



Welcome to CBYSA and the world of volunteer coaching. Some of you have been coaching for a while and some of you are just getting started. Hopefully, this information will be helpful to all of you.

Please accept a heartfelt thank-you for your time, your effort, and your commitment to the children of our communities. The influence you have on these players will last a lifetime.

By modeling the behavior you want them to exhibit, your players can learn to win with grace, lose with dignity, and deal with adversity with courage and strength. What could be more important than helping a child take a step forward that he/she might not have taken without your help?

Please contact your board members or league reps with questions and concerns.

Again, thank you for coaching.

**** A kid doesn't care how much you know until they know how much you care. ****

CYBSA Purpose	4
Registration	4
Registration – New Team	4
Registration - Existing Team	5
For Fall (or spring if the team did not play the previous fall).....	5
Registration - Existing Team	6
For Spring (if the team played the previous fall. If the team did NOT play the previous fall, see Existing Team, for Fall).....	6
Registration – Additional Information	7
Fee Schedule - (as of 1/15/2012 – for updated fee schedule, see www.cbysa.org	7
Team Formation and Player Placement	7
Roster Size	8
Removing a Player from Your Team’s Roster	8
Adding a Player to your Team’s Roster	8
Transfers	9
Multiple Team Registration	9
After Registration and Prior to the Season.	10
Develop your coaching philosophy.	10
Attend training sessions, if possible.	10
Learn the rules of the game.	10
Set a practice schedule.	10
Hold a pre-season parent meeting.	11
Hold a player meeting.	12
Attend the Mandatory Meeting.	12
Prepare the player cards.	12
Make sure uniforms have been ordered.	13
Pick up and distribute uniforms.	13
Hold some practices.	13
Hand out the game schedule.	13
During the Season	14
The Game	14
Player needs.	14
Coach needs.	14
Home Team.....	14
Game Length.....	14
Getting the Game Started.....	15
Playing the Game.....	15
Rules of play.	16
At the End of the Game.	16
Referee No-show	16
Team No-show	16
Termination/Cancellation of a Game.	17
Reschedules.	17
Forfeits.	17
After the Season.....	19
Contact your League Rep with your intentions for the next season.	19
Communicate your intentions to the parents.	19

Participation awards	19
Party	19
Other Information	20
Association Meetings	20
Referee Standby Program	20
Practices	20
Complaints	21

CYBSA Purpose

The purpose of the Association shall be to foster the sport of soccer, to conduct and organize youth soccer in the areas in and surrounding Council Bluffs and to conform to, foster and abide by the rules of soccer sportsmanship and the CBYSA Constitution and Rules.

Registration

Registration – New Team

Once you've decided to become a coach, you will need to do the following to get your team registered.

1. Form your team (see *Team Formation and Player Placement*). Make sure you do not exceed the roster size (see *Roster Size*).
2. Name the team. We'll need a team name for registration, for The Arbiter, and to put on the schedules.
3. Let the parents on your team know what you will need from them.
 - a. Player Membership form
 - b. Copy of a certificate of birth. Be sure they know this needs to be a copy of an official certificate, NOT a hospital keepsake. Give them some time – they may have to send for it.
 - c. Parent Code of Conduct
 - d. Fees (see Fee Schedule)
 - e. Uniform size.
 - f. Picture. This should be a small picture; it is attached to the back of the player card. Many times there is a small picture included in the packet with school pictures. This little picture works perfectly.
 - g. Schedule conflicts. You'll need to determine if there are any days of the week or dates your team will not be able to play.
4. Complete the paperwork
 - a. For the team
 - i. Team Entry form
 - ii. Team Roster form
 - iii. Uniform order form
 - b. For each player
 - i. Player Membership Form
 - ii. Copy of a Certificate of Birth
 - iii. Parent Code of Conduct
 - c. For each coach
 - i. Disclosure forms and Coach's Code of conduct forms – use the link on the forms page at www.cbysa.org.
5. Collect the fees (see *Fee Schedule*)

6. Attend the registration meeting. Teams are required to either turn in their paperwork and registration fees or make a non-refundable deposit to hold a spot. Paperwork must be completed prior to the mandatory meeting and the entry fee balance **MUST** be paid by or at this meeting or your deposit will be forfeited and your team will be dropped from the schedule. Registration deadline and mandatory meeting dates are posted on the website www.cbysa.org or you can contact your League Rep.

