



CASTRO VALLEY SOCCER CLUB

RULES AND REGULATIONS

2017-18 SEASON

Approved 11 FEB 2017



I. ADMINISTRATION

A. GENERAL

1. The Castro Valley Soccer Club (“CVSC”) and its Board of Directors (“Board”) is the governing body of all matters pertaining to the conduct of the CVSC program.
2. Registration is open to all children, ages 3 through 18, based on their age on January 1st of the current season.
3. Players registering after April 30th shall be charged a late fee and are not guaranteed a roster spot. Team assignment and collection of fees will be on the basis of available space, with no priority placement. All fees, including late fees will be returned if a player is not assigned to a team due to space limitations.
4. Prior to the start of each registration season, the Board shall set the registration fees.
5. A full refund of registration fees paid for the current year shall be honored until April 30th for recreational players. From May 1st until June 30th, CVSC will issue a refund less a \$35 administrative fee for the recreational player. After June 30th, no refunds will be issued. Competitive players pay a non-refundable competitive program fee upon accepting their spot on a team. Regardless of player attendance, no registration refunds will be issued for competitive players after the first day of team training. All requests for refunds must be made in either writing to the CVSC office or sent via e-mail to the CVSC Registrar.
6. All registered players are covered by Cal North and or US Club Soccer medical insurance while practicing or playing with their team. At the time of registration, all players must complete a Cal North Registration Form 1601 or a US Club Soccer release, (also known as the medical release form), signed by a parent or guardian. Coaches must carry an original of the Medical Release forms (Form 1601 or US Club Soccer release) to all practices and games.
7. The registration fee does not include the cost of the U7 – U19 player uniforms. All CVSC players/teams must wear CVSC approved uniforms. Players may use prior years’ uniforms, provided that they are the same as the current CVSC club uniform. All U7-U19 players, recreational and competitive, along with their families are responsible for the cost of their uniforms and other required equipment such as shin guards, cleats, etc.

II. TEAMING

A. RECREATIONAL – GENERAL TEAMING RULES

1. All Recreational players shall play in their age group as determined by their age on January 1st of the current year. Birth dates shall be established by a birth certificate issued by a public agency, a resident alien card, a valid passport, or other means approved by Cal North or US Club Soccer.
2. For initial teaming and prior to roster distribution, siblings in the same age group and of the same gender, shall be placed on the same team, unless otherwise requested by the parent at the time of player registration. Parents may request not to have a particular coach by filling out the “Request Not to Have a Coach” form found on our website before April 30th.
3. Requests will be considered for U4 through U12 players for one (1) buddy to be placed in the same recreational team provided the following conditions are met:



- a. The players shall be in the same age group and gender as one another.
 - b. The buddy request must be mutual (Player A requests Player B and Player B requests Player A as his/her buddy).
 - c. The buddy request must be made prior to date of late registration. Registrants after the deadline or on a wait list cannot request a buddy. Any buddy request changes must be made before Jun 1st. It will not be accepted and cannot be altered once the teaming process has begun.
4. Buddies cannot be guaranteed and siblings who are to be teamed together cannot request buddies.
 5. Head coaches can request one assistant coach and a limited number of players, specified below, using the mutual buddy system if they meet the following conditions:
 - a. Both coaches must have all coach paperwork submitted to the CVSC registrar before the coaching application deadline and before the teaming process begins. All requested players must be registered on time, during the regular registration process. Buddies must be mutual and declared during the regular registration process as described above. No exceptions.
 6. U5 to U12: Teams may have no more than one registered head coach and one registered assistant coach. A maximum of four players may be teamed together:
 - a. The registered head coach's child
 - b. The mutual buddy of the registered head coach's child
 - c. The registered assistant coach's child and
 - d. The mutual buddy of the registered assistance coach's child.
 7. U14 to U19: CVSC teams in these age groups play as part of Cal North's District IV Playing League unless the Board determines an age group will play in CVSC only.
 - a. There are no restrictions placed on the number of players a coach may request from a team he/she coached the previous season up to and including the entire roster so long as:
 - i. The players are in the current age group the coach is coaching or the player is playing in an older age group per the section entitled "Playing Out of Age Group" below; and
 - ii. The player/parent requests that coach.
 - b. Players not on the coach's roster the previous season may still be requested if the following conditions are met:
 - i. When last eligible (i.e. in the same division and age group) the player was on the coach's team roster and
 - ii. The player's most recent coach has no legitimate claim to request the player.
 - c. Circumstances addressed by this ruling include but are not limited to:
 - i. Player changes age groups at a different time than the head coach.
 - ii. Player was part of a different division.
 - iii. Player left CVSC (valid reason, such as illness, must be provided to Program Director).
 - iv. Players dropping without a valid reason after previous teaming are not eligible for any future consideration as a player a coach may request.
 - v. A coach's request list may include players from at most one team.
 - vi. An assistant to whom the right to request players has been transferred must have submitted a coaching application prior to teaming in order that his/her children, any buddies or



requested players be placed on his/her team on the basis of his/her being an a registered assistant coach.

