

# Parent Handbook



## Competitive Programs 2019-2020

[www.ocsoccerclub.org](http://www.ocsoccerclub.org)

## **Soccer Programs:**

### **CLASSIC SOCCER - Ages 10 to 14 - 9v9 & 11v11 - Paid Coaches**

OTFC Classic Soccer is our competitive program for players ages U11 - U14. Our Classic coaching staff is highly trained and licensed with the US Soccer Federation. Tryouts are held in early May. All OTFC Classic teams train twice per week and play regular league games on both Saturdays and Sundays during Fall and Spring seasons.

### **WINTER CLASSIC SOCCER - Ages 15 to 19 - 11v11 - Paid Coaches**

Teams will form in May. HS teams will train June – August and compete in summer tournaments. They will then break to compete with their High School teams. They will rejoin after their HS team has concluded. Teams practice twice a week and play on weekends in the winter and spring so there is no conflict with high school soccer.

## **Camps & Clinics**

Under the direction of the OTFC Director of Coaching, OTFC offers a number of camps and clinics throughout the year. OTFC camps, clinics and academies are designed to assist the player in improving his/her individual and team skills. All players are highly encouraged to participate in these.

## **Indoor/Futsal**

OTFC does not cover Indoor/Futsal league play during the winter months. Teams may elect to participate on their own, but should notify the club admin of their plans. Team registration, coaches' fees, referee fees and player card fees are an additional cost that is the responsibility of each player/team.

## **Tryouts & Evaluations**

Tryout evaluations will take place each year in May for all competitive players. The tryout evaluation process is used to determine a player's soccer skill level each year. The tryouts will generally consist of two sessions of 1.5 hours each. The team head coach will determine the players to be selected for their respective team that is appropriate to their present skill level. Every attempt will be made to place players on teams that best suit their level of development. Placement is to benefit player development as well as team development. A player's skill level and soccer needs may change from year to year so a player's position on a team is not guaranteed from one year to the next.

Upon completion of tryouts, each player will be notified in a timely manner of their team placement. Final response (accept/decline) is required within 48-hours of notification. If accepted, this is a contract between Parent/Player and OTFC. By accepting the position you have agreed to all Terms and Conditions as outlined in this Parent Handbook. All fees are due and payable based on the fee schedule provided. The club Director of Coaching and other evaluators will assist in this process.

## **Team Formation**

U-11 through U-19 boys and girls teams shall be formed based on a general tryout and evaluation. Teams will be formed under the rules applied by the applicable governing bodies. Only players with completed current registrations shall be allowed to participate in league play. We will attempt to field at least one boys and one girls team per age group. If the Staff Coaches and DOC find that there are sufficient quality players to field a second or third team, then one will be formed. A maximum roster for 9v9 (U11-U12) teams is 14, for 11v11 (U13-U14) Fall Teams it is 18 and for 11v11 (U15-U19) Winter Teams it is 22, but only 18 are allowed per game. It is the responsibility of any team coach choosing to roster more than the maximum game roster to communicate this “game” limit to team members & their parents. In certain circumstances a coach may elect to form a “player pool” instead of initially assigning players to specific teams. If this is in the best interest of the players in the age group, the club supports this process. Coaches will be expected to communicate their decisions to players regarding roster changes for league and tournament play.

## **Playing Up In An Older Age Group**

A player may play in an older age group if it has been determined by the team coach, Director of Coaching and Parent that this would best serve the player in their future development. Playing up is not always in the best of interest of a player so these discussions are very important and all input must be taken into consideration. The guideline applied in most cases suggests the player must be capable of playing and competing with the top team in the older age group to consider moving up.

## **Player Movement**

Players may be requested to move from one team to another at any given time throughout the season for a number of different reasons. A player will only be moved if it is considered to be in the best interest of developing this player.