NOTE: It is a good idea to make copies of player forms and certificates of birth. We do a good job with paperwork, but with over 2000 players to register, we occasionally need to get a new copy from you.

Registration - Existing Team

For Fall (or spring if the team did not play the previous fall).

1. Let the parents on your team know what you will need from them.
 - a. Player Membership form
 - b. Copy of a certificate of birth. This is needed **ONLY** if the player is new to CBYSA or did not play the previous season.
 - c. Parent Code of Conduct
 - d. Fees (see Fee Schedule)
 - e. Uniform size, if needed.
 - f. Picture for the back of the player card.
 - g. Schedule conflicts. You'll need to determine if there are any days of the week or dates your team will not be able to play.
2. Complete the paperwork.
 - a. For the team
 - i. Team Entry form
 - ii. Team Roster form
 - iii. Uniform order form, if needed
 - b. For each player
 - i. Player Membership Form
 - ii. Copy of a Certificate of Birth for players new to CBYSA
 - iii. Parent Code of Conduct
 - c. For each coach
 - i. Disclosure form and Coach's Code of conduct – use the link on the coaches' page at www.cbysa.org.
3. Collect the fees (see Fee Schedule)

4. Attend the registration meeting. Teams are required to either turn in their paperwork and registration fees or make a non-refundable deposit to hold a spot. Paperwork must be completed prior to the mandatory meeting and the entry fee balance **MUST** be paid by or at this meeting or your deposit will be forfeited and your team will be dropped from the schedule. Registration deadline and mandatory meeting dates are posted on the website www.cbysa.org or you can contact your League Rep

NOTE: It is a good idea to make copies of player forms and certificates of birth. We do a good job with paperwork, but with over 2000 players to register, we occasionally need to get a new copy from you.

Registration - Existing Team

For Spring (if the team played the previous fall. If the team did NOT play the previous fall, see Existing Team, for Fall)

1. Let the parents on your team know what you will need from them.
 - a. Fees (see Fee Schedule)
 - b. Schedule conflicts. You'll need to determine if there are any days of the week or dates your team will not be able to play.
 - c. For players new to your team...
 - i. Player Membership form
 - ii. Copy of a Certificate of Birth if player is new to CBYSA or did not play the previous season.
 - iii. Parent Code of Conduct
 - iv. Uniform size.
 - v. Picture for the player card
2. Complete the paperwork
 - a. For the team
 - i. Team Entry form
 - ii. Team Roster form, if there are changes
 - iii. Uniform order form, if needed
 - b. For each NEW player
 - i. Player Membership Form
 - ii. Certificate of Birth for players new to CBYSA
 - iii. Parent Code of Conduct
 - c. For each NEW coach
 - i. Disclosure form and Coach's Code of conduct – use the link on the coaches' page at www.cbysa.org
 - ii. Collect the fees (see *Fee Schedule*)

- Attend the registration meeting. Teams are required to either turn in their paperwork and registration fees or make a non-refundable deposit to hold a spot. Paperwork must be completed prior to the mandatory meeting and the entry fee balance MUST be paid by or at this meeting or your deposit will be forfeited and your team will be dropped from the schedule. Registration deadline and mandatory meeting dates are posted on the website www.cbysa.org or you can contact your League Rep

NOTE: It is a good idea to make copies of player forms and certificates of birth. We do a good job with paperwork, but with over 2000 players to register, we occasionally need to get a new copy from you.

Registration – Additional Information

When players register for a team, they are committed to that team for a year – August 1 to July 31. Within the year, there are two seasons –fall and spring. Teams must register each season.

Players may not change teams within CBYSA without prior approval of the League Representative or Player Placement Committee (see *Transfers*).

Fee Schedule - (as of 1/15/2012 – for updated fee schedule, see www.cbysa.org).

Player fees do not include uniforms. Add \$20 per uniform.