- vii. A coach failing to turn in a written list of requested players prior to selection may only request his/her own children and the child of the assistant coach.
- viii. A coach applying to coach after the deadline for applications does not get to request any player other than their own child.
- d. For non-continuing head coaches, the rights to request players from the previous teams roster may be transferred to the previous year's assistant coach as long as he/she was approved as an assistant prior to September 1st of the previous year. This request must be submitted in writing to the age group Program Director from the head coach on a form provided by CVSC. In the event the head coach is unavailable or unwilling to submit a request to transfer rights to the previous year's assistant coach, the age group Program Director may allow those rights to be transferred.
- e. In the event that the previous year's head coach and assistant coach continue as coaches but in different age groups, they may request players from the previous year's roster so long as the coaches and players meet all of the other requirements of this section.
- f. To be eligible to request players, the coach must have been either:
 - i. The registered head coach of the previous year's team, or
 - ii. The registered assistant coach of the previous year's team, having been so approved by September 1st of the previous season, and having obtained transfer rights from the (non-continuing) previous year's head coach or the age group Program Director, using a form provided by CVSC.
- g. Player requests both by the coach and by the player for any age group must be made before the teaming process is initiated by the respective Program Directors. Registrants after the deadline (i.e. on a wait list) cannot be part of coach's player request list.

B. RECREATIONAL U5 TO U12 AGE GROUP SPECIFIC TEAMING RULES

1. Recreational team assignments will be made by the respective age group Program Director.
2. CVSC will assign players to Recreational teams emphasizing balanced teams in each age group based on available player evaluation forms and registration information. During the teaming process and prior to roster distribution, the following criteria are to be used, including but not limited to:
 - a. Personal residence and school areas.
 - b. Player's gender, age and experience.
 - c. Player's ability, based on their previous year's rating or playing level.
 - d. The age group Program Director shall attempt to make the teams age pure. If age pure teams cannot be formed then, the age group Program Director will place equal numbers of older/younger, new/returning players on each Recreational team in an age group.
 - e. A manageable number of substitute players per team will be considered to keep an even number of teams per age group.
 - f. Coach and/or assistant coach(s) abilities and experiences.



3. After the distribution of rosters, the above criteria may not apply when teaming late registrants (i.e. wait listed players).
4. Volunteer coaches will be assigned to teams and in the event a team does not have a coach, parents of those team(s) will have the option to a refund or hire a head coach.
5. Exceptions for switching players after teaming will be considered only if a parent of a formed team wishes to coach his/her own team that has no volunteer head coach.
6. A player will not be moved from one team to another team after CVSC declares teaming is complete.
7. Any changes will come from the registrar and be approved by the age group Program Director.
8. No player shall be on a team roster more than one team for CVSC.
9. No guest players are allowed for intra-CVSC games.

C. RECREATIONAL U14 TO U19 AGE GROUP SPECIFIC TEAMING RULES

1. Players not mutually requested by a coach and player shall be placed in a general player pool. Teaming will be done by the registered head coaches of the age group via a player draft. Players will be selected on a rotating basis by the coaches of the age group.
2. A team's order in the player draft will be established by lottery. A team's position in a particular round will be reversed in the following round. For example, a team selecting first in round one will select last in round two. A team selecting second in round one will select second from the last in round two, etc. The selection process will continue until every player in the pool has been placed on a team.
3. Requested players will count as if they had been selected initially. For example, a team requesting three players will not pick until round four.
4. The selection process shall be supervised by the appropriate age group Program Director.
5. Should any team not have a coach identified prior to the selection process, an experienced and knowledgeable individual will be appointed by the age group Program Director to select players for the team.
6. Player evaluations and other information regarding player ability or experience will be made available to all individuals selecting teams.
7. In placing siblings on the same team, each such child will count as an individual pick (i.e. sibling's counts as two consecutive picks).
8. All siblings must be drafted ahead of remaining singles once the number of remaining singles equals the number of teams.
9. A player registering subsequent to the player selection procedure will be placed on the team with the fewest number of players. If two or more teams have the minimal number of players, placement will be based on the order of the player selection procedure for that round. For example, if three teams have 13 players and all other teams have 14 or more players, placement will be based on the order of selection of round 14 of the player selection procedure.
10. Players will not be moved between teams once the draft is complete.
11. Drafting coaches are not to query families of players to be drafted.
12. No player shall be on a team roster more than one team for CVSC.
13. No guest players are allowed for intra-CVSC games.



D. COMPETITIVE TEAMING RULES

1. All competitive teaming activities will be conducted with strict adherence to the posted schedule.
2. At the recommendation of CVSC's professional training vendor and the Competitive Program Director, the number and level of teams in each age group will be determined. Registration of competitive players will be done during regular CVSC registration.
3. CVSC will schedule tryouts in each age group. Dates and times of all tryouts will be available on CVSC's website.
4. All published tryouts shall be open to any player.
5. A prospective competitive player must attend a minimum of one published tryout for age group they would like to be considered for and are strongly encouraged to attend as many as possible. A player who has not attended at least one tryout may not play on a competitive team unless approved by the Competitive Program Director.
6. CVSC will provide information about the nature of the Competitive Program. This information will be available at competitive tryout meetings, tryouts and the club's website.
7. Players shall register for no more than one team at a time.

