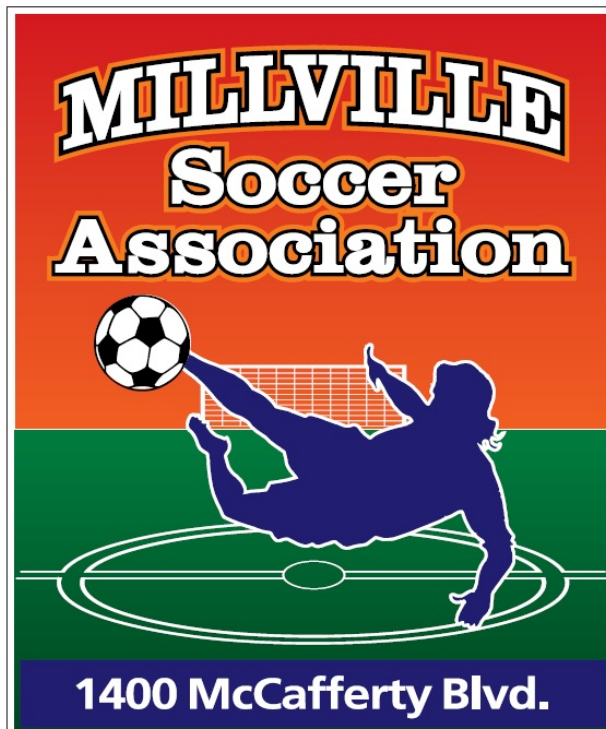


Millville Soccer Association
Policies & Procedures



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Revised: January 27th, 2021

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1.0 General Information

1.1 Mission Statement

The objective of the Millville Soccer Association shall be to foster the physical, mental, emotional growth and development of Millville and the surrounding area's youth through the sport of soccer at all levels of age and competition; To promote the welfare of the game of soccer, it's players, parents, and the Millville Soccer Association; To maintain the highest standards of soccer ideals; To encourage the spirit of fair play, community pride and sportsmanship; To have available at all times an adequate number of thoroughly trained and capable coaches, officials and player representatives; To cooperate with all organizations officially connected with youth soccer in furthering it's interests and ideals; and To provide a setting for each child to have an enjoyable soccer experience while moving toward his or her personal goals.

1.2 Definitions

Recreation League--This league is recreational in nature and emphasis is placed on teaching the fundamentals of the game and having fun. The program is for both boys and girls from age 4 to age 14.

TRAVEL League--This league is more competitive in nature and is available to both boys and girls from 8 to 19 years old (based on team availability). It requires a higher level of skill and commitment than recreation soccer. Most of our travel teams play in the South Jersey Soccer League (boys) or South Jersey Girls Soccer League (girls).

SEASONAL YEAR--Begins on August 1st and ends on July 31st. Our Recreation League soccer is run as two distinct sessions (a Fall and a Spring season) while travel soccer requires a commitment to play the entire seasonal year.

AGE BRACKET--This is simply the age of the team. In travel soccer, it is determined by the age of the oldest player on the team. A team denoted as U-10 can not have any player who turns 11 during the current seasonal year.

DIVISIONS--Are made up of age brackets. At the youngest levels in the Recreation league, a division is made up of only a single age bracket. In the older levels of the Recreation league, a division may be made up of two age brackets (ie: U9-10). Just to make it more confusing, the older teams are assigned the lower division numbers. Therefore, U-19 teams are Division 1, U-16 teams are Division 2, U-14 teams are Division 3 and so on.

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Conferences or Flights--Are used in travel soccer to achieve balanced competition. Teams in each division or age bracket are grouped according to their respective skill level. Team flighting is based upon many factors including the past history of the team, the number of teams in each group and information provided by each club. The process is more difficult in the fall season when there is less "objective" data available on each team. Teams are re-flighted (or ranked) within their age bracket or division at the end of each season.

11v11 (aka Full Sided)--This term refers to the number of players that are on the field. U-13 and older teams play with 11 players on the field. One goal keeper and ten field players. Younger teams play with fewer than 11 players on the field.

9v9 or 7v7 (aka Small Sided)--U-12 and younger teams play on a smaller field and play with seven or nine players or less on a team dependant on how young the team is. Goal keepers are not used at the youngest levels in the Recreation League.

Attacker – The player who has the ball and is trying to score.

Corner Kick – A free kick made from the corner area of the field by the attacking team after the ball goes over the end line but not into the goal off the foot of the defending team.

Defender (Fullback) – The players whose main job is to get the ball back and prevent the opponent's shots.

Direct Free Kick – A kick that can result in a goal, awarded after the other team makes a foul.

Drop Ball –The referee drops the ball where play had stopped, with all players at least 4 meters away, to restart play.

End Line – The goal line.

FIFA – The Federation Internationale de Football Association, which rules soccer all over the world.

Forward – An offensive player whose main job is to score goals.

Goalkeeper (Goalie or Keeper) – The player who protects the goal and tries to stop all goals.

Halfback (Midfielder) – The player that controls the middle part of the field and helps as both an attacker and defender.

Heading – Using the forehead to receive the ball and move the ball.

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Indirect Free Kick – A kick that must be touched by another player before it can be scored.