<u>Age Group</u>	<u>Player Fees per season</u>
Under 6.....	\$30
Under 8.....	\$45
Under 10.....	\$45
Under 12.....	\$45
Under 14 & above.....	\$45

Fee assistance is available for financially burdened families. To receive financial assistance, the parent/guardian must complete a Tuition Assistance Application form. Players that receive financial assistance will be responsible for the cost of their uniforms. Parents that receive assistance will be asked to volunteer for two hours per season.

Team Formation and Player Placement

CBYSA is a recreational soccer club. As such, teams are formed with no consideration for the ability of the player or relative strength of the team. All forms of recruiting, invitations, and tryouts are specifically prohibited. Requests by players, coaches, or parents for specific team assignments are strongly discouraged; requests may not always be granted. League Representatives and/or the Player Placement Committee will make the final decision for placement.

Except for the coach’s child, all players are placed in the player pool and assigned to teams by the League, usually by the League Representative for the age group. Contact your League Representative if you need more players.

If a team no longer has a coach, CBYSA will work to find a new coach for the team. If that is not possible, the players will be placed in the player pool and placed on teams for the appropriate age divisions.

Past players will be placed prior to new players.

Roster Size

No team may have more than the maximum number of players on the roster.

<u>Age Group</u>	<u>Maximum players</u>
Under 6.....	6
Under 8.....	8
Under 10.....	10
Under 12.....	14
Under 14 & above.....	18

Removing a Player from Your Team's Roster

By rule, players have the right to stay on the team and the coach and/or team representative must ensure that all rostered players have been contacted and given the opportunity to remain on the team for the next season. This is always the case; however, there are some reasons for a player to be removed from your roster. Here are a few:

1. Player cannot stay on your team due to age. For example:
 - The team is staying in an age bracket, but the player must move to the next bracket due to age.
 - The team is moving to the next age bracket, but the player wants to remain in the younger bracket.
2. Player requests a move to another team (see *Transfers*).
3. Player is moving away.
4. Player doesn't want to play soccer anymore.
5. Player cannot play due to medical issue.

If a player will no longer be on your team:

- Give the player card to the League Registrar.
- Complete the Player Placement form so the League knows why the player was removed from your team, and, if needed, can place the player on a different team.

Adding a Player to your Team's Roster

Players can be added to your team at any time as long as you have not reached the maximum roster size for your age group. (See *Roster Size & Registration* for needed paperwork.)

IMPORTANT: All players must come from the player pool. Contact your League Representative for player information.

Transfers

Although discouraged, CBYSA does allow transfers between teams if approved by the Placement Committee. The following process must be followed:

1. Player Placement form is completed and submitted to the Player Placement Chairperson. The coaches from both teams should sign the form. The receiving coach must ensure the paperwork is complete.
2. The request must be reviewed and approved.
3. If approved, new player paperwork must be completed for the new team.
4. The receiving coach should get the player card from the other team. New cards will not be issued for transferring players.

Multiple Team Registration

A player may be carried on the rosters of two teams during one seasonal year if the following criteria are met:

1. The Multiple Registration form is completed prior to competition.
2. Primary and secondary teams are designated. If one of the teams is a competitive team, it will be designated as the primary team.
3. Full fees are paid for each team.
4. The player must play for the primary team. This minimizes misuse of the Transfer and Multiple Registration rules.

After Registration and Prior to the Season.

Once the team is registered, there are some things you will want to do prior to the season. Here are a few:

Develop your coaching philosophy.

It is important for you to understand why and how you coach. You'll need to pass this information on to the parents of your players so they know what to expect from you. Ask yourself some of the following questions. Be honest.

- What is your #1 goal? Is it fun, development, learning, winning?
- How important to you is winning? Will you sacrifice the fun of the players to win the game? Will you play the best players more than the less skilled players in order to win? Will you get upset and yell at players if they aren't performing up to your expectations?
- How will you ensure everyone gets enough playing time?
- How will you handle it if players don't come to practice, but show up for games?
- What behavior do you want and expect from the parents and other spectators on the sidelines at practices? At games? How will you ensure that behavior?
- When is a good time for you to discuss "issues" with parents? Will you be able to remain calm before and after practices or games? Should you ask them to call later or set an appointment?

Attend training sessions, if possible.

CBYSA tries to schedule several clinics for coaches that are pertinent to each age group. Watch the website and your email for information and educational opportunities.

Learn the rules of the game.