E. PLAYING OUT OF AGE GROUP

1. No CVSC player shall be allowed to move down to a younger age group, except for documented medical reasons and with the approval of the Board.
2. No recreational player, U5 through U12 will be allowed to move up to an older age group except by Board action as recommended by the respective Program Directors, and then for only the following reasons:
 - a. Parent is the registered head coach having been so identified before the teaming process (limited to children of at most one coach per team), or
 - b. There is no opportunity or space to play in their age group. The petition to play in an older age group based on parental coaching must be made in writing and delivered to the appropriate Program Director; the Program Director can then make a recommendation to the Board.
 - c. A younger sibling may move up one age group to play with the older sibling if both children are of the same gender and are within the Cal North age tiers. Both siblings are U6, U8, U10, U12, U14, U16 or U19.
3. Recreational U14-16 players may move up to an older age group based on evaluations provided by the previous season's coaches and as appropriate, evaluations provided by coaches from other seasons. All requests for players playing up will be reviewed and approved by the age group Program Director. Prior to approving such a request, a parent or guardian of the player must submit a written acknowledgement and acceptance to the Program Director (direct email is acceptable).
4. Competitive players may move up to an older age group based on evaluations at competitive team tryouts, last season's coach's evaluation and/or trainer's evaluations. All players playing up will be reviewed and approved by the Director of Coach and Player Development as well as the Competitive Program Director.

III. PRACTICE SITES



A. GENERAL

1. Practice sites will be assigned to teams at the first coaches’ meeting. The procedure for assigning practice sites will be determined annually by the Board of Directors.
2. Fields will be used only in accordance with the agreements between CVSC, HARD (Hayward Area Recreation Department), the Castro Valley Unified School District, Moreau Catholic High, Merritt College, Cal State University, East Bay and any other fields as determined by the Board. Coaches practicing at specifically prohibited sites will be subject to disciplinary action, which may include loss of coaching privileges, forfeiting games, inability to enter tournaments or other penalties.
3. Recreational teams will be assigned two practice days/times per week with the exception of the U5 and U6 teams, who will be assigned one practice day/time per week. Competitive teams will be assigned 2-3 practice days/times per week.

IV. VARIATIONS WITH AGE GROUPS

A. GENERAL

1. Game time, ball size, maximum/minimum number of players, applicability of direct free kicks, offside and halftime length are as follows:

Age Group	Game Time	Ball Size	Max # of Players on Field	Min # of Players on Field	Direct Free Kicks	Offside Enforced	Halftime Length
U5/U6	One 20-min skills session One 30-min game	3	5	4	No	No	5 min
U7/U8	Two 25-min games	3	5	4	No	No	10 min
U9/U10	Two 25-min halves	4	7	5	Yes	Yes	5 min
U11/U12	Two 30-min halves	4	9	5	Yes	Yes	5 min
U13/U14	Two 35-min halves	5	11	7	Yes	Yes	5 min
U15/U16	Two 40-min halves	5	11	7	Yes	Yes	5 min
U19	Two 45-min halves	5	11	7	Yes	Yes	5 min

2. The referee maintains the official game time. Stoppage or injury time may be added at the discretion of the referee to meet the conditions of the Laws of the Game.
3. Standings will not be maintained for the U5 through U12 divisions and each player will receive a participation award from CVSC
4. Cal North’s District IV will maintain standings and award trophies for the U14-U19 division participants. Standings and awards for intra-CVSC teams will be done by CVSC.



B. BUMBLEBEE PROGRAM

1. The U4 Bumblebee program is a Saturday only program – consisting of one 30-minute session each Saturday.
2. A 24-7 UK Soccer Academy staff will lead Bumblebee sessions. A parent or other responsible adult, aged 18 years or older, may be required to participate in the session with their child. There are no league standings kept at this age. The goal is to learn correct soccer technique through fun and organized games.

C. GRASSHOPPER PROGRAM

1. The U5 and U6 Grasshopper program consists of one 60-minute session each Saturday and one weekday practice. The 60-minute Grasshopper program on Saturday is broken into two sections - the first 20 minutes is a skill-oriented session, and the last 30 minutes is a game against another team.
2. There are no league standings kept in this age group. Specific playing rules may vary each year based on the number of players and coaches who sign up, but the goal is to play with no more than five (5) players per team on the field at one time. The goal is to maximize touches on the ball and game participation by keeping the squad size very small. No referees.