## Playing Time Guidelines (League Play)

- U-11 playing time will be a minimum of 50% of the season. This average is based over the course of the season and not specific to 1 game, 2 games, a weekend tournament, or specific period of time.
- U-12 through U-14 players will receive an average of 25% playing time. This average is based over the course of the season and not specific to 1 game, 2 games, a weekend tournament, or specific period of time.
- U-15 through U-19 players will not be assured of playing time. Playing time will be determined by the coach relative to performance and effort.
- Playing time at all levels may be affected by effort and discipline issues.

## Fees

### Summer/Fall:

2005-2009 Teams                      \$699.00

### Summer/Winter:

2003-2005                                \$749.00

### Spring\*

2006 – 2009                              \$399.00

\*spring fees additional fee – billed at time of spring registration

\$25 Field Maintenance/Usage Fee applied to each player

\$100 sibling discount per player within the Competitive Program (does not apply to Recreation)

## What is covered by these fees?

The OTFC Competitive programs are year- long and begin with team formation in May and go through April the following year. The programs consist of the following, whether a player chooses to take part in the event or not.

- Twice weekly trainings as established by coaching staff (**Fall Competitive**: June-Nov; holiday break in Dec, then back training in

Feb until end of April; **Winter Competitive**; June & July, break for High School, then Nov and holiday break in December and back training in Jan until April )

- Applicable League Entry Fees (Fall and Spring, Sept/Oct, and Feb/March/April for Fall Competitive and Jan-April for Winter Competitive.
- One End of Season Tournament
- Coaches Compensation
- Facility Rental (Turf & Grass Fields, Lights, Port-a-Potties, etc.)
- Administrative Costs (Player, Coach and Team Administrative Fees; Club Administrative Expenses, Coaching Fees, Scheduling, Staffing)

## Uniforms/Equipment

Each player will purchase an official OTFC uniform and training kit consisting of: Required Pieces: Home & Away Game Kit (Jerseys, Shorts, Socks), Training Shirt. Option Pieces (but recommended) Include: Warm-up Jacket & Pants, Rain Jacket and Backpack. Goalkeepers are required to purchase their own gloves and jerseys. All game and training jerseys **MUST** have the current club sponsor logo or player will not be allowed to participate in training and games. When items need replacement, the player will bear the cost of replacement. Uniform styles have a two-year cycle. Depending on when player joined, the uniform may last 1 or 2 seasons. Uniform gear cost is approximately \$288.

OTFC is a Nike club and all uniform and training gear must be Nike, with shoes being the only exception.

## Tournaments

Teams will play in elective summer tournaments and other tournaments throughout the year. Most tournaments are local but some teams may travel to out of state tournaments. These tournaments must be approved by the club. For maximum player and team development, coaches expect every available player to participate, but they understand that because of family summertime activities this is not always possible. Fees incurred for elective tournaments are paid for by participating team members and must be paid prior to participation in the tournament. Once commitment is made, fee is due whether player participates or not.

## **Coaches Per Diem**

### **Mileage - (Coaches and Assistant Coaches)**

For out of town travel, requiring travel greater than 35 miles one way, teams are responsible for covering the expense of the head coach's travel. If electing to drive their own vehicle the coach should be reimbursed at the rate of \$.53 per mile. Coaches will only receive one round trip per day. If air travel is necessary, the team will have total responsibility for the coach's and assistant coach's (maximum reimbursement of 1 assistant coach per team) airfare. Mileage is based from the coach's home address.

### **Meals/Per Diem – (Coaches and Assistant Coaches)**

Meal per diem is included in team responsible costs when the team travels a distance that requires those traveling to use a restaurant for at least one meal. Reimbursement would equate to \$10 for a breakfast meal, \$15 for a lunch meal and \$20 for a dinner meal, with a maximum of \$45 per day.

### **Lodging – (Coaches and Assistant Coaches)**

If overnight stay is required and agreed upon by the club, the team is responsible to pay for the coach and the assistant coach's (maximum reimbursement of 1 assistant coach per team) lodging. When appropriate, coaches will share a room.

