

# **Lobos Rush Competitive Policies**

## **May 2018**

### **I. Background and Introduction**

The Collierville Soccer Association (CSA) operates the LOBOS RUSH competitive program. The LOBOS RUSH are full-service programs which have full use of Collierville's lighted training and practice facilities as a Service Provider for the Town of Collierville, Tennessee. The Executive Director and player development staff, is experienced preparing players to compete at the highest levels of competition. Depending on a player's ability and goals this may include 1) playing against other leading soccer programs, 2) participating in high school soccer, 3) competing on state and/or regional Olympic Development (ODP) teams as well as id2 events and 4) playing college and/or professional soccer.

The Competitive Program name will be "LOBOS RUSH" or "Lady LOBOS RUSH" preceded by the year group designation (02 for example.). If an age group fields multiple teams, each team will be designated by a name (such as Blue, Black, White or Red or Premier, Elite, Select or United) that will be determined by the Executive Director and/or Competitive Committee. The Program will enter teams in TN State Soccer Association (TSSA) or U.S. Club Soccer Divisions 1, 2 or 3 and tournament play. The LOBOS RUSH program will operate as a division of the CSA in accordance with the CSA Bylaws. The LOBOS RUSH program will sanction teams starting with the Juniors Program (U-8 and U-9) up to the U-19 age group for boys and girls.

The LOBOS RUSH are run by a volunteer parent committee (the "Competitive Committee") that is elected annually. This committee is responsible for administrative and operational oversight of the competitive Program. The Competitive Committee reports to the CSA Executive Board (E-board) but, in general, retains operating autonomy. Subcommittees are used to develop and make recommendations to the board for a variety of issues. It is the Competitive Committee's practice to defer coaching and player development to the Executive Director who is an employee of CSA.

### **II. LOBOS RUSH governance**

The Competitive Committee includes nine volunteer positions which are elected annually each summer. The volunteer positions would include the current E-board president, three officer positions and five board member positions. Additionally, each team will appoint managers and treasurers to provide communications, administration and financial oversight of team funds and activities. The Competitive Committee will be represented on the CSA E-board by the Competitive Committee Chair. Competitive Committee members may fill E-board positions. Committee members may also be asked to participate in new subcommittees.

#### **A. Competitive Committee:**

The Competitive Committee would include the following officer positions:

##### **1. Competitive Committee Chair**

- a. Voting Status - The Competitive Committee Chair votes only to break a tie.
- b. Responsibilities - The Competitive Committee Chair shall be responsible for the overall operation of the LOBOS RUSH Programs and shall preside at all Competitive Committee Meetings. The Chair will also schedule Competitive Committee meetings as needed to efficiently operate the LOBOS RUSH Programs. Additionally, he/she will serve as Competitive Committee Commissioner of the CSA E-Board and provide regular reports concerning LOBOS RUSH Program operations.
- c. Subcommittees- Conduct and Discipline (Chair) ;; Policies and Bylaws
- d. Must be current resident of Collierville

##### **2. Competitive Committee Vice-Chair**

- a. Voting Status - The Competitive Committee Vice-Chair is a full voting member.
- b. Responsibilities - The Competitive Committee Vice-Chair will conduct the duties of the Chairperson in his/her absence or at the Chairperson's discretion. The Vice-Chair will lead and or participate in the negotiation and management of any significant LOBOS RUSH or CSA purchasing agreements. The Competitive Committee Vice-Chairman maintains keys for facilities, records key assignments and is responsible for disbursing/collecting keys.
- c. Subcommittees: Sourcing and Procurement (Chair); Conduct and Discipline; Tournaments and Fundraising
- d. Must be a current resident of Collierville

### 3. Competitive Committee Secretary

- a. Voting Status – The Competitive Committee Secretary is a full voting member.
- b. Responsibilities – The Competitive Committee Secretary will preside over the interpretation and/or amendment of Program policies and bylaws. The Competitive Committee Secretary will also be responsible for all correspondence from the Competitive Committee. Additionally, the Competitive Committee Secretary will be responsible for preparing agendas for all Competitive Committee meetings, recording the minutes of those meetings and preparing and distributing minutes to Competitive Committee, for review, prior to the next Competitive Committee meeting.
- c. Subcommittees: Policies and Bylaws (Chair); Conduct and Discipline; Must be a current resident of Collierville

