



Rules, Regulations, and Policies

Cap City Athletic 1847
PO Box 23206
Lansing, MI 48909

EIN: 47-1887282
Non-Profit Organization
Michigan Incorporated

Email: admin@capcityathletic.com
Website: www.capcityathletic.com

Cap City Athletic 1847

Rules, Regulations, and Policies



1. Purposes and Governance		4
2. General		4
2.1	Affiliations	4
2.2	Non Discrimination	4
2.3	Compliance with Rules and Regulations	4
2.4	Rules of Play	4
2.5	Sportsmanship	4
2.6	Website	4
2.7	Logos and Intellectual Property	4
2.8	Other Matter	5
3. Player		5
3.1	Contract	5
3.2	Player Code of Conduct	5
3.3	Player Review	5
3.4	Playing Time	5
3.5	Club Pass	5
3.6	Playing Up	5
3.7	Guest Play	6
3.8	Dual Registration	6
3.9	Player Review Meeting	6
3.10	Release	6
3.11	Transfer	6
4. Parent		6
4.1	Contract	6
4.2	Parent Code of Conduct	7
4.3	Sideline Behavior	7
4.4	Training Behavior	7
4.5	Conflict Resolution	7
4.6	Finances	7
4.7	Financial Aid	7
5. Coach		8
5.1	Contract	8
5.2	Club Code of Conduct	8
5.3	License	8
5.4	Risk Management	8
5.5	Education	8
5.6	Coach Review	8
5.7	Communication Requirements	9

Cap City Athletic 1847

Rules, Regulations, and Policies



5.8	Poaching	9
6.	Team	9
6.1	Tryouts	9
6.2	Registration	10
6.3	Uniforms	10
6.4	Season Plans	10
6.5	Periodization and Curriculum	10
6.6	Tournaments	11
7.	Club/Administration/Board of Directors	11
7.1	Club Code of Conduct	11
7.2	Meetings	11
7.3	501c3 Status and Requirements	11
7.4	Weather and Emergency Procedures	11
7.5	Cancellations	11
7.6	Conflict Resolution	12
7.7	Discipline Review	12
7.8	Discipline Authority	12
7.9	Communication	13
7.10	Education	13

Cap City Athletic 1847

Rules, Regulations, and Policies



1. Purposes and Governance. The purposes and governance of Cap City Athletic 1847, a nonprofit organization incorporated in the state of Michigan, are set forth in Cap City Athletic 1847 Bylaws.

2. General Rules.

2.1 Affiliations. Cap City Athletic 1847 supports and subscribes to the regulations and jurisdiction of FIFA (Federation International de Football Association) and its affiliated national, state, and regional organizations of which the club is a member.

2.2 Non Discrimination. Cap City Athletic 1847 will not practice or permit any unlawful discrimination on the basis of sex, age, race, color, national origin, religion, physical handicap, or disability, or any other basis prohibited by law.

2.3 Compliance with Rules and Regulations. Cap City Athletic 1847 shall be responsible for informing and insuring that all of their players, parents, coaches, and other team officials have read, understand and adhere to all rules, regulations, and policies of the organization. Including but not limited to tournaments, leagues, associations, and laws of the game. A claim of ignorance to these rules, regulations, and policies or those of member associations is not sufficient in defending a grievance or grounds for protest or appeal.

2.4 Rules of Play. Players, coaches, and team officials must abide by the laws of the game as published by FIFA and all associated leagues and membership. All contests sanctioned by these leagues abide by the “Laws of the Game” and the modifications as published by Cap City Athletic 1847 in these rules, regulations, and policies.

2.5 Sportsmanship. All players, coaches, parents, and fans will show good sportsmanship. Cap City Athletic 1847 shall be responsible for the conduct of its coaches, managers, players, parents, and fans. It is the responsibility of the organization to insure that its members actions on or off the field do not bring disrespect upon itself.

