE GAME](#). FIFA's audience for the LAWS is not intended for the recreational player and the sections that follow represent modifications that CSA implements for its recreation program.

The combination of the FIFA laws and CSA modifications will represent the governance for the recreational game. If conflicting aspects between the two documents arise, CSA's modifications will be followed. If CSA's modifications do not address a particular aspect, then FIFA will be followed.

Please note that the tournament may have additional modifications that will supersede these CSA modifications for regular season games (ie reduced game time, reduced sides, overtime, ...)

4v4 games are covered by a separate more simplified set of laws.

LAW 1 - The Field of Play

Teams playing short-sided will play on fields that are ~2/3 the regulation size. The penalty mark shall be 2/3 of the distance of the penalty area from the goal.

Sidelines:

- Both teams will take the same side of the pitch, each on either side of the midfield line. Home team shall have choice of the left or right half of the team side and remain on that half for the duration of the game.
- Spectators for both teams will take the opposite side of the pitch.
- The coaching technical area is the team side of the pitch between the penalty box and midfield. Coaches may not cross the midfield mark into the opposing team's area (even if the opposing coach provides permission).
- Parents and children not playing soccer must stay 9 feet off touchline at all times.
- Neither team, nor affiliate thereof, is permitted past the penalty box or behind either goal and must stay at least 1 yard from the touch line at any time during a game.
- Please note with respect to the Bermuda grass fields, Calvert County Parks and Recreation does not permit any chairs or other items that may damage the turf to be placed on the field.

LAW 2 - The Ball

The following ball sizes are used:

U5 thru U8 - Size 3

U9 thru U12 - Size 4

U13 thru HS- Size 5

LAW 3 - The Number of Players

Team Sizes

- A team must have one designated Goal Keeper (except U5 and U6 teams playing 4v4; U7 and U8 shall also follow the 4v4 rules but include a keeper in a larger goal and wider penalty arc).
- A full team consists of the following number of players: Minimum is the lowest number of players per team needed to start a game.



- A game will be considered valid if the minimum number of players listed above per team can be fielded.
- Team sizes, age groups (including age ranges) may be changed by the board prior to the start of the season in order to accommodate registration distributions.

Age Group	Full Team	Minimum
U5	4	2
U6	4	2
U7	5	3
U8	5	3
U9/U10	7	4
U11/U12	9	6
U13/U14	11	7
HS (U15-U19)	11	7

- Substitutions are unlimited.
- Substitutions must be made at midfield during any stoppage of play, with the consent of the referee.

Ejected player

See Law 12 Fouls and Misconduct.

Play Even

Teams may optionally “play even” in the spirit of the game when the opposing team is short players (to the minimum size) but are not required to do so. An ejected player does not put the “play even” into effect.

LAW 4 - The Players’ Equipment

- Uniforms, consist of team shirts, shorts, and socks. Only custom CSA uniforms are permitted. If the child requires a new uniform, please contact CSA to procure a new one. Knee socks are mandatory and must conceal shin guards.
- Shin guards are required for practice and games.
- Shoes with soft plastic molded cleats or sneakers may be worn by the players.
- Warm-up or sweat suits to be worn under uniform (optional).
- A player must not use equipment or wear anything which is dangerous to himself or another player (including any kind of jewelry). Earrings cannot be taped over (see advice from US Youth Soccer to new referees on pre-game responsibilities <http://www.usyouthsoccer.org/referees/advicefornewreferees.asp>). The only exception will be medical needs jewelry which must be safe and secure.

LAW 5 - The Referee

- Protest of game official’s judgments are not allowed.
- Referee abuse is forbidden.
- Protest of CSA rules are to be submitted in written format to CSA game official’s representative or CSA Board of Directors with a nonrefundable \$100 fee within 72 hours of the game in protest. All members of the CSA Board will vote on any protest, with the President abstaining, unless a tie breaker is required. Any board member may also abstain if they are directly involved with the protest or will benefit from the outcome.



- The referee can caution any coach or spectator guilty of unsportsmanlike conduct, using foul or abusive language. The head coach is responsible for their fans/spectators. Should offending fans or coaches refuse to leave the field, the referee can terminate the game. CSA officials will determine the outcome.
- Coaches may need to obtain Referees attention to an injury. However, the coaches must understand play stops at the referee's discretion.
- The referee will terminate the game if a team/coach fails to comply with the no animals/pets (except for sight assist guide dogs) at the game field. The outcome of the game will be decided by the CSA board and the game will not be replayed.
- When a referee decides that a child may no longer play due to injury and/or conduct, his/her decision is final, regardless of forfeit.