**These expenses are shared by all team members for any league play (including end of season tournaments) and only by those participating for optional tournament play.**

## **League Games**

The number of games played per league will be determined by the OYSA/Portland Timbers & Thorns league but generally consists of 10-14 games for U11-U14 Fall League (8 for Spring) and Spring leagues and 10 games for U15-U19. Competitive games may be held throughout the State of Oregon and Clark County, WA. This is dependent on bracket and clubs participating.

## **End of Season Tournaments**

At the end of league play, U11-U19 teams may choose to compete in State Cup, President's Cup or Founder's Cup Tournaments. President's Cup and

Founder's Cup competition for U11-U14 teams happens at the end of the fall season. U11-U12 will finish in Fall. Those U13-U14 teams who advance to semi-finals will finish up in the Spring. The competition for U15-U18 teams for both President's Cup and State Cup begins at the end of the Winter Season and is completed in the Spring with U19/20 teams participating in May/June. Premier level teams are not eligible to participate in President's Cup. Fall teams that participate in President's Cup may also participate in the State Cup tournament in the Spring, however, this would be an "optional" tournament at an additional fee.

## **Organization of the Team**

Besides a coach, most OTFC teams have an assistant coach as well as parent volunteers serving as team manager, treasurer, and fundraising coordinator. These parent volunteer roles are crucial for the successful operation and administration of the team. All team volunteers provide an important role in assisting the coach in the areas of team administration, finances, and communication.

## **The Parents Role**

The adult/parent role in this stage of your child's development continues to be critical. As your child grows and develops during their younger years, the changes can be dramatic. A player can go from a gazelle to a giraffe, or a giraffe to a gazelle very quickly. It is important as a parent to accept the change and in a positive manner assist your child through the metamorphosis. It could be regarding speed, height, weight, quickness, or aggressiveness. As a player sometimes struggles with both their physical and emotional changes, they do not need the added pressure of competing at a level where success could be unattainable. It is far more important for them to be successful while having fun, with less pressure, on a team that is comparable to their skill level. They could be moved from their current team to another team, or possibly it will be recommended they return to their recreational club. In most cases, the player cares far less what team they are on as much as they care about playing, having fun, and being successful.

OTFC has observed the parent's struggle over change. It is vital at this time in the emotional development of your child, to begin "letting go". If this is your first child in competitive sports please understand that your role as a parent will begin to change dramatically. You will become the emotional and (maybe) physical coach, teacher, and confidant. It will be equally critical that as they

compete both on their team and against opponents, that you remain as neutral as possible and accentuate the positive in what they experience. The phrase "parents coaching and living through their kids" is too often true. We need to be careful to not allow ourselves to get trapped into this mindset. Enjoying their improvement and encouraging them to see the positive is what should be rewarding, though we know "It's easier said than done".

Each and every child has something they will be good at and it is important as a parent to help them find that skill and capability. It may not be soccer or even athletics. What is important is that your child feels good about themselves and their abilities.

Soccer, or any sport, should not be the sole basis for their self-image. If a child's options are narrowed too soon, it may make it more difficult for them to find their niche. It is important to allow them to explore and try different sports. We have seen players burn out because they have focused and put too much emphasis on just one sport.

As your child takes these steps in competitive sports, it will be necessary to enter into an honest assessment of your child's abilities. If we do not, it will be easy to be critical of them or the coach and expect too much. We encourage the parents to appreciate the player's little improvements from game to game, rather than major, glorifying, game winning goals or plays. Our kids do listen to us, even though we may not think so. Pointing out to them what they did well will have a more positive impact than a critical assessment of each performance. Being a team-oriented and positive parent will teach your child life skills that will enable them to be successful in life. Our coaches are encouraged to reinforce this behavior. Your support will teach your child to be true winners in life.

OTFC' aspiration for the players exceeds wins, losses and skill development. Our vision is that learning life skills will be as fundamental as learning soccer skills.