### 4. Board Members

- a. Voting Status – each Board Member is a full voting member.
- b. Responsibilities – the Board Members will act as age group coordinators which involve being a competitive committee liaison and a point for general communication for a segment of the player/team population. Each member will also serve in support of the competitive programs operations and events, such as tryouts and CSA tournaments. The duties for tournaments would include i) volunteer coordination, ii) equipment management, iii) referee accounting and payroll and iv) referee tent food procurement and coordination.
- c. Subcommittees: Board Members will be asked to serve on various sub-committees that would be created by the Officers and/or Competitive Committee
- d. Three of the five board members must be a current residents of Collierville

**B. Team Managers:** As soon as possible after tryouts, each team will appoint an individual other than the coach/assistant coach to serve as the team manager. Team Managers will be responsible for team administration. Managers will ensure their team is represented at Competitive Committee meetings if requested by the Competitive Committee. No spouse or relative of a coach will serve as team Manager for a team that their spouse coaches. Team Managers will appoint a team Treasurer. The team Treasurer will be responsible for maintaining minimum accounting standards as set by the Competitive Committee with guidance from the E Board Treasurer.

### III. General Club Guidelines

**A. Players:** All players are representatives of the CSA and must adhere to all LOBOS RUSH policies including the current conduct and discipline policy. All players who are selected for LOBOS RUSH teams are expected to maintain a high level of dedication and sportsmanship. Players who are selected for a LOBOS RUSH team are expected to strive to obtain the highest level of skill possible through attendance at all team practices, camps or other training sessions. However, it is Association policy that school work or related studies take priority over all soccer activities.

Each player shall exhibit proper behavior while representing the club on the field at practices, games or any program or Association function. Any breaches of proper behavior will be dealt with in accordance with current discipline policy. A player may be dismissed only if corrective actions have failed and two-thirds Competitive Committee members vote for dismissal. Dismissed players will not be entitled to refund of paid fees.

LOBOS RUSH players may not register on CSA Recreation teams.

**B. Coaches:** All coaches are representatives of the CSA and must adhere to all LOBOS RUSH policies including the current conduct and discipline policy.

**C. Parents:** All parents are representatives of the CSA and must adhere to all current policies including, conduct and discipline, fundraising and fee payment. Parents are personally responsible for the behavior of friends and family at club sponsored events.

## IV. Club Policies

### A. Coaching, Player Development and Rosters

#### **1. Coaching**

a. Coach Exclusivity - LOBOS RUSH coaches and assistants are expected to commit their coaching exclusively to their assigned duties with the Collierville Soccer Association. LOBOS RUSH coaches will not be on payroll with another non-scholastic youth soccer programs nor will they be mentioned as staff in any documents from other non-scholastic youth soccer programs. Furthermore, coaches will not operate or manage non-CSA events or tournaments without the expressed approval of the Competitive Committee. Violation of this policy may result in termination. Due to the time commitment expected of paid LOBOS RUSH coaches they will not serve as volunteers in any CSA Committee position.

b. Coach selection - Individuals who wish to coach a LOBOS RUSH team will submit a resume to the Executive Director prior to scheduled tryouts. Candidates must comply with CSA/affiliate licensing requirements and must demonstrate the ability and have the time and resources to coach a LOBOS RUSH team.

Assistant coaches must also meet all CSA/affiliate licensing requirements and be able to conduct practices and games in the coach's absence.

The Executive Director will recommend his coaching roster to the Competitive Committee meeting prior to Spring tryouts. The Competitive Committee will vote on the recommendation prior to tryouts.

LOBOS RUSH Coaches must accept the LOBOS RUSH Coaching Agreement and all that it contains prior to the start of each year.