2.6 Cap City Athletic 1847 Website. Cap City Athletic 1847 currently maintains a website at www.capcityathletic.com where it will publish these rules, regulations, policies, forms, and any changes to these rules or other information for players, parents, coaches and other team personnel.

2.7 Logos and Intellectual Rights. The organization name and logo are both trademarks of Cap City Athletic 1847 and cannot be reproduced without permission of the organization. The Cap City Athletic 1847 name and logo is only to be used on official merchandise provided by Team Gazelle or other organization approved vendors.

Cap City Athletic 1847

Rules, Regulations, and Policies



2.8 Other Matters. Any matters not provided for in these rules, regulations, and policies shall be determined by the Cap City Athletic 1847 Board of Directors and decisions so made shall be binding.

3. Player.

3.1 Contract. Each player must sign a MSYSA or league affiliate contract to become a member of Cap City Athletic 1847. All players will be bound by the terms of said contract for one seasonal year.

3.2 Player Code of Conduct. All players must sign the Cap City Athletic 1847 Player Code of Conduct. This document will be available on the organization website. Any violation will be reviewed by the Cap City Athletic 1847 Discipline Committee and the Board of Directors.

3.3 Eligibility. Cap City Athletic 1847 will register each player submitting all appropriate paperwork to MSYSA or its affiliating leagues. MSYSA or its affiliating leagues shall issue a valid registration pass card to all eligible players and team personnel. A 1" X 1" picture of the player or team official will be affixed to the pass card. Each pass card will require the player's or team official's signature. If a player is not in possession of a pass card, the player or the player's coach shall notify the referee prior to the start of the game. The player shall print their name and birth date, and provide their signature on the game report. Cap City Athletic 1847 will abide by all pass card rules for each affiliating league. There may be instances if you do not have your pass card then you will not be permitted to play.

3.4 Playing Time. Cap City Athletic 1847 will encourage all coaches at the team age of U12 and younger to base playing time on an equal opportunity basis. Coaches of those age groups will be asked to foster the development of each player and their full team through opportunity as well as accountability. All teams U13 and older will also focus on player development opportunities, but will also include a component of performance and reward. Each coach will have the discretion and responsibility to challenge each player to play to the highest of their capabilities.

3.5 Club Pass. A club pass card is only to be used for the purposes of enhancing player development or fielding an adequate number of players in order to play a game. The best interests of the pass card player are to be given priority when determining whether or not to roster him or her for a game. All instances must be communicated between both Cap City Athletic 1847 coaches and the Technical Director or Executive Director. The club pass card can only be used with in a club. Players cannot pass card to another club. All MSYSA rules must be met in each instance.

3.6 Playing Up. Players who are capable of significant contribution and developmentally appropriate will be permitted to tryout up an age group. Cap City Athletic 1847 will reserve

Cap City Athletic 1847

Rules, Regulations, and Policies



the right for all final placement of players at tryouts. Players wishing to play up at year must speak with the Technical Director or Executive Director at tryouts. There may be times throughout the seasonal year that coaches will recommend that players should train or play with an older age group to challenge and foster their developmental growth.

3.7 Guest Play. Players must seek permission from their current Cap City Athletic 1847 age group coach as well as the Technical Director for final approval to guest play with another organization.

3.8 Dual Registration. Unless otherwise prohibited by MSYSA, MSPSP or other affiliated leagues, dual registration is permitted subject to the following conditions:

- Player must receive permission from the Technical Director or Executive Director.
- A dual registered player must have the approval of both his or her Cap City Athletic 1847 team coach and secondary team coach.
- Player and Parent/Guardian must agree that primary commitment is to primary team which would be his or her Cap City Athletic 1847 team.
- It is the responsibility of the player to complete any paperwork required by either team or league.