Learn the rules for your age group and make sure your players and their parents understand them also. You can find links to the rules on the Coaches' page at www.cbysa.org.

Set a practice schedule.

Determine when and where you will practice.

- Consider the length of practice sessions. Experts say practice sessions should be the same length as a game. A U6 practice would be 30-45 minutes long because their games are about 32 minutes long (four 8-minute quarters.) A U8 practice would be 45-60 minutes long (four 12-minute quarters).
- Depending on the age group, you may want a marked field with goal posts on which to practice. Fields at the following parks are available by permit for practices and scrimmages (see <http://cbysa.org/documents/cbfields.pdf> for a map of the parks). The Council Bluffs Recreation Complex is not available for practices. TWO two-hour permits may be purchased at one time. Permits will be rescheduled, but not refunded, in the event of inclement weather. Permits are issued in person only, on a first-come, first-served basis. The Parks & Recreation office is located at 209 Pearl Street.

- Rates for Council Bluffs Parks and Recreation teams (including CBYSA)

1/2 soccer field - \$4.00

Whole soccer field - \$6.00

- | | |
|------------|---------------|
| ✓ Big Lake | ✓ Roberts |
| ✓ Cochran | ✓ Sternhill |
| ✓ LeBlanc | ✓ Twin City |
| ✓ Old Kirn | ✓ Valley View |
| ✓ Petersen | |

Hold a pre-season parent meeting.

The more information you give the parents prior to the season, the less chances there will be for issues during the season.

- Introduce yourself
 - Your name
 - Your contact information
 - Background and qualifications. Don't worry if you've never played or coached soccer before – many of our coaches haven't. Your best qualification may be that you love your child and he/she wasn't going to get to play if someone didn't step up to coach.
- Give the parents a chance to get to know each other. Build the “team” with parents also. They can help each other stay positive.
- Share your coaching philosophy. The more the parents understand about your coaching style, the less likely you are to have conflicts.
- Explain about playing time – by rule each player will play 50% of each game they attend. Let them know how you will handle this.
- Tell them how you will handle playing time for players who do not attend practice. Talk about the responsibility for letting you know if they are not going to be at practice.
- Communication. Give them the best way and time to contact you. Explain how you will contact them with important information like schedule changes or cancelled practices.
- Let them know what you are willing to discuss with them. Depending upon the age of the players, there may be things more appropriate to discuss with the player, rather than the parents. It can be a growth experience for the player to take responsibility for some discussions.
- Describe the conduct you expect from parents at practice. Will you want them to be actively involved or passive spectators?
- Sideline Behavior. Let your parents know what you consider acceptable behavior on the sidelines at games. CBYSA expects the fans to be courteous, respectful, and supportive. Also, be sure to have consequences if their behavior is not acceptable. Remind them you are responsible for your parents' behavior and you can get sent off if they do not behave appropriately.

- Enlist the parents' help. Experienced (and happy) coaches identify what they do not want to do, or are not best at doing, and find someone who can and will perform those tasks. There are things they can do to take some of the burden off of you. Involve them in the team effort. Here are a few ideas:
 - Phone tree. Have parents make the phone calls for you. You call one or two parents and they finish making the calls for you.
 - Uniforms. Get parents to size, order, pick up, and distribute the uniforms.
 - Player cards. Once you get the player cards, have parents get them signed, attach the pictures, and laminate them.
 - Snack list. Especially for the younger players, treats after the game are very important. Put a parent in charge of the snack schedule.

Hold a player meeting.

Discuss expectations you have for the players

- During training sessions
 - Listen
 - Work hard
 - Respect each other and the coach
- Discuss expectations outside of training sessions. Players represent the team, club, and community and their behavior should reflect those goals.
- Stress the importance of academics. Many more academic scholarships are available than athletic scholarships.
- Discuss expectations during games.
 - Fair play
 - Sportsmanship
 - Enthusiasm
 - Respect the decisions of the coach and the officials – questions or suggestions for improvement can be made later

Attend the Mandatory Meeting.

At this meeting, you will get information about the upcoming season, player cards, rule changes, and have an opportunity to ask questions. Dates for the meeting(s) are posted on the website and are also available at registration.

Prepare the player cards.