## **Parent and Player Code of Conduct**

Players participating in activities offered by the club are exercising a privilege afforded them by the club in pursuit of development as youth soccer players. These players must exhibit the maturity to be successful in this pursuit. Thus, the following guidelines and rules shall apply in all activities within the club.

### **I. General Guidelines:**

Players and Parents are expected to conduct themselves at all times in a manner that is a positive representation of OTFC.

Players and Parents must read and sign the official Code of Conduct before their position on the team is secured. Everyone must abide by the full Code of Conduct as laid out in these documents. By completing on-line registration you have agreed to all terms and conditions set forth in participation with OTFC. Signed forms are required prior to any training, tournament or league participation.

When traveling with OTFC, each player is expected to dress appropriately as befits representing OTFC or as directed by the Coach and/or Manager.

Respect for the property of others, adherence to the rules and guidelines as specified here or by the Coach and/or Manager, and the observance of State and Federal laws (as well as policies and procedures of applicable leagues and governing bodies), are required for participation in this program.

## **II. Discipline and Rules:**

- 1.** Substance use and/or possession thereof (drugs, alcohol, and/or tobacco by minors) is cause for immediate dismissal from the program.
- 2.** Persistent irresponsible and disrespectful behavior is cause for dismissal from the program. This includes confronting coaches, officials, parents or spectators in an unsporting manner.
- 3.** Destruction of property or violation of State and Federal laws and/or OTFC, OYSA, USYS and US Club Soccer policies and procedures is cause for dismissal from the program.
- 4.** Failure to comply with any and all team rules (academic performance, attendance, curfew, dress code, schedules, etc.) may be cause for disciplinary action. Persistent failure will be cause for dismissal from the program for the remainder of this program and could affect a player's future participation. However, if a player is dismissed for any of these reasons, either by Club or Parent, all fees are still due in full (no reduction or refund).
- 5.** Players and Parents are expected to act at all times in the best interests of maintaining a healthy team/club atmosphere. Any action causing disruption to the team or club environment is cause for dismissal.
- 6.** Social Media – It is understood that social media; i.e. Facebook, Snapchat, Instagram, Twitter, etc., should be used in a positive manner. Inappropriate photos or statements, especially while in OTFC gear, or any type of cyber bullying and misuses of social media to defame a coach, player or game official could result in dismissal from the club.

### III. Parent Responsibility:

Parents play a vital role in their child's participation with OTFC. Parents are normally the most important role model for their child at this age and consequently, conduct of parents has a significant influence on the emotional make-up of the child. OTFC specifically recognizes the following rules of conduct for parents:

1. Assist in getting players to all scheduled practices & games on time and ready with appropriate equipment. This involves arranging transportation and on-time pick-up.
2. Offer your time and talent to help the club as well as your child's team with necessary support tasks.
3. Be a positive support for the coach. Resolve questions and disputes through appropriate channels, as described in the **Policies and Procedures** section of this manual.
4. Exercise decorum appropriate to the "good of the game" while participating in club and/or team activities. **(No coaching from the sidelines and no disparaging comments about the officiating.)**
5. Full compliance with the Parent/Guardian Code of Conduct.
6. Assist in seeing that the player adheres to the Player Code of Conduct.
7. Adults must refrain from smoking or drinking on the sidelines or within the vicinity of any club or team sponsored event.

OTFC expects that participation of parents will enhance this sport for our youth.

## In Summary of Code of Conduct:

Parents and Players must understand that lack of conduct in accordance with the foregoing will result in loss of playing time, and possibly could result in termination of the player's right to participate.

Parents and Players who are delinquent in their club fee payments will not be issued a player card, or their player card may be pulled, thereby disallowing player participation in the soccer season. If expenses for tournaments are not

paid by the tournament registration deadline, the player will not be able to participate in the tournament until these fees are paid in full.

Parents and Players have agreed to this Code of Conduct by their completion of program registration and will have to sign this document before participation is allowed. In doing so it is understood and agreed that both player and parent will abide by the above guidelines and rules. Parents and Players will agree to accept any actions taken for failure to abide by these guidelines and rules.