3.9 Player Review Meeting. Each player will have a written review done at least twice in the calendar year. Typically coaches will do one review during the Fall season and once during the Spring season. If a player or family wishes to meet in person for their review they must contact their team coach to arrange for a time and location. Each player review meeting will take approximately 30 minutes. The technical director, executive director, or any other program director or officer may attend the individual player meeting.

3.10 Release. A player or family may seek a release from their current team due to circumstances that are not beneficial to the player. All release requests will be reviewed by the Cap City Athletic 1847 executive committee for final decision. Approval of player release will be confirmed through the Cap City Athletic 1847 player release form. This form must be signed by the Cap City executive committee as well as the player and parent requesting release. This form will be used as proof of release to submit and confirm with MSYSA, MSPSP, or any league that needs verification.

3.11 Transfer. A player wishing to make a transfer during the seasonal year must first acquire a release from Cap City Athletic 1847. Per MSYSA bylaws, all transfers may only be processed during the month of January by affiliated leagues except for extraordinary circumstances as directed by MSYSA Rule 3.6 B9.

4. Parent.

- 4.1 Contract. Each parent (unless their child of over the age of 18) and player must sign a MSYSA or league affiliate contract to become a member of Cap City Athletic 1847. All parents and players will be bound by the terms of said contract for one seasonal year.
- 4.2 Parent Code of Conduct. All parents must sign the Cap City Athletic 1847 Parent Code of Conduct. This document will be available on the organization website. Any violation will be reviewed by the Cap City Athletic 1847 Discipline Committee and the Board of Directors.
- 4.3 Sideline Behavior. All sideline behavior will be explained and outlined in the parent code of conduct. We ask all supporters at our Cap City Athletic 1847 events to be positive and encouraging of all players. We ask that you do not comment to referees or get involved in coaching or assisting from the sidelines. If a supporter is abusive or a constant distraction from the event, Cap City Athletic 1847 will reserve the right to ask that supporter to remove themselves from the field of play.
- 4.4 Training Behavior. All training behavior will be explained and outlined in the parent code of conduct. We ask all parents, guardians, and relatives to arrive early for the start and end of each training session. We also ask for respect of the training environment by not sitting or standing within 50 yards of the training field. This will allow the players the opportunity to learn and grow with in their team and club structure without unnecessary influence.
- 4.5 Conflict Resolution. We ask all parents and guardians that in the instance of a conflict that you handle it professionally and within the 24/48 hour rule outlined in the parent code of conduct. Please allow 24 hours to emotionally decompress from any issue where a conflict arises. Please follow up respectfully, and within the proper chain of communication outlined in the parent code of conduct, with those involved in the incident within 48 hours of the issue of conflict. We ask that you follow this chain of communication: 1. Age Group Head Coach. 2. Technical Director. 3. Executive Director. 4. Executive Committee. 5. Board of Directors. All conflict resolution from Cap City Athletic 1847 may include your team coach, assistant coach, program director, technical director, executive director, or any officer within Cap City Athletic 1847. All matters needing further resolution will be brought in front of the Cap City Athletic 1847 discipline committee and board of directors.
- 4.6 Financial Commitment. All families that agree to participate in a Cap City Athletic 1847 team or event must sign a financial commitment agreement. All fees will be explained in detail in each team's season plan and will be set prior to the start of the seasonal year. If a player or family signs the financial commitment agreement they are committing to pay their fee in full with in the said terms of the agreement. Any player

Cap City Athletic 1847

Rules, Regulations, and Policies



or family that breaks their code of conduct, player agreement, or financial commitment agreement will be required to pay their fee in full. A written request for refund may be submitted through the organization website. The finance committee and the board of directors will have final say in all matters where a written refund is requested.