Kick-Off – The kick made from the center of the field that is used to start the game, the second half and after each goal.

Linesman (Assistant Referee) – Usually two for each game, they carry flags up and down the touchline for each half of the field and help the referee with calls.

Offside – A foul on a player when an offensive player is on the opponent's side of the field and a teammate touches the ball, there must be at least two opposing players who are closer to the goal line than the offensive player is, or that player cannot become involved in the play.

Passing – Sending the ball from one player to another player by kicking or heading.

Penalty Kick – A direct free kick taken from the penalty shot, awarded for a foul inside the penalty box.

Shooting – Kicking the ball directly at the goal to score.

Striker – a forward that usually shoots.

Tackling – Using the feet to steal the ball away from an opponent.

Throw In – A two handed, over the head throw used to put the ball back into play after it goes over the touchline.

Touchline (Sideline) – It marks the boundaries up and down the long sides of the field.

Volley – Kicking the ball while it is still in the air.

Wall – A group of players that stand together to try to block a free kick.

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2.0 Standing Committees

2.1 Finance Committee

- 2.1.1 The committee must meet and review the Treasurers Report prior to each Seasonal Year. The Committee will perform an audit prior to each Board Election.
- 2.1.2 Recommendations for registration fees, purchasing, sponsor fees, etc. will be reviewed by this committee.
- 2.1.3 The committee will be made up of the following: Treasurer (*Chairperson*), Vice-President, Director of Travel (alternating between Director of Boys Travel and Director of Girls Travel each Seasonal Year, Boys beginning in the odd numbered year of election), Director of Registration and Director of Public Relations.

2.2 Coach & Player Development Committee

- 2.2.1 The committee must meet and review the progress and development of our program (educational, coaching, equipment, etc.) prior to each Seasonal Year. The recommendations will be presented to the Board of Directors for review and implementation.
- 2.2.2 The committee will be made up of the following: Vice-President (*Chairperson*), Director of Coaching & Player Development, Director of Boys Travel, Director of Girls Travel, Director of Recreation, Director of Fields & Equipment.

2.3 Policy & Discipline Committee

- 2.3.1 This committee will meet in December and July, to discuss the Policy & Procedures Manual. Any recommendations will be presented to the Board of Directors for approval.
- 2.3.2 This committee will also review and recommend discipline, fines and/or sanctions to players, coaches and/or parents who do not follow these Policies & Procedures or uphold the By-Laws of the Millville Soccer Association.
- 2.3.3 This committee will meet, as needed, to review such discipline issues.
- 2.3.4 The committee will be made up of the following: President (*Chairperson*), Vice-President, Secretary and Treasurer.

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2.4 Uniform Committee

- 2.4.1 This committee must meet periodically (at least at the end of the Seasonal Year) to make any necessary recommendations to the Executive Committee regarding the purchase of, or the change in design of our Travel and/or Recreation uniforms.
- 2.4.2 The committee will be made up of the following: Director of Fields & Equipment (*Chairperson*), Director of Boys Travel, Director of Girls Travel, Director of Recreation, one Boys Travel Coach (not a Board Member), one Girls Travel Coach (not a Board Member), and one Recreation Coach (not a Board Member).

2.5 Ways & Means Committee

- 2.5.1 This committee must meet periodically (at least at the end of the Seasonal Year) to review and make recommendations to our methods of raising monies. Their responsibilities, after an approval from the Board of Directors, will be to implement the necessary procedures to find sponsors, staff and stock the Concession Stand, direct Can Drive, direct Merchandise sales and other fundraising activities, etc.
- 2.5.2 This committee will be made up of the following: Director of Ways & Means (*Chairperson*), one Member-at-Large assigned to Ways & Means, and three additional members from the General Membership.

2.6 By-Laws Committee

- 2.6.1 This committee must meet at least annually or by recommendation of the Executive Committee or Board of Directors and make any necessary recommendations after each Seasonal Year.
- 2.6.2 This committee will be made up of the following: President (*Chairperson*), Vice-President, Treasurer, Secretary, Director of Boys Travel, Director of Girls Travel, Director of Recreation.

2.7 Registration Committee

- 2.7.1 The Registration Committee will recommend registration fees to the Board of Directors.
- 2.7.2 The Registration Committee will review any request from players/parents requesting a refund after the season has started.

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- 2.7.3 The Registration Committee will meet with players/parents wishing to register after the scheduled registration period has closed. This will be done at the Committee's convenience.
 - 2.7.4 This committee will be made up of the following: Director of Registration (*Chairperson*), Member-At-Large assigned to Registration, Vice-President.
- 2.8 Investigations Committee
- 2.8.1 The Investigations Committee will investigate suspected and/or documented player poaching accusations.
 - 2.8.2 The Investigations Committee will review requests for Travel players to "Play-up" in age groups.
 - 2.8.3 The Investigations Committee will be made up of the following: Board President, Director of Boys Travel, Director of Girls Travel, Director of Recreation and Member-At-Large Assigned to Travel (Boy or Girls, depending on the subject being reviewed).