LAW 6 - The Assistant Referees

Assistant Referees are optional and are typically only assigned to 11v11 games.

LAW 7 - The Duration of the Match

Division	Duration	Quarter/Half Time
U5	Four 8 minute quarters	2-3 minutes
U6	Four 8 minute quarters	2-3 minutes
U7	Four 12 minute quarters	2-3 minutes
U8	Four 12 minute quarters	2-3 minutes
U9/U10	Two 25 minute halves	5-10 minutes
U11/U12	Two 30 minute halves	10 minutes
U13/U14	Two 35 minute halves	10 minutes
U15-HS	Two 40 minute halves	10 minutes

- If the game is tied at the end of regulation play, the game will end in a tie.
- A game is considered complete and will not be replayed if at least 1/2 of the game is played. The score at the time of the game stoppage, even if it is not at the end of a time period will be considered the final score."LAW 8 - The Start and Restart of Play "
- A team defends an end for an entire half.
- A team shall kick off in the first and second quarters. The other team shall kick-off in the third and fourth quarters.

LAW 8 - The Ball In and Out of Play

No modifications

LAW 9 - The Method of Scoring

In the Senior Division, if playing 6v6, a keeper cannot score directly from his hands (drop kick, punt, or throw)
The center official ruling on who scored is final.



LAW 10 – Offside

- The offside law only applies to U9/U10 thru Senior division.
- For the younger divisions, the Referee may determine unsportsmanlike conduct for excessive “camping out” or for interfering with the goal keeper.

LAW 11 - Fouls and Misconduct

- No slide tackles.
- A slide tackle will be considered a dangerous play and restarted with an indirect free kick.
- An ejected player is sent from the field and may NOT be replaced. The ejected player is NOT permitted to play in the next game.
- Taunting is considered an send off/red card.
- Any ejected player whose conduct is violent is obligated to meet with the head of officials before he/she is permitted to participate in any CSA event.
- ANY caution (yellow card) offense will carry a 5 minute cool-off period for the offending player. The removed player can be replaced immediately.
- Senior Division playing a short sided game 6v6: Mid-field rules apply. If keeper drop kicks, punts, or throws the ball towards opposing goal, the ball must come in contact with the ground or another player before it crosses mid-field line. If it doesn't, an indirect kick is awarded at that point of the mid-field line. A drop kick directly to score is illegal, because the ball came directly from the keeper's hands Cautionable (yellow) and Sending-Off (red) offenses can also be given to official team leaders (coach/assistant coach).
- Spectators may also be sent off. The coach is responsible for the behavior of the team's fans/spectators. A caution is then issued against the coach of the team.
- If the sent off person refuses to leave, the referee will terminate the game and allow the club to decide the outcome.
- Issuance of any Sending-Off offenses must be reported to the referee assignor within 48 hours along with game report.

LAW 12 - Free Kicks

No modifications

LAW 13 - The Penalty Kick

No modifications

LAW 14 - The Throw-In

- In the U5 and U6 age groups, a second chance throw in is not required for an improper throw-in and is only required if the ball does not enter the field of play.
- In the U7 through U9 Division, a second chance throw-in is awarded for an improper throw-in. If the same player continually requires a second chance, the coach will discretely use another player and note a training opportunity for next practice.
- Players are not allowed to do handstand throw-in.



LAW 15 - The Goal Kick

Same as FIFA, except for teams playing 4v4. The ball cannot cross the midfield line in the air during a goal kick. Restart is indirect at mid field to the other team.

LAW 16 - The Corner Kick

No modifications

Recreational Team Names

Recreational team names are selected by the CSA.

Practice Field Assignment

- Teams must not practice on any soccer field without permission from CSA.
- CSA has a signed agreements with Calvert County Parks and Rec, Calvert School, etc. for field usage. Permits are needed in order to use these fields.
- Practice day/time/field are assigned by appropriate field coordinator.

Contacting Team Members

- It is the responsibility of the head coach to ensure that each team member is contacted prior to the beginning of the season. This should be completed within 48 hours of receiving your team roster.
- It is the head coaches responsibility to relay any important information about the league and season to all players and parents of their assigned team.