Prior to playing your first game, a small picture must be attached to the back of the card and all cards must be laminated. You can also punch a hole in the corner and put them on a metal ring to keep them together. Cards are kept and carried to games by the coach. The player cards are how the referees verify players are registered with CBYSA.

Make sure uniforms have been ordered.

You should have turned in your order form at registration. You may want to contact the Equipment manager just to make sure your order was received.

Pick up and distribute uniforms.

The equipment manager will contact you when your uniforms are ready. Try to pick them up as soon as possible after you have been contacted.

Hold some practices.

This will depend upon the weather, but you will want to have at least two practices prior to the first game so players (and parents) know what to expect, especially if it is their first season. (see *Practices*)

Hand out the game schedule.

The schedule will be posted online about 2 weeks prior to the start of the season on the website (www.cbysa.org).

During the Season

The Game

Player needs.

1. Tennis shoes or soccer shoes.
2. Uniform. Members of the team must wear the same color jerseys or T-shirts with a different number for each player. The goalkeeper must have a different color shirt than those of his/her teammates and the opposing team. The Home Team will be responsible for changing shirts or wearing pennies if the referee deems necessary.
3. Shin guards are mandatory. Socks must completely cover shin guards. It is best to put shin guards on first, then socks.
4. Jewelry must be removed.

Coach needs.

1. Completed, current player cards. Each card must have a picture attached and be laminated. A player will not be allowed to play without a valid, completed player card.
2. Hard pass for each coach. The hard pass must be worn and visible at all games.
3. Official roster.
4. Game ball if your team is the Home Team.

Home Team.

The home team is listed first on the schedules.

The home team provides the game ball.

Size 3 for U6, U8

Size 4 for U10, U12

Size 5 for U14 and up

The home team will change jerseys, if needed.

Game Length.

U6 – four 8-minute quarters

U8 – four 12-minute quarters

U10 – two 25-minute halves

U12 – two 30-minute halves

U14 – two 35-minute halves

Time between quarters is 1-2 minutes. Half time is no longer than 5 minutes.

Getting the Game Started.

U6.

This age-group does not have referees to get games started. You, as coaches, will start the games, serve as time-keepers, and act as referees. Prior to the game, visit with the other coach to determine how you will manage play on the field. Talk about how and when you will stop play, how you will restart play, how you will handle substitutions. Conflicts can arise if you don't have a plan.

Be sure to check the safety of the field, the goal posts, and make sure the players are wearing shin guards and have removed all jewelry.

U8 and above.

The referee(s) will check in the players. The referee will ask for the player/coach cards, will check the cards for completeness, then check each player in.

The referee will also check player equipment, make sure all jewelry has been removed, and may give instructions or information to the players. Removal of jewelry is required; tape over earrings is not allowed.

When players from both teams have been checked in, the referee will gather the captains together for the coin toss. The winner of the toss will select "side to defend" and the other team will kick-off.

Playing the Game.

Have Fun! Enjoy the game. Sit back and relax. This is a chance for the players to show you and their parents what they have learned, an opportunity to put their new skills to the test. It is NOT an opportunity for parents or coaches to yell at players and give them infinite instructions about how to play.

Parents, coaches, non-playing players, and spectators should be there to enjoy and encourage the activity of the players.

Respect the decisions of the referee.

Coaches are responsible for controlling themselves, their players, and their spectators and see that they behave in a sportsmanlike manner.

No alcoholic beverages are allowed at the complex.



As of July 1, 2008, all Parks and Recreation facilities and programs must adhere to the Iowa Smokefree Air Act. Smoking is prohibited at all outdoor events including sidelines for sports fields, and concession stands and seating.

Rules of play.

The rules of play are spelled out in the FIFA rule book and as indicated in the special rules for small-sided games. Rules can be found on the Coaches page at www.cbysa.org.

Red Cards. A player receiving a red card will be sent from the game. If a player is sent off, the team may not substitute for that player for the remainder of the game. An ejected player may not play in the next scheduled game. Red card violations may deem further disciplinary action by the CBYSA.

Yellow Cards. Players receiving a yellow card may be substituted out of the game. They will be allowed to re-enter at the team's next opportunity to substitute.