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3.0 Player Registration, Team Selection & Tryouts

3.1 Recreation Division Registration

- 3.1.1 The Director of Registration with approval of the Board of Directors will set the seasonal registration fee and dates.
- 3.1.2 Registration will close at least four weeks prior to Week 1 of the forthcoming season.
- 3.1.3 There may be a late registration time period after the last regular registration date. A late fee will be added to all registrations during this time period.
- 3.1.4 After this time, if players still wish to register for the coming season, the parent and player must meet with the Registration Committee at the convenience of the committee. This will take place prior to Week 1 of the season.
- 3.1.5 Recreation Refund Policy
 - 3.1.5.1 If a player requests to cancel their registration prior to the close of the Registration Period, they shall receive a 100% refund.
 - 3.1.5.2 If a player requests to cancel their registration after the close of the Registration Period, but before Draft meeting (player/team placement), they shall receive a 50% refund.
 - 3.1.5.3 No refund if a player requests to cancel after Draft meeting (player/team placement).
 - 3.1.5.4 If after the season has started and the player has suffered an injury or something causes the player to be unable to continue playing, the parents may submit a written request to the Registration Committee for review.
 - 3.1.5.5 No Late Fees will be refunded!

3.2 Recreation Team Selection

- 3.2.1 All Recreation Coaches and Assistant Coaches must be certified in the MSA Coaches Training Program.
 - 3.2.1.1 Any violations of this process will be reviewed by the Executive Committee.
- 3.2.2 MSA shall appoint a coach for each recreation team each season.

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- 3.2.2.1 MSA Board of Directors may give authority to the Director of Recreation to fill coaches positions, if there is a need and no certified coach is available. Replacement coach must become certified (per Policy 3.2.1) in one week.
- 3.2.2.2 MSA has the obligation to assign the best personnel for each team. MSA has the right to reject or remove a coach.
- 3.2.3 A draft of Recreation players will be held at least four weeks before Week 1 of the season. The draft will be run by the Director of Recreation.
- 3.2.4 All players will be in the same age bracket.
 - 3.2.4.1 A player may “play up” in the next higher age group with approval of the Director of Recreation
- 3.2.5 Team coaches will automatically select their own child / children playing in that age group.
- 3.2.6 Coaches may select an assistant coach that they would like to work with.
- 3.2.7 All teams should select equal numbers of girls and boys, if possible
- 3.2.8 Requests may be honored if they suit the program.
- 3.2.9 Before any coaches leave the draft table, coaches may make player trades, with the approval of the Director of Recreation.
- 3.2.10 Once the coaches leave the draft, no player trades may be made without the approval of the Director of Recreation.
- 3.2.11 No try-out for Recreation teams are required.
- 3.3 Travel Player Registration
 - 3.3.1 New teams and teams for the Fall season must register and pay registration fees for MSA by July 1st.
 - 3.3.2 Travel Refund Policy
 - 3.3.2.1 If a player requests to cancel their registration prior to the State Roster and/or Player Passes being completed, they shall receive a 100% refund.

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3.3.2.2 If a player requests to cancel their registration AFTER they have been rostered to a team and/or player passes being completed, they must submit a written request to the Registration Committee for review.

3.3.2.3 No Late Fees will be refunded!

3.4 Travel Team Selection

3.4.1 All travel coaches must adhere to the league(s) certification requirements (F License, E License, National Certification, etc).

3.4.1.1 If a coach is not certified, they will not be allowed to be carded to a travel team.

3.4.2 MSA has the obligation to find the best coaching personnel for their teams.

3.4.3 Those interested in creating a new Travel team to be affiliated with MSA should present their case to the Board of Directors no later than April's Board of Directors Meeting for approval.

3.4.3.1 Prospective teams must present the Board (no latter than the May Board of Directors Meeting) with a list of properly certified coaches and a list, consisting of at least 2 more players than the minimum number needed of age appropriate players with signed Letter of Interest forms (Document 111) from their parents.

3.4.3.2 Upon being approved, MSA registration fees for the above players must be paid within 14 days.

3.4.4 Tryouts for each age group will be held in April or May of each year.

3.4.5 Any player interested will have the opportunity to tryout for a travel team.

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4.0 MSA Equipment and Properties

4.1 Keys

- 4.1.1 The President of the League will maintain duplicate keys and a list of those members that will be responsible for them.
- 4.1.2 The Director of Fields & Equipment will maintain a list of keys for all complexes, their uses and the quantity of keys.

4.2 Balls

- 4.2.1 The Fields & Equipment Director will maintain an appropriate amount of all ball sizes used by MSA and will distribute to coaches as needed, if available.

4.3 Goals & Nets

- 4.3.1 Goals and nets will be maintained by the Fields & Equipment Director.
- 4.3.2 Coaches are to report any damage found to goals and/or nets to the Director of Fields & Equipment.
- 4.3.3 Goals and nets are not to be moved without permission of the Director of Fields & Equipment.
 - 4.3.3.1 Any goals moved by coaches and/or teams are to be returned to the proper field position and secured at the completion of their practice.
- 4.3.4 Spare sets of each net size will be kept and be available by the Director of Fields & Equipment.
- 4.3.5 Field layout and setup is the responsibility of the Director of Fields & Equipment.