### LOBOS RUSH/S Conduct and Discipline

Sub-Committee - The Competitive Committee will form a Conduct and Discipline Sub-Committee to manage matters demanding immediate attention when it is impractical or untimely to call a full Competitive Committee meeting. All actions of the Conduct and Discipline Sub-Committee are subject to review by the Competitive Committee. The Conduct and Discipline Sub-Committee has the authority to impose any penalty up to and including suspension for up to 30 days or until the next meeting of the Competitive Committee meeting, whichever occurs first. The Conduct and Discipline Sub-Committee will consist of the Competitive Committee Chairman, Vice-Chairman, Secretary, E-board President and Executive Director. The Collierville Parks and Recreation (CPARD) Director will be notified of any meetings of the Conduct and Discipline Sub-Committee and may provide a representative to attend if so desired

1. Rules of Conduct - Rules of conduct and discipline will be developed by the Competitive Committee. Each person or group listed below is subject to the Competitive Committee rules of conduct and discipline

- LOBOS RUSH players including all guest players
- LOBOS RUSH Coaches, assistant coaches and managers
- LOBOS RUSH Parents, family members & associated spectators
- CSA Referees
- All CSA Officials

Any of these individuals or groups determined by proper authority to have violated the letter or intent of the CSA Bylaws or Competitive Committee Policies and Procedures will be subject to disciplinary action by the Competitive Committee Conduct and Discipline Sub-Committee, Competitive Committee and/or CSA Executive Board.

2. Definitions -

- **Probation** is defined as a period in which an offender's fitness for membership in CSA or active status on a team is tested.
- **Suspension** is defined as no participation in the areas in which one is suspended whether as player, coach, assistant coach, team, parent, spectator or association official. Suspension of a player is defined as suspension from any competition, for any team on which the player is on the roster, for the time period specified. Suspension of a coach/assistant coach is defined as suspension from coaching any association team by the offending coach/assistant coach for the time period specified. Suspension of a team is defined as suspension from any association/TN State Soccer Association

(TSSA) OR U.S. CLUB SOCCER sanctioned competition for the time period specified.

- **Dismissal** is defined as loss of membership/employment in the Collierville Soccer Association.

4. Classes of Misconduct - Actions and conduct considered inappropriate by the Competitive Committee have been designated by class:

- **Class 1 is defined as** use of profanity by word or sign or inciting disruptive behavior or making insulting or derogatory remarks or gestures about any individual or group at any time.
- **Class 2 is defined as** making threats or making threatening gestures or a second Class 1 offense.
- **Class 3 is defined as** physically striking a player or fighting with a player before, during or immediately after a game or a second Class 2 offense or three or more Class 1 offenses.
- **Class 4 is defined as** physically pushing or striking a coach, assistant coach, team manager, spectator or association official or vandalism or willful/malicious destruction of property or a coach, assistant coach, team manager or spectator removed from the field/complex area by a referee or a second Class 3 offense or three or more Class 2 offenses.
- **Class 5 is defined as** in USSF Rule 3042 (Misconduct of Game Officials)

5. Player Misconduct - A player found guilty of misconduct as classified is subject to minimum disciplinary action as follows:

- **Class 1** - 1 game suspension or letter of reprimand
- **Class 2** - 2 game suspension
- **Class 3** - 3 game suspension
- **Class 4** - Indefinite suspension as determined by designated authority

6. Player Ejection - A player receiving ejections is subject to minimum disciplinary action as follows:

- Ejection 1 - miss the next game for all association teams on which player is on roster
- Ejection 2 - miss the next two games for all association teams on which player is on roster
- Ejection 3 - miss the next three games for all association teams on which player is on roster
- Ejection 4 - suspended for the remainder of seasonal year

7. Non-player Misconduct - A coach, assistant coach, team manager, spectator, referee or association official found guilty by proper authority of misconduct, as classified, is subject to minimum disciplinary action as follows:

- **Class 1** - one game suspension and/or letter of reprimand
- **Class 2** - two game suspension, letters of reprimand and warning
- **Class 3, 4 or 5** - indefinite suspension or dismissal as determined by proper authority

8. Team Conduct - Each team and its coach are responsible for the actions and personal conduct of all persons involved with the team including players, coach, assistant coach, team manager, parents, family members and spectators.

Each team and its coach are responsible to ensure actions of the team and all persons involved with the team both on and off the field do not bring discredit upon the team, the Collierville Soccer Association or the Town of Collierville.