Ejection of coach or spectator. A coach or spectator who is ejected from a game, or causes a game to be terminated by his/her actions, must leave the area of the field for the remainder of the game and will automatically be suspended for the next scheduled game for that team. Ejections may deem further disciplinary action by the CBYSA.

At the End of the Game.

Shake hands with the players and coaches of the other team. No matter what happens during the game, this is the time to acknowledge that the game is over and anything negative that happened on the field can be left on the field. This can be the most important time for players to learn how to be gracious in winning and dignified in losing.

Clean up your bench area for the next team.

Have an after-game discussion with your players. Depending upon the age of your players, you may want to review briefly what happened during the game and what went well and what needs improvement. Pass on any information about practices, games, etc. to your players if they are old enough, or to the parents if they are not.

Enjoy the treats.

Referee No-show

If the referee does not show up, locate the 'standby' referee and inform him/her of the situation. The 'standby' will referee the game, find another referee for the game, or, in rare cases, cancel the game. If there is no 'standby', the game is cancelled.

If the game is cancelled, the coaches should contact the Referee Assigner and let him/her know the referee did not show up. The Referee Assigner will contact the Game Scheduler to get the game rescheduled.

Team No-show

If a team does not show up, the referee will wait 10 minutes past game time. If the team does not arrive, the referee will complete the game card as needed, and CBYSA will record the game as a forfeit against the team that did not show. It is a good idea for the coach to contact the League Representative. The League Representative can follow up with the missing team to make sure there aren't any issues.

Termination/Cancellation of a Game.

Rain or Other Inclement Weather. If cancellation of games is necessary, it will be determined by 3:00 on weekdays, 7:30 AM on Saturdays, and 11:00 AM on Sundays. Cancellations will be on the answering service at Parks and Recreation (328-4680). This number is for coaches only.

If conditions are questionable and Parks & Recreation has not cancelled the games, the Referee will have the final decision at the field.

Severe Weather. If there is a "Tornado Warning" or other severe weather before or during a game, the game will be cancelled immediately.

Lightning. If there is lightning in the area, the game will be suspended by the Referee.

Darkness. It is the Referee's discretion to shorten quarters/halves in case of darkness. The Referee will advise both coaches that he/she is cutting the game short.

Reschedules.

League Cancellations. If your game is cancelled, rained out, or terminated prior to the end of the first half (for reasons other than misconduct), the game will automatically be rescheduled. Check the website 48-72 hours after the cancellation for the new date/time. It is the responsibility of the coach to check for the new date/time of the game.

Any game terminated after completion of the first half will stand as a completed game and the score at that time is the final score.

Emergency Cancellations. As with anything, occasional emergencies arise and you may find you cannot play a scheduled game. If you need to cancel within 48 hours of game-time, contact the coach of the other team and the Referee Assigner immediately. Then follow the following process to reschedule the game.

Team Requested Changes. Schedule changes should be requested only as needed.

1. Contact the coach of the other team to let him/her know you need to reschedule the game. Get 2-3 possible dates from the other coach.
2. Contact the Game Scheduler with the request and the possible dates.
3. The Game Scheduler will contact the Referee Assigner to cancel the original game.
4. The Game Scheduler reschedules the game, contacts coaches, and the Referee Assigner.
5. The Game Scheduler will record the requested reschedule and post the game on the website.

Forfeits.

Any team that refuses to play a scheduled league game or fails to field the minimum number of players within 10 minutes (the allowed grace period) forfeits that game to the opposing team with the score of two (2) to zero (0). The minimum number of required players is 5 (U10) and 7 (U12 and up).

If a scheduled game is fully or partially played and is forfeited as a result of an infraction of the rules or a protest, the forfeiting team shall lose that game with the score of zero to two.

Grounds for Forfeit:

- a. Leaving the field of play before completion of the game and without approval of the referee.
- b. Using an ineligible player. An ineligible player is one who is in an age group for which he is not qualified; not listed on the roster; playing without proper forms on file; or playing on more than one team, unless the player is currently multiple registered.
- c. A team shall forfeit if its players, coaches, or spectators create a disturbance that warrants the termination of the game by the referee.

After the Season

When the games are over, there are some things to do to wrap up the season.

Contact your League Rep with your intentions for the next season.