D. U7 and U8 ACADEMY PROGRAM

1. The Academy consists of one 60-minute session each weekend and two weekday practices. The 60-minute U7 & U8 Academy program will consist of 2 x 25-minute games with other teams.
2. There are no league standings kept at this age group. Specific playing rules may vary each year based on the number of players and coaches who sign up, but the goal is to maximize touches on the ball and game participation by keeping the squad size very small. Games will be 5 v 5 with goalkeepers (4 players on the field). No referees.

V. GAME DAY PROCEDURES

A. RECREATIONAL

1. Game Cards
 - a. No game cards will be required for U5 to U12 games.
 - b. For teams needing game cards, prior to each game, the home team shall submit a game card listing all the home team players' names and jersey numbers, to the visiting team. The visiting team shall list all of the visiting team players' names and jersey numbers and then deliver the game card to the referee.
 - c. For U14 - U19 District IV Cal North Playing League or intra-CVSC games, the referee shall return the game card to CVSC.
2. U7 & U8 Academy Fields—coaches/teams that begin and end the day of games shall be responsible for setting up and taking down the BowNet on the last field of their last game.
3. U9-12 Pre-Game Protocol – in order to have games start on time, please adhere to the following guidelines:



- a. Coaches arrive 40-45 minutes prior to their game to check-in at the field marshal tent and sign the coach agreement prior to every game.
 - b. Begin warming-up your athletes on the sidelines / behind goals / open space 30 minutes prior to your game start time.
 - c. As soon as the previous game ends, coaches may use the field to finish warming up. Teams need to move away from the field immediately after their game / cheer / handshake to make room for the incoming teams (we suggest setting up a meeting place to have your post game chat and snacks).
 - d. Referees will check in players and do the coin toss 5 minutes prior to the start of the game.
 - e. The game clock will start at the time listed on the schedule. Have your players on the field and ready to go.
 - f. Halftime will be 5 minutes.
4. All games shall be started on time. If at kickoff time, a team cannot field the minimum number of players listed in Section IV above, they will forfeit the game.
 5. The referee is in full charge once he/she enters the field area, whether or not play has commenced, before and after match playing time.
 6. Coaches are responsible for the conduct of the players and spectators on their team in accordance with section VII.) Rules of Conduct and Section VIII Coach's Rules of Conduct. Unacceptable behavior will result in actions by the disciplinary committee for the parent and/or coach not in compliance with the rules.
 7. The home team (appearing first on the CVSC schedule) is responsible for supplying the game ball.
 8. All CVSC Teams must wear CVSC approved uniforms at all home and away games.
 9. In case of jersey conflicts, the home team (appearing first on the CVSC schedule) must change their jersey. For CVSC games, the home team wears Green and the away team wears Yellow.
 10. CVSC will determine and publish all CVSC game schedules on the CVSC website. Coaches do not have the authority to reschedule games. The age group Program Directors, along with the Operations Director is the only individuals with the authority to reschedule games.
 11. CVSC cannot guarantee that any games cancelled/postponed due to rain will be made up. CVSC will make every effort to make up as many rainout games as possible based on field availability.

B. COMPETITIVE

1. Competitive CVSC teams are subject to the game day rules and procedures as set forth of their governing league. .

VI. POINT SYSTEM, STANDINGS AND TIE BREAKING PROCEDURES

A. INTRA-CVSC GAMES

1. This section applies to teams playing within Castro Valley. For teams playing outside of Castro Valley, other rules may apply. Team standings will be determined by the following point system:
 - a. 3 points for a win
 - b. 1 point for a tie
 - c. 0 points for a loss



- d. 3 points if the other team forfeits (counted as a win)
2. The following rules will be used, in this order, for breaking ties:
 - a. Head-to-head results during the regular season.
 - b. Goal Difference (total goals scored for the season minus total goals conceded for the season, maximum 4 goals per game).
3. In the event teams are still tied after applying the tie breaking rules, there will be no differentiation in the standing and both teams will receive equivalent awards. For example, if two teams are tied for 1st place, each team will be awarded 1st place awards and no 2nd place award will be given.

VII. RULES OF CONDUCT

A. GENERAL

1. Coaches, players and spectators will project the spirit of the sport on and off the field.
2. No coach, player, or spectator shall:
 - a. Make derogatory remarks or gestures to a referee, coach, player, or spectator.
 - b. Use profanity.
 - c. Incite, in any manner, disruptive behavior.
3. Any such action can result in ejection from the game site. The CVSC Disciplinary Committee may take disciplinary action such as suspension of coaching or playing privileges. Spectators may be banned from attending games or practices. Note: Competitive teams will receive disciplinary action based on the rules of Cal North District IV and/or the NorCal Playing League. Cal North District IV also oversees the Recreational U14 through U19 program for disciplinary purposes. CVSC reserves the right to levy additional action(s), based on the severity of the action by any CVSC member.
4. No person shall enter the field of play at any time without the permission of the referee for any reason, including player injuries. This includes, but is not limited to, a coach, team official, parent, or guardian of an injured player. Violations may be subject to sanctions from the field playing area at the referee's discretion.
5. All "coaching" (giving direction or instruction to one's own team on points of strategy and position) shall be done by the coach or assistant coach from one's own sideline within the "technical area".
6. The use, possession and/or consumption of any alcoholic beverage immediately before, during, or after play of any CVSC game, practice or CVSC sponsored event or function is expressly prohibited. Disciplinary action will be taken by CVSC.
7. The use of all tobacco products at a team practice or game is expressly prohibited.
8. Dogs, even on leash, are prohibited at CVSC game sites. Dogs supporting disabled persons are permitted.
9. If the scheduled referee does not arrive within five minutes after the scheduled start of the game, the home team shall, with the concurrence of the visiting team, appoint a referee.
10. Submission of information to newspapers is encouraged for all teams U14 and older and all competitive teams. Coaches are responsible to see that the information is correct and shall follow these guidelines:
 - a. Information and articles will focus on positive aspects of the game.
 - b. Information provided will only deal with your own team.