Each team and all persons involved with the team are required to conduct themselves in a sportsmanlike manner under all circumstances and to exhibit appropriate behavior before, during and after games, in and around lodgings, and on any other occasions when the group could be identified as a team.

For teams whose general conduct is determined by a disciplinary review by the Competitive Committee to be unsatisfactory the following disciplinary actions may be applied according to the principle of progressive discipline, severity and frequency of incidents of misconduct:

- Letter of reprimand to the coach and/or team
- Team suspension for a period of time with all games scheduled for that time to be forfeited. The team will assume responsibility for payment of all bond penalties/ loss of deposits etc.
- Denial of permission to travel intra/interstate for specific competitions.
- Removal or suspension of the team coach or manager
- Team disbandment
- Fines

Each coach has the authority to remove players/families temporarily from active status on their team who are disruptive to the team environment and whose continued presence is considered detrimental to the team

Disruptive behavior must be brought to the attention of the offending player/family. Such behavior must be noted in written form with the family. The coach is responsible for such communication and documentation. A copy should be sent to the player/family and one forwarded to the Executive Director.

If the player/family continues to be disruptive to the team the coach may place the player/family in a probationary status. If this action occurs then both the Executive Director and the Competitive Committee must be notified.

If the player/family continues disruptive behavior after being placed in a probationary status the coach may then remove the player/family from active status on his team with the expressed approval of the Executive Director and Competitive Committee.

The Competitive Committee will review the coach's decision and all progressive counseling documentation along with statements from any concerned party from the team and recommend action for the CSA Executive Board. The CSA Executive Board will determine whether to return the player/family to active status on the team or uphold the coach's decision. If the CSA Executive Board upholds the coach's decision the player/family will be removed from the roster of that team. The player/family may be eligible for membership on other appropriate LOBOS RUSH teams if those coaches desire to roster that player. Team account balances will not be refunded but may be transferred to another team account. The player may be eligible to attend the next Spring Tryouts.

In the event the player/family wishes to appeal the decision of the CSA Executive Board the family should contact CPARD.

9. Property damage - A player or team responsible for accidental or willful property damage is required to pay all lawful claims within 45 days of receiving said claim. If claims are not paid within the prescribed time period, the player or team will be placed on travel restriction until all claims are paid in full. Reinstatement of travel privileges will not be considered until proof of payment is made to the Competitive Committee.
10. Misuse of documents and funds - Individuals or groups found to have committed the following acts are subject to disciplinary action by the Competitive Committee:
  - Falsification of documents including but not limited to registration data, birth certificates, player cards, rosters, insurance claims or proxies
  - Allowing unregistered or ineligible players to participate in games
  - Misappropriation or mishandling of team or association funds

The disciplinary actions listed below shall be applied by the Competitive Committee according to the severity and frequency of the offenses:

- Letter of reprimand with a copy to the CSA Executive Board and Collierville Parks and Recreation Department Director
- Suspension for a specific period of time
- Suspension from specific competitions
- Loss of travel privileges
- Fines

- Dismissal from the association

## **B. Tryouts**

1. Eligibility- LOBOS RUSH spring tryouts are open to any child eligible for membership in the TN State Soccer Association (TSSA) or U.S. CLUB SOCCER.
2. Purpose-LOBOS RUSH spring tryouts are for the purpose of determining if a player has the ability to play soccer at the competitive level. Each player will be evaluated on level of skill, ability and athleticism.
3. Team formation - The number of teams formed after each tryout depends on quantity and ability of players who attend tryouts. LOBOS RUSH will not form uncompetitive teams nor put non-competitive players on a team.
4. Tryout packet and information - At least one LOBOS RUSH staff member will attend each tryout to register players, distribute information and answer questions. The parent information package will be available online and will include information regarding fees and team formation.
5. Tryout Expectations - Conduct of the open spring tryouts will be determined by the Coaches and Executive Director at their mandatory meeting prior to tryouts. To the maximum extent possible tryouts should occur in sequence by age. Any decision on play-ups will be made by the coaches and Executive Director. In general, play-ups are not encouraged. No guarantees are given or implied that a child will be selected for any team from year to year. No guarantees are given or implied that a child will play for a specific Coach/Assistant Coach from year to year. If a child will miss tryouts due to unavoidable circumstances, the parents must contact the coach or Executive Director prior to tryouts to arrange another opportunity for the child to tryout.
6. Player Evaluation - Player evaluation and team formation is solely the responsibility of the Executive Director and the Coaching staff.