4.4 Other Equipment & Supplies

- 4.4.1 The Director of Fields & Equipment will maintain a list of other equipment and supplies including, but not limited to: paint, string, fertilizer, grass seed, irrigation parts, gasoline, etc.

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4.5 Property

4.5.1 McCafferty Blvd Complex (1400 McCafferty Blvd)

4.5.1.1 McCafferty Blvd Complex will be used as the primary facility for games and practices.

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5.0 Coaches Guidelines

This Code of Ethics and Conduct 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” shall include, but is not limited to Head Coach, Assistant Coach(s), Manager, Trainer, Trainer Assistant and/or Team Representative.

5.1 Responsibilities to Players

- 5.1.1 Coaches must never place the value of winning over the safety and welfare of players.
- 5.1.2 Coaches shall instruct players to play within the written laws and within the spirit of the game at all times.
- 5.1.3 Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
- 5.1.4 Coaches should not tolerate inappropriate behavior from players regardless of the situation.
- 5.1.5 Coaches should be a positive role model and set the standard for sportsmanship.
- 5.1.6 Demands on a players’ time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics. Coaches should keep the sport in proper perspective with player’s academic education.
- 5.1.7 Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs.
- 5.1.8 Players should be directed to seek proper medical attention for injuries and at no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
- 5.1.9 Coaches should continue their own education in the sport in order to be able to educate the players in technical, tactical, physical and psychological demands of the game for their level.
- 5.1.10 It is recommended that coaches become certified in basic first aid and be prepared to handle basic medical emergencies at all practices and games.

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- 5.2 Responsibility for “The Laws of the Game”
 - 5.2.1 Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
 - 5.2.2 Coaches must adhere to the letter and spirit of the laws of the game.
 - 5.2.3 Coaches are responsible for their players’ actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
 - 5.2.4 If coaches permit, encourage, or condone performance, which is not in the letter or spirit of the laws, coach is derelict in their responsibility to players.
 - 5.2.5 The coach must strive constantly to teach good sporting behavior.

- 5.3 Responsibility to Officials
 - 5.3.1 Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game.
 - 5.3.2 Officials should be treated with respect before, during, and after the game.
 - 5.3.3 Officials should be addressed as “Referee”, “Sir” or “Ma’am” and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player.
 - 5.3.4 Comments regarding an official should be made in writing to the respective Director of Boys Traveling, Girls Traveling or Recreation Division representative.

- 5.4 Responsibility Regarding Recruiting
 - 5.4.1 It is discouraged and unethical to recruit player(s) while they are registered on another team.
 - 5.4.2 Coach and team representatives shall strictly adhere to US Youth Soccer, US Club Soccer, NJ Youth Soccer, other state leagues and/or club rules pertaining to recruitment.
 - 5.4.3 Coaches have an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations when discussing the advantages of their organization.
 - 5.4.4 It is unethical for a coach or team representative to provide compensation or inducement to a player. It is unethical for any coach to make a statement to a prospective athlete, which cannot be fulfilled.

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- 5.4.5 Allegations of illegal or unethical recruiting are very serious and should be based on concrete facts rather than hearsay and innuendo. Documentation of recruiting violations must be submitted in writing to the Millville Soccer Association Executive Board of Directors.
 - 5.4.6 Any player affiliated with a Traveling team with MSA that wants to play with another Millville team must fill out the Team Switch Request Form (Document 111) and submit it to the Director of Boys or Girls Travel Teams.
 - 5.4.7 Player poaching is a serious matter and consequences will be severe.
 - 5.4.8 The purpose of this policy is to prevent poaching within the Club. Violation of this policy is subjected Board sanctioned punishment.
 - 5.4.9 Written documentation of the suspected poaching incident must be provided to the Investigations Committee within thirty (30) days of the incident.
 - 5.4.10 Discipline could include: Written Warnings, fines ranging from \$100-\$1000, suspension, and/or termination.
-
- 5.5 Responsibility for Public Relations
 - 5.5.1 Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.
 - 5.5.2 Coaches have the responsibility to assist their players in conducting themselves properly while representing their team, and/or Millville Soccer Association in public.
 - 5.5.3 Comments blaming officials, organizers, players, etc. for a loss or unsuccessful endeavor are detrimental and should be avoided.
-
- 5.6 Game Day and Other Responsibilities
 - 5.6.1 Coaches' behavior must bring credit to their organization, and the sport of soccer.
 - 5.6.2 Coaches shall exhibit a respectful attitude towards players, parents, officials, spectators, opposing players and coaches.
 - 5.6.3 Verbal abuse or physical assault is unethical, unacceptable and shall be punishable by fines and/or suspension from the program. Legal action will result.
 - 5.6.4 Coaches should use their influence to control the behavior of his/her players, parents and spectators.
 - 5.6.5 If a coach is "Sent-off" or asked to leave by an official (Red Carded), he must meet with the Investigations Committee prior to the next game.

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- 5.6.6 Any fines issued by SJSL, SJGSL, MAPS, JAGS or other league in which a traveling team from MSA is affiliated will be matched by the Millville Soccer Association. (Example: If SJGSL issues a fine of \$100, MSA will also issue a fine of \$100. The team will be responsible for a fine totaling \$200.)