- c. Due to the non-competitive nature of our younger divisions, it is not appropriate for Recreational U5 to U12 teams to submit articles, information, or pictures for publication in local newspapers.

B. COACH'S RULES OF CONDUCT

1. Read, understand and abide by the rules, policies, and procedures of CVSC.
2. Develop the players to the best of their abilities.
3. Conduct oneself as a responsible adult when dealing with the players; both legally and ethically.
4. Motivate and teach with positive reinforcement in accordance with the philosophies of the Positive Coaching Alliance. Teach players about the ROOTS of the game and practice the ELM philosophy. Reward effort and learning from mistakes.
5. Notify the age group Program Director or Director of Coaching of incidents, which may compromise the integrity of the Team or CVSC.
6. Display a positive attitude towards all players, parents, and officials.
7. Treat players, parents and officials, with respect and conduct oneself in a professional manner.
8. Ensure that all parents and players are familiar with the laws of the game, rules of the league and CVSC.
9. Refrain from making negative comments to any players, officials, coaches, or parents.
10. Coaches assume full responsibility for the conduct of their players and spectators.
11. Develop positive "life" qualities (i.e. discipline, teamwork, etc.) in players.
12. Respect game officials and their decisions.
13. Take total responsibility for the actions of players on the field.
14. When traveling with the team: set schedules and inform players of all activities.
15. Do not discriminate against anyone.
16. Refrain from using profane or vulgar language in the presence of players.
17. Provide honest and truthful evaluations of the player's skill.
18. Responsible for cleaning up the field or bench area (both home and away) after practices or games. All coaches are asked to help in monitoring the activities that take place at the practice fields, and to assist in keeping fields clean, safe and secure.
19. Violation of any of the above rules will result in disciplinary action.

VIII. DISCIPLINARY ACTION

A. GENERAL

1. Definitions:
 - a. A "WARNING" may be given to a player, coach or other team official by the referee to indicate that his/her conduct is not proper. That person is placed on notice that further improper conduct may result in more formal action by the referee.
 - b. A "CAUTION" (yellow card when issued only to a player) is a formal statement to a player, coach or other team official that he or she is guilty of misconduct. A second caution will result in being sent off from the game.



- c. A "SEND OFF" (red card when issued only to a player or substitute player) is a formal statement to a player, coach, spectator, or other team official that he or she is being sent off from the playing area. A player may not be substituted for the ejected player for the rest of the game.
2. Procedures:
 - a. The referee who issues a send off will deliver or mail a written report (along with the game card and player or coach pass) within 24 hours to the appropriate Disciplinary Committee i.e. Cal North District IV, NorCal or CVSC.
 - b. For CVSC Disciplinary issues, the Disciplinary Committee Chairperson (Vice President) will review the send off report, and if required follow up with coaches/players/parents/referees and/or any other witnesses to obtain written accounts of the incident (as appropriate).
 - c. The Disciplinary Committee will meet within 48 hours after receipt of the written report to determine proper disciplinary action. Before making a recommendation, the Disciplinary Committee Chairperson will make a concerted effort to contact the coach, player and or parent to be sure his/her input has been received.
 - d. The Disciplinary Committee Chairperson will notify by telephone the parent or coach of the action taken within 24 hours of the determination. The individual being disciplined will be sent confirming notification by e-mail or certified mail. The player's coach will also be notified of any actions against their players.
 - e. The Disciplinary Committee Chairperson will forward a copy of the written disciplinary committee report to the CVSC President. A copy of this written report, the game card, and the original player/coach pass will be sent to the age group Program Director or Competitive Program Director.
 3. Violations:
 - a. The issuance of a send off to a player, coach or other team official will result in a minimum one game suspension. Suspensions will be determined by the Rules of the Playing League / Cal North / NorCal.
 - b. The Disciplinary committee shall have discretionary powers in determining the degree of penalties to be applied to the player, coach or other team official, using the NorCal and Cal North disciplinary guidelines. These penalties may include probation (after the one game suspension) or longer suspension. (Refer to the playing league guidelines.) In most cases, a send-off of a coach or team official will result in a two game suspension, and if the violation is against a youth referee, it will result in a three game suspension.
 4. Appeals:
 - a. Any disciplinary decision may be appealed in writing accompanied by a \$50 check payable to the Castro Valley Soccer Club (CVSC) within 48 hours of the notice of the decision.
 - b. All appeals shall be determined within NorCal and District IV Cal North disciplinary guidelines.
 - c. Any disciplinary decision applied by the Disciplinary Committee will remain in effect until the CVSC Protest and Appeals Committee considers the appeal. Appeals shall be decided upon at the earliest opportunity.