4.7 Financial Assistance. Subject to the limits and conditions set forth, Cap City Athletic 1847, will provide player financial aid to players in need of financial assistance. Application must be submitted to the Cap City Athletic 1847 Finance Committee via the Cap City Athletic 1847 website, including proof of need: a written request stating the reason(s) for needing financial assistance submitted by the player's parent or guardian, or coach or other official of the team. Cap City Athletic 1847 will provide up to an annual budgeted amount for such requests and will base all requests upon funds available per season. The application deadline is July 1 for the full seasonal year. Applications received after this date may be denied. All applicants will be notified of their status no later than July 1. All players/families receiving financial assistance will be expected to provide volunteer hours to a Cap City Athletic 1847 sponsored event or service.

5. Coach.

5.1 Contract. Each coach must sign a contract to become an employee of Cap City Athletic 1847. All coaches will be bound by the terms of said contract. Cap City Athletic 1847 will have the responsibility to compensate each employee a fair market value for their time and services.

5.2 Club Code of Conduct. All coaches, trainers, or instructors must sign the Cap City Athletic 1847 Club Code of Conduct. This document will be available on the organization website. Any violation will be reviewed by the Cap City Athletic 1847 Discipline Committee and the Board of Directors.

5.3 License. All Cap City Athletic 1847 coaches must obtain a minimum of the USSF E license within their first (1st) year of coaching any Cap City Athletic 1847 team. Cap City Athletic 1847 will require all coaches to have a USSF D and the NSCAA Youth License within their third (3rd) year of coaching any Cap City Athletic 1847 team. Cap City Athletic 1847 will be responsible for providing a coaching education fund to assist financially and help further the development of its coaches.

5.4 Risk Management. All coaches and team managers must apply for and receive risk management clearance from MSYSA to actively participate as a Cap City Athletic 1847 coach. Any coach without an up to date risk management card will not be permitted to participate in any Cap City Athletic 1847 activity.

- 5.5 Education. Coaches will be encouraged to further their sport education through coaching licenses, sport specific courses, university courses, conventions, or other means. Each coach will be required to participate in 10 (10) Cap City Athletic 1847 development sessions each seasonal year. There will be a session once per month available to all Cap City staff. Each coach will also be required to attend at least one outside soccer education opportunity each year. Cap City Athletic 1847 will have the responsibility to provide an education fund for furthering coach's development. Cap City Athletic 1847 coaches will also be required to attend all staff meetings during the seasonal year.
- 5.6 Coach Review. Each coach will be required to undergo two (2) personnel reviews each year. These reviews will be conducted by the Executive Director or a review committee.
- 5.7 Communication Expectations. All Cap City Athletic 1847 team head coaches will be required to execute a high level of communication and customer service to their respective teams. All communication requirements will be explained and outlined in the coach code of conduct. Each team will receive a weekly communication update each week during the seasonal year. All coaches will be required to update the Cap City Athletic 1847 executive director and technical director on the development of their team and players on a weekly basis. Each coach may be asked to submit information for the Cap City Athletic 1847 website to honor and recognize development moments within the club. Each head coach will be required to submit to the player, parent/guardian, and the organization a player review twice during the full seasonal year, once in the fall and once in the spring. If a player or parent/guardian requests an in person meeting, that coach will be required to arrange a time and location for a 30 minute in person player meeting. Coaches will also be asked to make social media updates to the club social media feeds when they feel that there is a positive development moment.
- 5.8 Poaching. Cap City Athletic 1847 coaches will be educated on and will strictly abide by all poaching rules. Per MSYSA Rule 3.7, Attempts at any time prior to the approved tryout start date of any seasonal year to induce a registered player (or their parent or their guardian) of any team, or any team as a whole, club, or league under the jurisdiction of this Association to leave their current affiliation before the end of the current seasonal year or for the following seasonal year will be considered a poaching violation. For purposes of this rule, contact is not limited to personnel contact, but will include contact by phone, text, emails, face book and all other social media. Responsible representatives include but are not limited to parents of team members, trainers, team managers, club or league board members, and club or league directors of coaching. The appropriate response by the responsible representative to player initiated contact is to provide requested

information. Any recommendation for the player to attend training, tryouts or any other team, club or league soccer event by the representative would be inappropriate and considered an attempt to induce a player to leave their present soccer organization. A club or league advertising on their own website is not considered poaching. Attendance by the player at such events when initiated by the player or player's parents will not be considered poaching