Tournaments

- Some recreational teams may choose to participate in tournaments outside of the club. There are several very positive recreational oriented tournaments in the area both during the regular season and outside of the regular season. Care should be taken to avoid conflicts with regularly scheduled games.
- The additional events will need to be paid for by the team's families. Coaches should learn the special registration requirements of those events and communicate the requirements to the CSA Board of Directors as soon as possible. If player cards are needed for the tournaments it is the responsibility of the coach to arrange for the completion and lamination of those cards.

XIII. Junior Academy Program

The Junior Academy program (U7/U8 and U9/U10 age groups) is geared towards players who are ready to take the next step in their soccer development. Players may be athletically gifted or have technically grown beyond what the Recreation program can offer. These players may or may not have an interest in transitioning to a more competitive travel team in the coming years, but they show a commitment to their development and are seeking a more challenging environment. Professionally licensed coaches and volunteer coaches, all of which have extensive coaching experience or a passion for the game, will work on developing and improving each player's technical skills and general understanding of the game. At this age, ball mastery is the priority and comfort with the soccer ball is the building block for all future development.

When numbers allow, Junior Academy players will be placed into tiers that will play in either a tri-county area league or against CSA Rec teams when developmentally appropriate. There are typically two academy style practices that are split between group and team practices along with competition style matches on weekends (Weather Permitting).



This program will also provide an opportunity for interested parent coaches to assist and to gain valuable experience so that they can also develop their coaching abilities under the mentorship of the professional coaches. These parent coaches are essential to the game day experience.

Teams are typically formed in the Central (Prince Frederick) area depending on availability of fields, coaches, and registered players. Games could be played against teams in the Tri-County Area or against other CSA Rec teams. For tri-county leagues teams will play at least half of the scheduled games on a home field in Calvert County while the other half will be played at the opponent's home field in a neighboring county..

REFUNDS - All transactions are subject to a fee. Refunds may be requested prior to regular registration closing. All refund requests will be considered but are not promised or guaranteed. There will be no refunds once regular registration closes and/or team placement has begun.

XIV. Travel Program

The Travel Program is for children that are interested in participation beyond that which might be available with the Junior Academy Program. Travel players may be cut if they are not equipped to succeed in that program. If your child does not make the Travel Program, the club will make recommendations on how to prepare for success in Travel in the future. Typically that would include events like camps, Junior Academy training sessions, more free play and other play opportunities. However, since each player is evaluated independently, the evaluation can identify the areas requiring development.

Calvert Soccer Association operates a year-round Travel Program. The cost for each player depends on which age group and/or team the player participates with. Generally, team membership fees include the league, club, referee, field, administration, certain predetermined tournaments, and coaching fees. Uniforms are purchased for use throughout the year as directed by the CSA Board of Directors. The Board determines the choice of uniform colors and styles. Styles change every 2-3 years. Uniforms are the property and responsibility of the player.

All teams will attempt to play in the highest division possible within the program.

All players are free to participate in multiple sports at any age. In season all players must make soccer their priority in cases of conflict. Players are not allowed to play for two different soccer clubs within any season.

Mission

To provide a unique opportunity for youth in Southern Maryland to participate in a high level soccer program; to encourage good sportsmanship; to encourage teamwork; and to learn the necessary skills to play competitive youth soccer throughout the United States.

To provide exceptional youth soccer players with a challenging program that will offer opportunities to compete in state, national and international competitions; with a goal that these players will gain exposure to enhance their opportunities to further their development as student athletes at the college level.

Team Names

Team names must follow the format provided. All Travel Team names will be CSA Calvert "Team Name or Color" "YR" B or G

Calvert Travel Program

Calvert Travel will develop youth players on and off the field. CSA Travel is committed to providing athletes the opportunity to develop skills essential to positive growth in the sport of soccer and to inspire each player to a lifelong enjoyment of the game. Coaches not only will develop players in the technical, tactical, physical and psychological components of the game; they



will also teach the importance of commitment, good sportsmanship, teamwork, and an ability to learn from both winning and losing. We will be training players with the immediate objective of making a difference in these children's lives, and ultimately providing them the opportunity to train and compete at a higher level with the Calvert Advanced Player Program (CAP Program) teams. At least one Calvert Travel Program team will be offered per age group.