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6.0 Players' Guidelines

6.1 Players' Uniforms

- 6.1.1 Millville Soccer Uniforms must only be worn for soccer related events (IE: games, scrimmages, fundraisers, etc.). Uniforms shall not be worn for non-soccer related events (IE: school functions, practices, to the Mall, etc.).
- 6.1.2 Uniforms are only loaned to players to be used for soccer events and are the property of Millville Soccer Association. Any damage or wear is the responsibility of the Player. Proper care and laundering must be followed.

6.2 Players' Attendance

- 6.2.1 Players must attend all practices and scheduled games.
- 6.2.2 If a player cannot attend a scheduled practice or game, he or she must contact the coach by any means possible (Home phone, cell phone, pager, e-mail, etc.) at least 30 minutes before the scheduled practice or game and advise the coach of the players' potential conflict.
- 6.2.3 Coaches may issue sanctions and/or punishments for unexcused absences or failure to notify of such absences.
- 6.2.4 Players must report to game fields at least 30 minutes prior to the scheduled start of a game.

6.3 Player Conduct

- 6.3.1 Players should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer.
- 6.3.2 Players must adhere to the letter and spirit of the laws of the game.
- 6.3.3 Players are responsible for their actions on the field and are not permitted to perform with the intent of causing injury to opposing players.
- 6.3.4 The player must constantly strive to achieve a good sporting behavior.

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- 6.4 Responsibility to Officials
 - 6.4.1 Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game.
 - 6.4.2 Officials should be treated with respect before, during, and after the game.
 - 6.4.3 Officials should be addressed as “Referee”, “Sir” or “Ma’am” and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player.

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7.0 Referee's Guidelines

7.1 Recreation League Referees Guidelines

- 7.1.1 Referees must have played Soccer or have a good knowledge of the game.
- 7.1.2 It is recommended, but not required that all Recreation Referees be certified in the NJ Youth Soccer / US Soccer Grassroots Referee Course or higher (formerly Grade 9 Course).
- 7.1.3 All Referees must follow the Millville Soccer Association League Rules, as well as all FIFA Rules and guidelines.
- 7.1.4 Before each game, the Referee must inspect the field, goals, corner flags and game ball.
- 7.1.5 Prior to the start of the game, Referees must inspect the players of both teams.
 - 7.1.5.1 Jewelry or bracelets are not allowed.
 - 7.1.5.2 Hooded sweatshirts with strings are not allowed
 - 7.1.5.3 Cleats must be Soccer cleats. (Baseball cleats are not allowed due to the front cleat)
 - 7.1.5.4 Properly fit shin guards must be worn with socks worn over and completely covering shin guards.
 - 7.1.5.5 Uniforms worn must be league issued.
 - 7.1.5.6 Arm casts must be covered and wrapped in bubblewrap.
- 7.1.6 Games must begin on time, as much as possible.
- 7.1.7 Keep record of game time, cautioned players and/or team officials and scores
- 7.1.8 Games must be stopped on: Infringements of the Laws, outside interference or serious injury
- 7.1.9 Games must be suspended or terminated for weather, darkness or a team doesn't appear or leaves before regulation time
- 7.1.10 Referees must wear appropriate clothing. Referees shirt (jersey) color must be different than both teams and keepers.
- 7.1.11 Referees must arrive at game field 15 minutes prior to start of game.
- 7.1.12 Referees must provide their own whistle that is loud and in working order.
- 7.1.13 Report any issues with players, coaches or spectators to a Club Official immediately.
- 7.1.14 After completion of each game, Referees must fill out a Game Report.

7.2 Travel Referees Guidelines

- 7.2.1 Travel Referees will follow guidelines set forth by NJ Youth Soccer, SJSL, SJGSL, JAGS, MAPS or other travel officiating leagues.

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8.0 Parents and Spectators Guidelines

8.1 Behavior

- 8.1.1 As a spectator of Youth Soccer, a spectator's biggest job is to positively cheer and applaud great plays and great efforts of all players from both teams.
- 8.1.2 There should be no instructions from the sidelines. This practice confuses the players and causes a hardship for the coaching staff.
- 8.1.3 No comments shall be made to the referee(s) during the game.
- 8.1.4 Once the game is over, it's over. Good sportsmanship must be demonstrated by all.

8.2 Responsibilities

- 8.2.1 Parents are responsible for their children's actions while at the soccer complex.
- 8.2.2 Parents shall not leave children unattended at the soccer complex.
- 8.2.3 Parents and spectators are responsible for picking up trash, debris and other material on the sidelines after each game and/or practice.
- 8.2.4 Parents are responsible for providing a updated phone number or means of contact to the coach each season.
- 8.2.5 It is the Parents responsibility to read and understand this document, specifically Sections 5, 6, 7 and 8.

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9.0 Scholarship

9.1 A \$250.00 scholarship will be awarded to a student meeting the requirements below. This award will be presented to two senior high school students (one male and one female preferred, but not required) at the Millville Senior High School Awards Assembly each year.