1. Is your team planning to play next season?
2. Will you coach?

After Spring season only....

3. Does your team have to move to the next age bracket? If so, will you need more players?
4. Do any of your players have to move to the next age bracket?
5. Do some of the players want to remain in the younger bracket even though the team is moving up?

Communicate your intentions to the parents.

If you plan to coach, let them know approximately when you will contact them for registration for the next season. If you do not plan to coach, let them know you have contacted the League Representative and that he/she will try to find a new coach for the team or will place the players on new teams. This gives the parents an opportunity to volunteer to coach. Give them contact information for the League Rep, so they can follow up, if needed.

Participation awards

Participation awards are given by CBYSA to all players after the spring season if the coach requested them. Be sure to sign up at Registration for medals for your team.

Party.

Some teams have an end-of-season party with pizza or ice cream, etc. This is NOT required, but can be a way to wrap up the season, pass out participation awards, and provide needed communication to the parents for the next season.

Other Information

Association Meetings.

Regular meetings of the Council Bluffs Youth Soccer Association (CBYSA) are held at 7:00 p.m. on the first Wednesday of the month. Meetings are posted on the Event Calendar at www.cbysa.org.

The annual general meeting of CBYSA is held on the first Wednesday of November.

Referee Standby Program

The referee standby program was developed several years ago to ensure adequate referee coverage for scheduled games. The duties of the Standby Referee are as follows:

1. Take the place of an assigned referee who fails to show for his/her assignment.
2. If all assigned referees show for their games....
 - a. Perform mentoring services for inexperienced referees
 - b. Monitor spectator conduct
 - c. Monitor conduct of coaches
 - d. Explain referee decisions when requested.

Beginning with the spring season of 2009, we plan to have a standby referee at the soccer complex whenever CBYSA games are scheduled. If you have a problem, a concern, or a question – not necessarily from a rules or refereeing standpoint – look for the standby referee to assist you. The standby referee will be wearing a bright orange jersey that is easily visible at the complex.

Please remember that we put our new and younger referees on the Under 8 games. Do not expect these young, inexperienced referees to call a perfect game. Just like your players (and coaches, too), they are learning the skills of their trade. Be patient with them. If you need to discuss anything with the referee, wait until half time or between periods for the Under 8 games. Ask the referee if you can approach him or her with a question. Do not enter the field during the game without the referee's permission.

If you have concerns about a referee's performance, seek out the standby referee, or have a parent find the standby referee. With your cooperation and understanding as a coach, we can retain more referees, and in the process help make the game better for all concerned.

Practices.

Your first concern at all practices and games is the safety of your players.

1. Be sure the space you are using is free of holes and grass clumps.
2. If you are using goals, be sure they are set up properly and anchored securely.
3. Shin guards are mandatory for practices and games.
4. Have players remove all jewelry.
5. Be sure players are hydrated.
6. Use age-appropriate activities.
7. Have at least one additional adult on hand to help with the unexpected.

Complaints.

Filing a Complaint.

Anyone may file a complaint with the CBYSA; it may be filed by a parent, coach, player, or referee. Complaints can be about any player, coach, parent, spectator, or referee. Complaints must be in writing and will be addressed to the Chairman of the Grievance Committee. Complaints must be filed within 48 hours of the incident.

The complaint will be reviewed by the Chairman of the Grievance Committee. He/She will determine whether the complaint will move forward to a hearing of the Grievance Committee.

If a hearing is held, it shall be scheduled within 10 days of the incident.

All reports shall be read by all members of the Committee prior to the scheduled start of the hearing.

At the conclusion of the hearing, the Grievance Committee shall provide a ruling to the parties involved within 24-hours of the conclusion of the hearing.

Discipline.

If an incident warrants discipline, the Grievance Committee will issue that discipline using the Game Conduct Guidelines as a guide. The Executive Committee may, at their discretion, temporarily suspend a team or an individual from playing or coaching games until the matter is cleared up.

Appealing a Suspension.

There shall be no appeal with this Association except for the suspension of players, coaches, spectators, or teams. The appeal and a \$25 fee must be submitted in writing to the Executive Committee within 72 hours of the decision. Upon receiving the appeal request, a meeting of the Executive Committee will be called to hear the appeal.