6. Team.

6.1 Tryouts. Per MSYSA rules, tryout dates will be set by the league each seasonal year. Typically tryouts are held on the second Saturday in June. Cap City Athletic 1847 will hold an open tryout with published and public announced times as required by MSYSA and its affiliating leagues. Detailed tryout and registration information will be posted on our website. All current and new players will be evaluated during the tryout process. All players and/or parents/guardians will be notified of their selection to a Cap City Athletic 1847 team within 24-48 hours of the tryout date. Players and Parents/Guardians are asked to be prepared to commit or decline an offer with in that same time period. Cap City Athletic 1847s primary goal is to have each child playing at the competitive level appropriate to his or her ability. Please see 3.6 regarding players wishing to play up on older teams.

6.2 Registration. Cap City Athletic 1847 registration will take place on the organization website. Players and/or parents/guardians will be asked to fill out all required information online and to arrange for payment of their program or player fees. MSYSA or its affiliating leagues may also require hard paper copies of registration documents or binding agreements with legal signatures. These documents will be available on the organization website for each player to print off and return to a Cap City Athletic 1847 official.

6.3 Uniforms. All uniforms will be purchased through Team Gazelle. This process will be an online ordering process. Team Gazelle will provide uniform sets for players to try on for sizing during the registration process. Cap City Athletic 1847 has a written contract with Nike and Team Gazelle for all official uniforms and merchandise. All players must order their team uniforms and other team merchandise through Team Gazelle. Team Gazelle will ship all ordered items directly to the address that you provide during your online ordering process. Cap City Athletic 1847 will have a 2 year uniform cycle.

6.4 Yearly Plan. Cap City Athletic 1847 will create a yearly plan for each team within the organization. These plans will be approved by the age group coach as well as Cap City Athletic 1847 technical director, executive director and various program directors. The plan will include a timeline of all leagues, tournaments, training, services, and programs that will be included in each player fee. Player fees will be

outlined in detail and will be established prior to the tryout period. All yearly plans will be available on the organization website. Cap City Athletic 1847 has designed these plans to allow parents/guardians the ability to plan and be prepared for the following seasonal year.

6.5 Periodization and Curriculum. Cap City Athletic 1847 has partnered with multiple organizations that focus on the research of scientific data that is focused on sport development that is appropriate for youth ages. Each team's yearly plan will be laid out so that it allows maximum potential for development through our curriculum and periodization. Our in season curriculum will focus on the development of the total athlete. We will include technical training, tactical training, functional training, physical and motor skill development, goal setting, nutrition, injury prevention, leadership development, and social development. Rest and recovery periods will be built into each team plan so that players can find maximum enjoyment and avoid overuse, injuries and burnout.

6.6 Tournaments. All tournaments will be selected prior to the start of the season and will be laid out in each team's yearly plan. The organization will select events that will help foster the development and culture of Cap City Athletic 1847. MSYSA is to be notified of all tournaments entered out of state. A Notice to Travel must be submitted via the MSYSA/GotSoccer website. All guest players participating with Cap City Athletic 1847 teams must fill out and submit the guest player forms with MSYSA in accordance with MSYSA rules. These forms can be obtained by visiting www.michiganyouthsoccer.org.

7. Administration and Board of Directors.

7.1 Club Code of Conduct. All officers must sign the Cap City Athletic 1847 Club Code of Conduct. This document will be available on the organization website. All officers will serve as non-paid volunteers.

7.2 Meetings of the Board. The Cap City Athletic 1847 board of directors shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance. All meeting minutes are available upon written request.