IX. SPECIFIC RULES FOR PLAYERS

A. GENERAL



1. Playing Time:

- a. Recreational Program: On a game-by-game basis, players shall play at least half of each game, with playing time in both the first and second halves, with the exception of a hurt player, an ill player, or in rare cases where a player is being disciplined or is improperly equipped. Over the course of the season, players shall be given an opportunity to play different positions.
 - b. Competitive Program:
 - i. U8-U12: As long as players are attending most, if not all, training sessions and working hard, then they should receive on average at least 50% play time during the season. Playing time during individual games may vary.
 - ii. U13-U15: As long as players are training and working hard then they should continue to receive at least 40% playtime in these age groups. Playing time during individual games may vary.
 - iii. U16-U19: There is no minimum playtime with effort and performance in training and games key to how much game time players receive.
 - c. Playing time cannot be guaranteed if a player does not attend training/practice sessions, is ill or injured, or in rare cases where a player is being disciplined or is improperly equipped. If a player has one or more unexcused practices during the week, that player's playing time for that week's game is at the coach's discretion. If they do not attend training or practice during the week, they are not guaranteed any playing time for that week's game(s). Any issues with your child's playing time should firstly be addressed with the coach at an appropriate time. Immediately after a game is not an appropriate time. Parents should observe the 24-hour rule – wait 24 hours after the completion of a game before addressing this issue with the coach.
 - d. Disciplinary Action Resulting in a Loss of Playing Time: In the rare case where a player is being disciplined by a loss of playing time, the parents shall be informed of the nature of the offense and the exact disciplinary measures proposed prior to the start of the disciplinary period if at all possible. Coaches who are experiencing disciplinary problems with a player will notify the parents promptly, so that remedial corrective action may be taken by them at the earliest opportunity. The coach and parent(s) will create a plan for the player to return to playing with the team. Should disciplinary problems continue after the implementation of the plan, the coach along with the Disciplinary Committee, reserves the right to release the player from the team.
2. Proper equipment consists of appropriate footwear (bare feet or baseball cleats are not permitted), shin guards and soccer socks, which must be worn at all practices and games. It shall be the coach's responsibility to have all players in proper and safe equipment and in the CVSC uniform.
 3. No jewelry, piercings or ornamental items (earrings, studs, watches, bracelets, etc.) shall be worn. No player shall play with any hard cast. The referee shall decide whether any orthopedic device is hazardous to any player.
 4. No substitute player is to be anywhere but in his team's bench (technical) area during the game. Substituting for an ejected player is not allowed.
 5. All CVSC teams' attire will adhere to standards of Cal North and NorCal. Competitive team attire must conform to CVSC standards.



X. COACH SELECTION

A. GENERAL

1. It shall be CVSC's overriding policy to select the best-qualified coaches (Head and assistant coaches).
2. Applications:
 - a. Applications for coaching positions shall be accepted from any interested adult (18 years of age or older). The applications shall be on a form provided by CVSC and include a picture of the applicant's face. (Applicants must complete Cal North Form 1628 (Coaches Application Form) for District and Cal North review. Applicants must participate in a finger-print background check as directed by CVSC. The results of the fingerprinting and background check will be reviewed by Cal North. CVSC will abide by the decisions made by Cal North in determining who can coach in our Club. Coaches who are not accepted to coach for our Club will be notified and can appeal the decision with Cal North directly.
 - b. The applications shall be reviewed by the appropriate age group Program Director or Competitive Program Director.
 - c. Coaches and assistant coaches will be subject to background checks usually only once by a company approved by CYSA.
3. Recreational teams may have no more than one registered head coach and one registered assistant coach.
4. Recreational coaches may not coach more than 2 teams in one season.

B. RECREATIONAL COACH SELECTION PROCESS

1. The primary selection criteria will be based on the best qualified by considering the "whole person". The age group Program Director will evaluate the numbers of years the individual has previously coached and at what level (competitive, recreational, age group, etc.). Consideration will be given to the individual's formal training, as a coach and/or referee, and any playing experience. Any other information that may relate to an individual's ability to coach soccer will be considered.
 - a. A coach's past team(s) win/loss record shall not be used as a selection criterion, but information about the competitiveness of past team(s) and their opponents may be factored into the decision.
 - b. Previous disciplinary problems may be considered in the selection process, but only with the support of documented evidence of the problem(s). The Board must attach information about these kinds of problems with the coach application packet. This information shall be held confidential and not discussed outside of committee or Board meetings.
 - c. The Board shall provide the age group Program Director with all available evaluations for each coach applicant. When warranted, the age group Program Director may contact all parents from the applicant's previous team(s) to obtain information considered applicable to selecting the best-qualified coach. The information obtained will be made available, when appropriate, to the Board of Directors.
2. If two or more individuals are considered equally qualified, the factors listed below will be considered. They are not listed in any order of preference.