9.2 Requirements

9.2.1 Applicant is a Senior at Millville High School

9.2.2 Applicant is a member of the Millville High School Soccer team

9.2.3 Applicant is a current or former player in Millville Soccer Association

9.2.3.1 Applicant must have a minimum of 5 years playing with Millville Soccer Association

9.2.4 Applicant must have volunteered for Millville Soccer Association

9.2.4.1 Examples include, but are not limited to: Coaching, Referee, TOPSoccer Buddy, working at the Concession Stand, working at a fundraiser, field maintenance, etc.

9.2.5 While not a requirement, Financial need will be considered.

9.2.6 Millville Soccer Association Scholarship Application completed and submitted by January 1st of student's Senior Year.

9.3 Awarding

9.3.1 The Millville Soccer Association Board of Directors will select the best qualified applicants based upon the submitted applications.

9.3.2 The Scholarship award will be paid to each winner after the completion of a full semester of a secondary educational institution.

9.3.2.1 Scholarship winner must submit their first full semester transcript to the MSA Board.

9.4 The MSA Board of Directors reserves the right to adjust the requirements as needed during the review process if applicants can't meet the above requirements.

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10.0 **Laws of the Game** – Follow FIFA Laws of the Game except as noted. (Recreation Division)

10.1 Law I - The Field

10.1.1 U-5

Field Dimensions: 30 yards long x 20 yards wide

Markings: Half Line Mark

Center circle with a 6 yard radius

Goal Area: 4 yards x 12 ft

Corner Arc: 2 ft

Goals: 3' high x 4' wide

10.1.2 U-6

Field Dimensions: 33 yards long x 20 yards wide

Markings: Half Line Mark

Center circle with a 6 yard radius

Goal Area: 4 yards x 12 ft

Corner Arc: 2 ft

Goals: 3' high x 4' wide

10.1.3 U7 – U8 (5v5)

Field Dimensions: 52 yards long x 33 yards wide

Markings: Half Line Mark

Center circle with a 6 yard radius

Four Corner Arcs with a 2 foot radius

Goal Area: 6 yards x 12 yards

Penalty Area: 10 yards x 20 yards

Penalty Mark: 8 yards from goalline

Goals: 6 1/2' high x 18' wide

10.1.4 U9-U11

Field Dimensions & Markings follow SJSL & SJGSL

Small-Sided Guidelines

10.1.5 U12-U14

Field Dimensions & Markings follow SJSL & SJGSL Full-Sided Guidelines

10.2 Law II – The Ball

10.2.1 U5 through U7: Size 3

10.2.2 U8 through U12: Size 4

10.2.3 U13 and up: Size 5 (Recreation U13-U14 may continue to use Size 4)

10.3 Law III – Number of Players

10.3.1 U5: 3 v 3

10.3.2 U6: 4 v 4

10.3.3 U7-U8: 5v5

10.3.4 U9-U11: 7 v 7

10.3.5 U12-U14: 11 v 11

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- 10.4 Law IV – Players Equipment
 - 10.4.1 Footwear
 - 10.4.1.1 U5 & U6: Athletic sneakers or Soccer Cleats
 - 10.4.1.2 U7 and up: Soccer Cleats
 - 10.4.2 Shin Guards
 - 10.4.2.1 Mandatory for all age groups
- 10.5 Law V – Referee
 - 10.5.1 U5-U6: Coach. Two on the field (One coach from each team).
 - 10.5.2 U7-U8: Recreation Referee (Preferably a Grassroots certified Referee).
 - 10.5.3 U9-U14 Grassroots Referee or higher.
- 10.6 Law VI – Linesman (Assistant Referee)
 - 10.6.1 U5-U11: None Needed
 - 10.6.2 U12-U14: Club Linesman or Grassroots Referee
- 10.7 Law VII – Duration of the Game
 - 10.7.1 U5: Four 8 Minute Quarters
 - 10.7.2 U6: Four 10 Minute Quarters
 - 10.7.3 U7-U8: Two 20 Minute Halves
 - 10.7.4 U9-U11: Two 25 Minute Halves
 - 10.7.5 U12-U14: Two 30 Minute Halves
- 10.8 Law VIII – Start of Play
 - 10.8.1 Conform to FIFA Rules (Opponents must be outside of the center circle)
- 10.9 Law IX – Ball In & Out of Play
 - 10.9.1 Conform to FIFA Rules
- 10.10 Law X – Method of Scoring
 - 10.10.1 Conform to FIFA Rules

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- 10.11 Law XI – Offside
 - 10.11.1 U5: No Offside
 - 10.11.2 U6: No Offside
 - 10.11.3 U7-U8: Offside applies, but this is a learning age group. Referees will be lenient and explain the rule)
 - 10.11.4 U9-U10: Conform to FIFA Rules
 - 10.11.5 U11-U14: Conform to FIFA Rules

- 10.12 Law XII – Fouls & Misconducts
 - 10.12.1 U5-U6: All fouls shall result in an Indirect Free Kick.
 - 10.12.2 U7-U8: Conform to FIFA Rules (Referees will explain)
 - 10.12.3 U9-U10: Conforms to FIFA Rules
 - 10.12.4 U11-U14: Conforms to FIFA Rules

- 10.13 Law XIII – Free Kicks
 - 10.13.1 U5-U6: All free kicks will be indirect kicks
 - 10.13.2 U7-U14: Conform to FIFA Rules