7.3 Weather and Emergency Procedures. In the event of extreme or dangerous weather conditions the club will reserve the right to cancel organization functions such as training or games to protect the safety of all Cap City Athletic 1847 members. In the event of thunder or lightening all members will be asked and required to leave the field of play and seek shelter for a minimum of 30 minutes. We ask that Cap City Athletic 1847 coaches help players find a safe place if a players parents or guardians

Cap City Athletic 1847

Rules, Regulations, and Policies



- are not present. The club also reserves the right to cancel or postpone events due to extreme temperatures or other uncontrollable weather situations. Player safety will always be the primary thought in these instances. We will err on the side of caution.
- 7.4 Cancellations. If an event is cancelled for any reason, members will be notified via phone, email, and text. Each member will be required to submit contact information at registration for these purposes. Each coach, team manager, and Cap City Athletic 1847 administrators will be required to have direct access to team emergency contact information in case of emergency, weather or any other reason for cancellation. If a cancelled event can be made up at another time, every effort to do so will be made.
- 7.5 Conflict Resolution. All members are asked to follow the guidelines detailed in the parent code of conduct and club code of conduct. All communication should be followed through on the suggested line of communication. Upon written notification of any conflict from either player, parent/guardian, coach, trainer or other team official, Cap City Athletic 1847 will address the issue with the discipline committee. The discipline committee will contact all parties involved and gather all relevant information. The discipline committee will then make a recommendation to the board of directors. The board of directors will have final say in all matters. We ask all members that in the instance of a conflict that you handle it professionally and within the 24/48 hour rule outlined in the parent and club code of conduct. All conflict resolution may include a team coach, assistant coach, program director, technical director, executive director, or any officer within Cap City Athletic 1847.
- 7.6 Discipline Review. Any instance which is deemed punishable by suspension with an affiliating league or Cap City Athletic 1847 event or service will be reviewed by the Cap City Athletic 1847 discipline committee. Any instance of fighting, bullying, or provoking these behaviors will be reviewed by the Cap City Athletic 1847 discipline committee. Any player, parent, coach, or other Cap City Athletic 1847 member that strikes another person at any event relating to Cap City Athletic 1847 will automatically be suspended indefinitely until a review of the Cap City Athletic 1847 discipline committee. All reviews will be subject to the authority with in Cap City Athletic 1847 board of directors as established in rule 7.8.
- 7.7 Disciplinary Authority. The Cap City Athletic 1847 Board of Directors has authority to remove, suspend, or otherwise discipline, any player, parent, coach, team manager, member of the Cap City Athletic 1847 board of directors, or committee member for unacceptable behavior or conduct unbecoming either in carrying out the duties of their position or while holding the aforementioned offices and/or positions. The Cap

Cap City Athletic 1847

Rules, Regulations, and Policies



City Athletic 1847 board of directors has the ultimate authority to determine if any discipline needs to be issued on any or all issues.

7.8 Communication. Cap City Athletic 1847 will have a high focus on customer service and communication updates throughout the seasonal year. Each month Cap City Athletic 1847 will publish a newsletter recapping important information during that time period. Coaches will follow 5.7 above. Cap City Athletic 1847 will post information on its website promoting its players, teams, programs, service educational items, and development moments. An updated calendar of events will also be available on our website. All employees from Cap City Athletic 1847 will be encouraged to reply to all communications within 24 hours of receipt.

7.9 Education. Cap City Athletic 1847 will be focused on the development of the total player. Education will be an important role in the development and fostering of this culture within the player, parent/guardian, coach, director, and administrator. Cap City Athletic 1847 will offer as many opportunities to produce literature, programs, lectures, classes, in-services, or other avenues to its membership. Cap City Athletic 1847 will encourage outside coaches who wish to elevate their own development to participate in our learning environment. Cap City Athletic 1847 will post all opportunities on the organization website. Cap City Athletic 1847 will require its own staff to participate in at least 4 development sessions per seasonal year. At a minimum, Cap City Athletic 1847 will offer 6 development sessions – July, August, September, January, February, and March.