- a. A returning coach to the same age group.
- b. A coach moving up to the next higher age group.
- c. A coach with a child in that age group.
- d. Level of coaching and/or referee licenses.

C. COMPETITIVE COACH SELECTION PROCESS

1. Competitive head coaching applicants must meet the following minimum qualifications:
 - a. Must have a USSF E coaching license or NSCAA Level 6 diploma. A USSF E license or NSCAA Level 6 diploma must be obtained by September 15th of that soccer season. A head coach not meeting the September 15th deadline requirement will not be allowed to coach in CVSC the following year.
 - b. Recommended to be a currently licensed Grade 8 referee.
2. Assistant coach applicants must meet the following minimum qualifications:
 - a. Must have a Cal North F license or NSCAA Level 4 diploma.
 - b. Recommended to be a currently licensed Grade 8 referee.
3. The Director of Coach and Player Development and the Competitive Program Director will prepare a list of coaches to the Board.
4. Challenges to the coach selection process can only be made on the grounds that the committee misapplied the Rules and Regulations and/or By Laws of CVSC.

XI. PLAYER TRANSFERS

A. GENERAL

1. It shall be the policy of CVSC to not permit player transfers during a given seasonal year. This includes end of season cup competitions. Exceptions to this rule will be granted under the following conditions:
 - a. Player moves out of area.
 - b. If the current team the player is registered with has completed their season; i.e. not playing any end of season competitions.
 - c. Under special circumstances, if both releasing and receiving coaches agree to the transfer.
 - d. All player transfers will be contingent on a player being in good standing with CVSC. A player in good standing is defined as one who has:
 - i. Met in full their financial commitments to CVSC and their team.
 - ii. Met the administrative commitment to CVSC, such as completion and submission of Coach and Trainer Evaluation form.
 - iii. Is eligible to play, per Cal North or NorCal guidelines and is not serving any suspension and/or probation.

XII. PAID INDEPENDENT CONTRACTORS AND TRAINERS

A. GENERAL



1. A paid independent contractor is any individual or organization that receives compensation. Separate procedures have been established for referees. Services provided may include, but are not limited to, coaching and administration.
2. CVSC will maintain an annually approved vendor list of individuals and organizations. Only those on the approved vendor list are eligible to be considered for contracting by CVSC in any paid position. The following procedure must be completed prior to being added to the approved vendor list of CVSC.
 - a. Must be an independent contractor signing an independent contractor agreement provided by CVSC.
 - b. Provide acceptable proof of all risk liability insurance in an amount no less than \$1,000,000.00, with CVSC, its officers and directors, the Castro Valley Unified School District, Hayward Area Recreation District and Cal North and or NorCal Premier as named insured.
 - c. Complete the following: individuals provide personal information by completing the CVSC's Coaching Application; organizations provide resume(s) of personnel involved.
 - d. The Board may request that a vendor appear at a Board meeting prior to approval.
3. All contracts are subject to Board approval.
4. The CVSC Treasurer will pay contracts according to the terms of the approved contract.

XIII. COACHING DEVELOPMENT PROGRAM

A. GENERAL

1. New Coach Orientation Meeting for each age group will be conducted by each Program Director. These meetings will cover rosters, practice schedules, game schedules and any other matters as needed.
2. All U7-U19 head coaches will receive a match ball, at a minimum.
3. CVSC coaches and registered assistant coaches are encouraged to attend Cal North Coaching License and California North Referee Association (CNRA) License courses. For registered CVSC coaches and assistant coaches, CVSC will reimburse the coach 100% of the Cal North F and USSF E License fee. For USSF D licenses and above, CVSC will look at these on a case by case basis regards to reimbursing costs. For CVSC Coaches, CVSC will reimburse the first license year for passing the Grade 8 or 9 referee test. To qualify for USSF D and higher License fee reimbursement, the coach must have at least two (2) years experience as a registered CVSC coach or assistant coach and submit proof of successful completion of the coaching clinic. All Cal North Coach and USSF License fee reimbursement requests must be submitted to the League by November 30 of the calendar year in which the coach attended the License.

XIV. FINANCIAL AID

A. GENERAL

1. Partial financial assistance of registration and competitive program fees may be available on an annual basis for families who demonstrate a need. Applicants are to complete a financial aid application available at the CVSC website or office. Approval will be by the Financial Aid Committee, as established by the Board. Families



receiving financial assistance are required to make an additional contribution of volunteer time to CVSC. Financial aid application deadlines will be specified on the form.