Upon team formation, tryouts, coaches are responsible for clearly defining their goals for the team they will be coaching. Any changes in Division, upgrades in tournament quality, increases in practice frequency or change in the level of commitment must be communicated to parents to allow them to decline being chosen for a team whose commitment level is too high or too low. The Coaches must address these issues with players and parents before the tryout begins.

Spring tryout player evaluation sheets are property of the Competitive Committee and are only viewed by the Executive Director and evaluating Coaches..

7. Roster Notification - Within seven calendar days after roster selection, all children who attended the tryout will be notified by the Coaches by phone of their status.
8. Mid-season tryouts – Winter or individual mid-season tryouts are generally for the purpose of expanding team rosters where appropriate. Tryouts may be held in age brackets, where roster space exists, at the discretion of the individual team coach and must be approved by the Executive Director. All tryouts will be in compliance with applicable TN SOCCER or U.S. Club SOCCER policies..

## **C. Fees, fund raising and refunds**

1. Payment of Fees – All fees and Program payments are due by the deadline stated in that year’s Tryout package. If not paid, the player is subject to having his/her player card pulled effectively removing the player from the team until the payment is made.
2. Fee Refunds –At times, situations arise where LOBOS RUSH families may be due refunds of LOBOS RUSH fees that have been collected. The Competitive Committee must keep in mind their fiduciary responsibility to the Program yet consider a refund request when it is warranted. Some fees may or may not be pro-rated. All refund requests must be submitted to the Competitive Committee for consideration. Certain policies for refunds (these are not intended to be all inclusive) are as below:

- No refunds will be made after the Commitment Date without the situation being presented to the Competitive Committee for determination. The Commitment Date is designated in TN SOCCER policy and is traditionally in late June.
  - If a refund is requested after the official team roster is submitted to TN SOCCER or U.S. PROGRAM SOCCER, an evaluation will be made with regard to various costs and expenditures already committed for that player and some pro-rated balance of payment/s may be refunded to the family.
  - Primary reasons for refunds of player fees can be extended illness, long-term injury and family relocation. These reasons may not guarantee a refund. They will be assessed on a case by case basis.
2. Fund Raising - Any team fundraising event needs to be approved by the Competitive Committee. If the fundraising event would not be appropriate for a public school, if it reflects poorly on youth sports in any way by association with its sponsors or if it has the potential to be detrimental to existing Program or CSA fundraising activities it shall not be approved.

#### **D. Financial assistance**

1. Financial Assistance is available. Financial Assistance may be in the form of fee deferment, reduction or waiver. Applicants must contact the CSA Office in order to receive an application. Financial Aid only applies to Program dues and DOES NOT relieve the applicant from team fees, league fees or travel costs. Financial Assistance is also available for the initial uniform purchase. Applicants are required to submit an application for Program Fees waiver/reduction and/or Uniform Fees waiver/reduction must submit their Financial Aid application as well as an IRS Form 1040, 1040A or 1040 EZ. Fee schedule deferment does not require submission of IRS forms. All requests will be considered by the Competitive Committee Financial Assistance Sub-Committee and approved by the Competitive Committee. Appeals to their decision can be made to the CSA Executive Board.

#### **E. Facilities use**

1. Facilities Responsibilities - The LOBOS RUSH practice fields at H.W. Cox Jr. Park (Powell Park), W.C. Johnson, Progress Road Park and Nikki McCray Park (Harris Park) has lighting capability. The electrical power to light those fields is supplied by the Town of Collierville at taxpayer expense. LOBOS RUSH fields are also equipped with rest room facilities. The LOBOS RUSH are committed to being good neighbors to the Town of Collierville. Good neighbors are considerate and responsible. LOBOS RUSH Coaches have the responsibility for turning on and securing field lighting. Coaches are also responsible for opening and securing rest room facilities. LOBOS RUSH Coaches may delegate these duties to team managers or parents but remain responsible. In case of loss or failure to bring keys to games coaches must notify the Competitive Committee as soon as possible.