- 10.14 Law XIV – Penalty Kicks
 - 10.14.1 U5-U6: All kicks will be indirect kicks
 - 10.14.2 U7-U14: Conform to FIFA Rules

- 10.15 Law XV – Throw-In
 - 10.15.1 U5-U6: Given two chances
 - 10.15.2 U7-U8: Conform to FIFA Rules (Referees will be lenient and may give players a second chance, particularly in the beginning of the season)
 - 10.15.3 U9-U14: Conform to FIFA Rules

- 10.16 Law XVI – Goal Kick
 - 10.16.1 U5-U6: New Ball Concept
 - 10.16.2 U7-U14: Conform to FIFA (opponents must be outside of the Penalty Area)

- 10.17 Law XVII – Corner Kick
 - 10.17.1 U5 – U6: No Corner Kicks (New Ball Concept)
 - 10.17.2 U7-U14: Conform to FIFA

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11.0 Emergency Action Plan

The purpose of the Emergency Action Plan (EAP) is to guide Millville Soccer Association (MSA) coaches and members and community emergency medical services (EMS) in responding to emergency situations when they occur. It is essential that MSA has a developed emergency plan that identifies the role of each involved party, establishes emergency communication protocols, and identifies the necessary emergency equipment for the Millville Soccer complex.

- 11.1 The purpose of the EAP is to guide members in the following areas:
 - 11.1.1 Immediate care of the injured/ill player(s) or visitor
 - 11.1.2 Retrieval of emergency equipment
 - 11.1.3 Contact of Emergency Medical Services (EMS)
 - 11.1.4 Directing EMS to the location
 - 11.1.5 Inclement Weather Procedures
 - 11.1.6 After an emergency notification

- 11.2 Immediate Care of the Injured/Ill Player(s) or Visitor
 - 11.2.1 Appropriate emergency first aid steps should be taken in accordance with the level of certification or knowledge that each coach or member has. No MSA member is expected or required to provide more medical assistance than they are qualified to provide. Any treatment outside of the member's area of comfort should be turned over to the appropriate EMS responder, the appropriate parent or guardian or properly trained personnel.

- 11.3 Retrieval of Emergency Equipment
 - 11.3.1 A stocked basic First Aid Kit and other appropriate supplies will be located in the Concession Stand inside the Clubhouse. Additional kits may be available from other coaches that are on location in the complex.
 - 11.3.2 An Automatic External Defibrillator (AED) is also located in the clubhouse foyer adjacent to the mail slots.

- 11.4 Contacting EMS
 - 11.4.1 One coach, parent or volunteer will be charged with contacting EMS via phone, mobile device or other communications device. They must be calm, have a full understanding of the emergency, communicate well, and be able to identify the location of the emergency. They also must be familiar with use of the communication device.

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11.4.2 The coach, parent or volunteer should:

- 11.4.2.1 Call 9-1-1.
- 11.4.2.2 Identify the specific location of the emergency. (Complex address: 1400 McCafferty Blvd, Millville) and location in the complex (Field #, Clubhouse, etc).
- 11.4.2.3 Identify number of injured persons and nature/condition of injuries.
- 11.4.2.4 Give telephone number.
- 11.4.2.5 State First Aid treatment being given.
- 11.4.2.6 Give name of individual making call.
- 11.4.2.7 Provide other information as requested.

11.5 Directing EMS to the Location

11.5.1 Following the call to EMS, a coach, parent or volunteer should:

- 11.5.1.1 Open appropriate gates.
- 11.5.1.2 Designate an individual to "flag down" EMS and direct them to the exact location of the injured/ill person.
- 11.5.1.3 Provide Scene Control: Limit scene to first aid providers and move bystanders away from area.

11.5.2 Emergency transportation of an injured/ill person is to be provided by the responding EMS service. A parent or guardian of the player or the parent or guardian's choice may also provide transportation to a local emergency room for a player with a non-life-threatening injury/illness, if they so choose.

11.6 Inclement Weather Procedures

11.6.1 In the case of inclement/unsafe weather (i.e. Thunderstorms/Lightning, Hail, Tornado), it will be under the direct discretion of the head coach, his designee or MSA Board of Director member to determine if the practice/game fields should be evacuated.

11.6.2 Lightning is a dangerous phenomenon. Teams that practice and compete outdoors are at risk when the weather is inclement.

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- 11.6.3 A coach should monitor threatening weather conditions and impending danger to assist in the making the decision to remove a team or individuals from the playing fields. Monitoring should include obtaining a weather report prior to a practice or game. Be aware of potential thunderstorms that may form. Be aware of National Weather Service-issued (NWS) thunderstorm "watches" and "warnings", as well as the signs of thunderstorms developing nearby. A "Watch" means conditions are favorable for severe weather to develop in an area; a "Warning" means that severe weather has been reported in the area and for everyone to take proper precautions.
- 11.6.4 If lightning is in the immediate area, the coach or his designee will notify the team as to the status of the inclement weather and of the need to evacuate the fields and to take shelter. Teams may return to field once 30 minutes from last sight of lightning & sound of thunder has passed.
- 11.6.5 If a person feels that his/her hair standing on end, they should immediately assume a crouched position with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than by a direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it has been suggested to run for shelter, rather than stay in the middle of a field.