2. If a family is granted financial aid but fails to meet their volunteer commitment that year, they will be ineligible for financial aid the following year.
3. The financial aid fund will be supported through fundraisers and donations. In addition, any Recreational team accounts that have a positive balance at the end of the season will be transferred to the financial aid fund prior to registration for the following and new season.

XV. MISCELLANEOUS

A. GENERAL

1. Team names are granted on a first come, first served basis with priority given to a coach requesting to use the prior year's team name and submitting the request to the age group Program Director prior to the first coaches meeting. No two teams in the same age division and gender shall have the same team name. Team names and team banners should be tasteful and appropriate and not contain any language that may be deemed offensive.
2. It shall be the policy of CVSC to have at least two (2) adults at all CVSC team functions, practices, games, fundraisers, etc.
3. All head coaches shall submit post-season player evaluation forms by a Board-specified due date.
4. The Board of Directors will establish and review annually a Team Funding Program. Funds collected will be used for the benefit of the team and CVSC.
5. CVSC will not reimburse the cost of the tournament application fee for the CYSA Founders, Association, President's or State Cup tournaments.

B. TEAM FINANCES

1. Individual may be allowed to utilize CVSC's tax-exempt status to solicit donations for their own operations or other types of fundraising. In order to be eligible for use of CVSC's tax-exempt status, teams must agree to follow a number of rules established by CVSC.
2. Each team that accepts contributions of any kind must:
 - a. Establish one or more adults as the team treasurer(s).
 - b. Request CVSC's treasurer to set up a team account to be tracked by CVSC's treasurer.
 - c. Submit a team budget to the Competitive Program Director no later than 2 weeks before start of league play if the team is a Competitive team.
 - d. Maintain appropriate documentation from fundraisers and donations received: from each fundraising event; from each donor; from each participating family; from each sponsor; and from all other sources. The funds are to be submitted to the CVSC office. The CVSC Treasurer will deposit and credit the team account thereafter.



- e. Submit a completed sponsorship form (found on CVSC's website) with each sponsor received by the team.
- f. Maintain appropriate documentation of expenses incurred such as player training, game travel expenses, tournament fees, team equipment, team party and any other team related expenses.
- g. Submit copies of receipts to the CVSC's treasurer for reimbursement using a CVSC provided reimbursement form.
- h. Maintain a positive balance in the team account at all times. CVSC is not responsible for any bills or debts incurred by any single team. Mismanagement of the team account may result in disciplinary action by CVSC.
- i. All funds left in a competitive team account at the end of the year will follow the team to the next season. If the team folds in the next season either because they have reached the oldest age limit or there are not enough players to continue the team the Board will decide how to best disperse the fund.

XVI. STATEMENT OF EXPECTATIONS

A. GENERAL

1. The Castro Valley Soccer Club accepts the following Statement of Expectations of the Castro Valley Unified School District:
 - a. In reviewing reservation and permit procedures of the Castro Valley Unified School District it was deemed desirable that a Statement of Expectations be developed. The intent is to assure that all individuals and organizations using District facilities are notified in a timely and concise manner relative to the requirements of the aforementioned Statement of Expectations. The following is herewith adopted and attached to and made a part of the Use of Facility application. No Use of Facility application will be accepted without a signed Statement of Expectations.
 - b. As a user of facilities under the auspices of the Castro Valley Unified School District it is expected that you as an individual and/or your organization have in effect the following items prior to a use permit being issued:
2. A list of adopted Rules and Regulations (including Code of Conduct) and that these adopted Rules and Regulations assign the responsibility of spectators to the individual and/or teams involved. These may be a part of the organization's by-laws or a separate document. (Please attach to a Use of Facility application.)
3. The organizations adopt a Code of Conduct that applies to participants, including, but not limited to, players, league officials, game officials, managers, coaches and spectators. Code of Conduct should reflect expected decorum, compliance with rules and regulations, and the minimum penalties for noncompliance. A copy of the Code of Conduct shall be distributed to all participants and parents/guardians. (Please attach to Use of Facility application.)
4. Game officials shall possess adequate levels of training commensurate with the scope of the game, event, or activity and are responsible for enforcing the rules of the game, event or activity.
5. Team managers are responsible for the conduct of their players and will work with game officials to assure that all players conform to Facility Use Rules and Regulations and with league Rules and Regulations.



6. Individual/Organization is responsible for conduct of spectators and shall take appropriate action, including removal from premises, if necessary, to ensure that proper and safe behavior is maintained at all times. This includes implementation and education of the parents and spectators about Positive Coaching Alliance principles and practices.
7. Individual/Organization is responsible to enforce the adopted Rules and Regulations and follow the Code of Conduct.
8. Emergency Procedures shall be made available by the applicant to a responsible individual at every activity. The organization shall have available first aid supplies and shall identify the location of the nearest phone from which to call "911" in case of an emergency. (Please attach to Use of Facility application.) At least one adult and/or organization official shall be assigned the responsibility of staying on the site until all participants and known spectators vacate the site.