Calvert Travel will:

- Provide an attractive soccer environment that nurtures a high level of competition
- Provide every interested Calvert County child with the opportunity to qualify to play competitive travel soccer
- Instruct, train, and educate players using the best coaches from the area.
- Develop superior life skills in CSA participants through team play, sportsmanship, top competition, and hard work
- Develop elite soccer players who have an opportunity for placement in the CAP Program
- Develop strong CSA teams able to compete effectively at the local, state and regional levels

Calvert Travel Details:

- Year round program with minimal summer/winter commitment
- At least 2 training sessions per week in season, one of which is a club-wide training session (September-November, March-May) Additional training sessions depending on team
- 1-2 training sessions per week off season (June-August, December-February) depending on team
- Access to area's top level coaching staff
- Local/State league and tournament participation
- Participation in at least 2 club sponsored tournaments, and 2 additional tournaments a year
- Additional tournaments at team's discretion
- Optional State Cup participation for U13 and older teams

Payment of Travel Coaches

Travel Head and Assistant coaches may receive payment based upon qualifications, education and budget allowance.

Coaching Training

- In order to provide the best possible coaching experience, the club provides training opportunities to coaches that include licensing. Ideally every coach would have their Introduction to grassroots coaching or USSF "E" License and the coaching module for the ages or ages of children they are currently coaching.
- CSA will reimburse for licenses after completion of your first year of coaching. If you choose to obtain the next level of coaching license, CSA will reimburse. Reimbursement will be made at \$100 per year, after completion of the coaching year for the next 3 years. (\$100 after year one, \$100 after year two and \$100 after year three). For questions for reimbursement for any other license fees, please contact the Director of Coaching or the CSA Board of Directors.
- At the successful completion of the training please submit a copy of your payment, license and reimbursement form to the Director of Coaching and club treasurer for reimbursement.

Coaching During Games

The coaching that occurs during games is something of a matter of style. However, some coaching issues are not flexible:

- Coaching will occur from the center line to the top of the penalty box except in younger age games where the coaches serve as referees.
- Coaches will not enter the field to assist a player until the referee has called them onto the field.
- Coaches will keep all referee and fellow coach contacts at a very high level of professionalism.
- Coaches will not allow any persons not on the roster in their bench area.



- Generally, in coaching during games less is more. Coaching points are best made to players on the sideline who are not playing when coming off the field or going onto the field. They will learn most when they make their own decisions based on what they learned in practice.

Coach Parent Communication

All coaches, whether classic or recreational program, will have a minimum of one coach parent meeting per year. This meeting should occur shortly after the team is formed. Additional meetings should be scheduled as needed and are encouraged. Coach parent meetings provide an excellent way for parents and coaches to communicate if they are properly managed.

Communication with parents is very important at Calvert Soccer Association. Coaches should inform players and parents the following:

- Goals for the upcoming season
- The coach's philosophy for the team and individuals
- Parent conduct and support expectations
- Tournaments and other team functions, with the greatest possible detail about critical dates.
- Player commitment expectations

Coaches must ensure that parents are notified of any changes as soon as the information becomes available.

Parents should first confer with their coach about concerns wherever possible before contacting the DOC, with the expectation of misconduct on the part of the coach. Parents must remember that coaches cannot resolve issues of which they have not been made aware.

Coach Selection

All coach selections will be as described in the Calvert Soccer Association By-Laws.

XV. Web Site Access and Administration

The Calvert Soccer Association Website is the single most important method for communicating information to its members. In order to insure that accurate and timely information is provided the following guidelines will be followed.

Access

- Only those authorized by title or by appointment by the CSA Board of Directors can access and modify content on the Calvert Soccer Association Website.
- Only the CSA Board of Directors can approve or modify content or placement of information on the Main Page.
- Only the Commissioner or Vice Commissioner of each Division can approve or modify content or placement of information on the respective Division Main and Subordinate pages.
- Calvert Soccer Association information, including team information, may not be published to any external website except affiliate associations, leagues or approved tournaments or camps.
- Website access will be managed by the Website Administrator appointed by the CSA Board of Directors.
- Full administrative access will be provided to at least two additional individuals approved by the CSA Board of Directors for the sole purpose of having access should the Website Administrator not be able to fulfill their duties.

Content

Only information that is applicable to Calvert Soccer Association, its teams, affiliates, and approved partners may be published to the website. Content that, in the opinion of the CSA Board of Directors, is not applicable or appropriate may be removed without notice.

-END-