#### **F. Sourcing & procurement**

1. General - As a general rule, it is the CSA policy to source commodities across the organization to realize pricing benefit.
2. Uniforms – All LOBOS RUSH uniforms will be sourced from a single supplier. The overall goal is to provide high quality, long lasting uniforms that properly represent our status as a premier soccer Program. Negotiating in concert with the CSA will provide scale advantages that enable the Program to benefit from superior pricing. The single source uniform vendor will be selected by the Uniform Sub-Committee, led by the Uniform Coordinator and approved by the Competitive Committee considering quality, discounts, coach packages, marketing, availability, etc.

All uniform items worn by LOBOS RUSH teams must utilize the Royal Blue/White colors. The official Program logo/emblem/insignia will be used on all apparel and accessories. No other names or affiliations will be printed on any item worn or carried by a LOBOS RUSH team without expressed permission of the Competitive Committee.

All LOBOS RUSH uniform apparel and accessories (warm-ups, jerseys, shorts, socks, gear bags, etc.) for each team will be selected from an approved list of choices provided by the Uniform Sub-Committee.

3. Equipment - The equipment budget is approved annually and administered by a designated Competitive Committee Board Member. Significant upgrades to equipment (e.g. replacement of goals and nets) should be coordinated through CPARD.

#### **G. LOBOS RUSH/S trademarks and intellectual property**

1. Trademarks - The LOBOS RUSH names and approved logos are proprietary to CSA and use of these brand elements need to be approved by the CSA E-board or Competitive Committee.

2. Other Intellectual Property – The Program has created or gathered various assets that are crucial to the image and operations of the brand. These assets are considered proprietary to the Program and therefore require approval of the CSA board. Any use of the assets listed below require approval by the CSA e-board:

- Website content
- Tournament Images and documents
- Program player or family information

#### **H. Severe weather policy**

##### **1. Thunderstorms/High Wind/Heavy Rain**

a. This policy serves as a guideline for parents and coaches to follow in the event of a thunderstorm during soccer practices. Obviously, in any case involving severe weather, it is always prudent to err on the side of safety and caution as thunderstorms can approach with little warning.

b. There is no shelter at any of the Collierville Parks soccer facilities capable of housing a large number of players and/or spectators. Furthermore, Pavilions at Suggs Park and Powell Road Park are not acceptable as shelters during thunderstorms. The only recourse, then, with the approach of a thunderstorm is for coaches and players to seek shelter in cars.

c. Coaches must insure they give players adequate time to seek shelter with the approach of a storm. Additionally, parents must insure that they or a responsible person are available at the practice field to provide shelter for their player(s).

d. **Coaches responsibility:** Please use the following guidelines with respect to conducting practices with the approach of thunderstorms:

1. Check weather reports before you practice if the weather is questionable.
2. Apply the 30-second rule: when you see lightning, count the time until you hear thunder. If this time is less than 30 seconds, cease practice and send players to their vehicles.
3. If you do not see lightning, but hear thunder only, evaluate conditions. Lightning can travel up to 5 miles away from the center of a storm.  
Wait at least 20 minutes after the last thunder before continuing practice.
4. You as a coach have the responsibility to remove your team if at any time you feel your players' safety is compromised by weather.
5. If a player is removed from the field by a parent because of weather related concerns, coaches will not take retribution against that player.

e. **Parents:** Please adhere to the following:

1. Plan ahead if the weather is questionable. You may have to spend your child's practice time in the immediate vicinity of the field.
2. If you are away from the field and you hear thunder or the weather looks questionable, go immediately to the soccer field.
3. If necessary, assist the coaches and players as they leave the fields.
4. If you feel your child's safety is threatened by severe weather at any time and these guidelines have not been followed, you have the right to remove your child from the weather threat.



## **2. Temperature Extremes**

a. CSA will conform to the policy adopted by the Collierville Parks and Recreation Department with regard to heat index. CPARD and/or REC CHECK suspensions are mandatory for all CSA activities.

b. The Executive Director will evaluate conditions, when temperature extremes exist, and secure the fields (using the current Online system) when conditions warrant cancelling practices. Furthermore, the CSA Office will be notified by the Executive Director will practice has been suspended.