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11.7 Potential Exposure to COVID-19

Individuals (Board Members, coaches, parents or players) who have symptoms upon arrival to program events or who become sick during an event should immediately be separated from others by a designated staff member equipped with personal protection face mask and non-latex gloves. Pick-up arrangements should be made based upon the emergency contact/s of the Board member, coach or player. This aims to ensure that the individual receives safe transportation to his or her home or to a healthcare provider.

The facility, in most cases, does not need to be shut down although any items touched by the sick person should be disinfected.

Waiting 24 hours before cleaning and disinfecting these items is recommended to minimize potential for assigned staff members from being exposed to respiratory droplets. Continued cleaning and disinfecting of all high-touch surfaces within the facility is also advised.

- 11.7.1 Follow the CDC cleaning and disinfection recommendations:
- 11.7.2 Clean dirty surfaces with soap and water before disinfecting them.
- 11.7.3 To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- 11.7.4 Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- 11.7.5 You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult, and follow the manufacturer's instructions for use.
- 11.7.6 Determinations should be made relating to any staff members or players that may have been exposed to the virus and may need to take additional precautions. Notification relating to this potential exposure should be made to the parent or guardian of each player and each staff member. Confidentiality must be maintained. These potentially exposed individuals should quarantine at home for 14 days and self-monitor for symptoms.

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11.8 After an Emergency Notifications

11.8.1 The following procedures are to be carried out by a coach, parent or qualified designee in the event of injury or illness to a player or visitor to the complex. In the event of any injuries or illness that requires an EMS notification, they should be reported immediately to one of the following Board of Directors contacts:

Newell Branin 609-381-6044
MSA Board President

OR: Jason Harrington 856-265-6189
MSA Vice President

AND

Doug Abdill 856-305-4593
Director of Recreation

OR: Craig Whitby 609-381-7967
Director of Girls Traveling

OR: Gary Dalglish 856-332-7357
Director of Boys Traveling

11.8.2 Complete Incident Report and submit to one of the above Directors



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15.0 Forms

15.1 Code of Conduct

15.2 Incident Report

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Code of Conduct

Youth sports programs play an important role in promoting the physical, social, and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. There is no better way to achieve this than by leading by example and demonstrating fairness, respect, and self control.

I, therefore, pledge to be responsible for my words and actions while attending, coaching, officiating, or participating in all Millville Soccer Association (“MSA”) events and shall conform my behavior to the following code of conduct:

1. I will not engage in unsportsmanlike conduct with any employee, coach, parent, player, participant, official, or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any employee, coach, parent, player, participant, official, or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety, or well being of any employee, coach, parent, player, participant, official, or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety, or well being of any employee, coach, parent, player, participant, official, or any other attendee.
5. I will not use drugs or alcohol while at a MSA event and will not attend, coach, officiate or participate in an MSA event while under the influence of drugs, or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at an MSA event and will not permit my child, or encourage any other person, to attend, coach, officiate, or participate in an MSA event while under the influence of drugs or alcohol.
7. I will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I will treat any employee, coach, parent, player, participant, official, or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation, or ability.
10. I will encourage my child to treat any employee, coach, parent, player, participant, official, or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation, or ability.
11. I will not engage in verbal or physical threats or abuse aimed at any employee, coach, parent, player, participant, official, or other attendee.
12. I will not encourage my child, or any other person to engage in verbal or physical threats or abuse aimed at any employee, coach, parent, player, participant, official, or any other attendee.
13. I will not initiate a fight or scuffle with any employee, coach, parent, player, participant, official, or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any employee, coach, parent, player, participant, official, or any other attendee.

I hereby agree that if I fail to conform, my conduct to the foregoing while attending, coaching, officiating or participating in an MSA event I will be subject to disciplinary action, including but not limited to the following in any order or combination, at the sole discretion of the MSA board:

1. Oral or written warning
2. Suspension or immediate ejection from any MSA program or event
3. Suspension from multiple MSA programs or events
4. Season suspension
5. Permanent termination from all MSA programs and events

Coach's Name

Signature

Date

Player's Name

Signature

Date

Parent's Name

Signature

Date

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Incident Report

Complete this form and submit immediately to a Millville Soccer Association Board of Director member for all incidents (e.g. accidents in parking lots, unruly sideline behavior, physical or verbal confrontation between players, or spectators, confrontations directed at referees and any incident that could pose a risk for anyone involved in the MSA program). Please report near misses as well as they can be instrumental in avoiding future accidents.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Date of Incident: _____ Time of Incident: _____

Type of Incident: Bodily Injury / Property Damage / Verbal

Location of Incident: _____

Bodily Injury Report

Name of Injured: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Describe Injury: _____

Brief Summary of Incident: _____

Was First Aid Rendered: _____ Was EMS Called: _____ Was Police Called: _____

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Property Damage Report / Verbal Incident Report

Name of Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Describe Property Damage: _____

Explain Damage/Incident: _____

Witness Information

Name of Witness: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Relationship to Witness: Relative / Referee / Player / Spectator / Other: _____

Additional Information: _____

If more than one witness, list additional names on an additional page with detailed information.