By accepting player's position on the team it is implied that you accept these guidelines and that you understand that all fees paid to OTFC are non-refundable or pro-rated. Final signature is only a formality. This Parent Handbook will be made available on the club web site and a hard copy will be in place at the OTFC office and supplied to each team manager. It is the parent and player's responsibility to read and understand its contents.

Parents or players who fail or refuse to follow OTFC by-laws, codes and rules face suspension or expulsion from the Club pending a review by the Board of Directors. The Board of Directors shall have the power to penalize any parent, player, or coach whose actions are detrimental to the purpose of OTFC. Penalties may consist of written warnings and/or temporary or permanent suspension from participating in activities of the Club. Players, parents and coaches shall face suspension for verbal misconduct and/or assault. An assault, for the sole purpose of this specific rule, shall be defined as a threat to commit or an attempt to commit battery upon a player, parent, coach or official. Physical or verbal abuse by any OTFC player, parent, or coach towards another player, parent, coach, or soccer official is grounds for immediate and permanent expulsion from the Club.

## **Red – Yellow Cards**

Any player receiving a yellow card resulting from the use of foul language or dissent may receive a one game suspension pending review by the Director of Coaching. A Player receiving a red card may receive an additional suspension pending a review by the Director of Coaching. A second red card will result in a disciplinary hearing. These OTFC suspensions are in addition to league or sanctioning body's penalties. Any fees incurred by OTFC due to accumulation of Cards will be paid by the responsible team and/or party involved as determined by the DOC.

Player's conduct that does not conform to these rules may cause loss of playing time or dismissal from the program with forfeiture of all fees paid.

## **POLICIES AND PROCEDURES**

### **Accident Medical and Liability Insurance Policy**

All registered players, coaches, assistant coaches and team managers of participating youth soccer teams are covered by secondary medical insurance provided through the registering body; i.e. Oregon Youth Soccer Association (OYSA) and/or US Youth Soccer **if**: their names are listed on a soccer roster; they have paid their registration fees and their names are on file at the respective offices. Players will not be registered with the governing body until initial fee and/or deposit has been paid. Participation prior to this is at your own risk. Indoor Soccer and Futsal are excluded from this Secondary Medical Insurance Policy.

### **Protests, Grievances and Misconduct Policy**

In accordance with club standards, disputes relating to an individual's participation with the club should be handled by the appropriate parties whenever possible (Player, Parent, Coach etc.). **All parties MUST observe a 24-hour "cooling off period" before addressing potential conflicts.** This rule is in place to give all parties appropriate time and space to compose themselves and address concerns in a respectful and understanding manner. Conflicts that cannot be resolved directly by the parties involved can be referred to the club for facilitation. A written account of complaints should be provided, in a timely manner, to the club's administrative staff whenever an issue must be addressed by staff, Board members, or outside parties.

Only violations of club Bylaws, policies or violation of league rules and regulations shall be proper subjects to be considered for action. OTFC shall provide fair, swift, and just hearings for all protests, grievances, and misconduct allegations. All parties should have a chance to be heard and all rules will be fairly and evenly applied. The club will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. All hearings will include:

- Notice of specific charges or alleged violations in writing as well as possible consequences.
- Reasonable time between receipt of the notice and the hearing within which to prepare a defense.

- Right to have the hearing conducted at a practical time and place.
- Hearing before a disinterested and impartial body of fact-finders.
- Right to have a record made of the hearing.
- Written decision, with reasons for the decision issued in a timely fashion.

## **Abuse Protection (Players and Coaches)**

For the safety of both the players and coaches, the following guidelines have been established to reduce the threat of abuse. Abuse is defined as emotional, physical, and sexual.

- 1) The “two adult” rule shall be in effect at all times. At no time should a coach, parent, or other participating adult (manager, staff or board member) be completely alone with a player, outside his or her own child, without the presence of another adult.
- 2) Any question of abuse will be immediately brought to the board and a decision will be made to determine if local officials should be notified. Should an allegation be made, the local law enforcement agency will be contacted immediately.
- 3) During the investigation, the parent, coach, or player who is alleged to have caused the abuse will no longer participate in club functions or events.
- 4) After the investigation has been completed, it will then be a board decision to determine if the individual will be allowed to return to participation.
- 5) After the investigation has been completed any allegations proven to be false will be reviewed and could be grounds for dismissal from the club.

## **Delinquent Payments**

Players who are delinquent in their club fee payments, and have not made arrangements with the club's administrator by published due dates will not be issued a player card, thereby disallowing player participation in the soccer

season. Player cards can also be pulled and league play jeopardized if payment plan due dates are not kept. The responsibility for making sufficient on-time payments belongs solely to the family; it is not the responsibility of the club to issue reminder or extend deadlines. **Communication with the office staff is crucial when circumstances affecting payments occur.** If expenses for tournaments are not paid by tournament registration, player may not be able to participate in tournament. If still unpaid at start of the tournament, then the player will not be able to participate in the tournament, however, tournament fees are still due as tournament fees are divided by the # of team members who have agreed to participate.

## Scholarships

Players applying for a Scholarship need to fill out the OTFC Scholarship Application form (available online) and submit it along with the required attachments and payment deposit to the OTFC Administration for review by the due date listed on the form. Financial Aid is granted on a case-by-case basis. Families should plan to make monthly minimum payments while waiting for the financial aid decision. Families are required to complete a minimum number of volunteer hours over the course of the year in exchange for their financial aid award. If the minimum payments and/or volunteer time requirements are not met, the financial aid award may be revoked and the full fee amount will become due. Full details of the Financial Aid award process is outlined on the Financial Aid Application form. **As with all financial issues at the club, communication with staff is key when unusual circumstances are present.**

## Game Forfeiture Policy

Any team that forfeits a game is subject to fines assessed by the club, the league and/or the sanctioning body. It is OTFC's policy to avoid forfeitures except in rare circumstances and then it must be discussed with and approved by the Director of Coaching in advance.

## Field Usage

Because of high usage of soccer fields, club maintenance of the fields and field equipment (corner flags, nets, and field paint) is expensive and time consuming. As policy, the club has adopted the following rules for field usage:

1. The fields used by OTFC are for the use of the club only.

2. Scheduled games have priority over practice games or practice.
3. Changes to the training schedule must be submitted at least 48 hours prior to the reservation start time. Teams that “no show” will be responsible for field rental fee.
4. All OTFC players and families are expected to treat the fields with respect. Any willful destruction of equipment or facilities will result in suspension and replacement cost for the equipment/facilities damaged. Please leave the fields clean by picking up trash.
5. Coaches must use common sense when practicing on the fields. If the goal area on a grass field is getting worn you are expected to either move the goals to another location or conduct practice outside the goal area.
6. Turf field locations at area high schools require that NO SUNFLOWER SEEDS, GUM, COLORED BEVERAGES, CHAIRS, OR CANOPIES/SHADES are allowed on the fields. NO DOGS are allowed at turf field locations or on any playing field.

## **GENERAL INFORMATION**

### **Fundraising**

There will be fundraisers organized by the Club where individual players and teams can earn money. Additional fundraisers must be approved by the OTFC Board of Directors and may be initiated by individual teams and money earned from these fundraisers is retained by the team for their usage. Any general donations to the club are given directly to the treasurer.

### **Team Management**

Each team will have a manager who provides administrative and organizational guidance for the team and becomes the main communication link between the coach, team, OTFC Staff members, and board of directors. In addition, managers will coordinate, in conjunction with team coach, tournaments, practices, and other team specific activities as needed. There will also be a Team Treasurer responsible for collection of team fees to be used towards paying coach per diem, tournaments, travel arrangements, etc. The Team Treasurer may be the same person as the Team Manager. These positions within a team are volunteer. Coaches are not responsible for