

Policy #1: Coach Selection

Last revision: March, 1998, August, 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer Club (MBSC) that all coaches must be approved by the MBSC Board of Directors. The intent of this policy is to ensure a satisfactory level of both, personal character and technical competence, in all MBSC coaches. The quality of the MBSC coaching staff is critical for player development and continued growth of MBSC. The prescribed procedure for coach selection and approval is contained in the attached procedure. Every effort should be made to ensure the recommended procedure is followed during coach selection.

Procedure:

- All coaching applicants will be reviewed and interviewed by the Director of Coaching (DOC).
- During Board meetings, coaches will be nominated by the Director of Coaching. All candidates are subject to the criteria established in the following steps of this procedure.
- At a Board meeting, the DOC makes a motion to the Board to accept a candidate as a coach. The motion must be seconded. Discussion will follow. As per the by-laws, a simple majority is required to pass the motion.
- All coaches will assume responsibility for their team after approval by the Board and upon completion of a background check. A team is defined by gender, age group, and playing year. The intent is to allow coaches to prepare for the upcoming season (holding try-outs, entering tournaments, etc.) as soon as possible.
- DOC will work with coaches on selecting assistant coaches.

Policy #2: Removal of Coach Due to Performance Issues

Last revision: March 1998, August 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer Club (MBSC) that a coach may be removed from their coaching responsibilities, during the season. If the pre-scribed procedure is followed. Removal of a coach for performance reasons is intended to only reflect on a specific coach's teaching of the fundamentals. Removal for performance reasons does not exclude a coach from coaching in the future. It will continue to be the Board's presumption that any coach removed for a performance reason still holds a high personal character and continued desire to teach the game of soccer.

Procedure:

- All discussions regarding the removal of a coach will be during a closed board session (only Director of Coaching, coaches and elected board members shall be in attendance).
- A formal complaint, in the form of a petition, outlining the performance issues of the coach must be signed by a majority of parents, or players in the case of teams U15 and above, from that team and presented to the MBSC Board of Directors.
- Discussion of the performance issues will be led by the Director of Coaching.
- After discussion, the MBSC will make a motion to 1) remove the coach or 2) deny the parent's petition for just cause.
- Coaches who are removed for performance issues will be asked to turn over all materials to an interim coach in a timely manner. The Director of Coaching will appoint an interim coach until a permanent replacement is selected.

Policy #3: Removal of Coach Due to Character Issues

Last revision: March 1998, August 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer Club (MBSC) that any coach can be suspended immediately for character issues, and may be permanently removed from coaching. The MBSC Board has defined the desired characteristics of coaches in the MBSC Coaches Manual. In addition, any coach indicted of a felony will be removed until due process can occur, as outlined below.

Procedure:

- For a coach to be suspended for character issues, the President, or Vice President in the absence of the President and Director of Coaching, must receive an explanation of the event in question and document the situation.
- The Director of Coaching must then seek to verify the facts concerning this incident with any witnesses to the event. Statements of witnesses should also be included in the documentation.
- After considering the facts, the MBSC President can 1) delay action until the next MBSC Board meeting or 2) seek Executive Suspension of the coach in question.
- To seek Executive Suspension, the President must discuss the facts of the situation with at least two other MBSC Executive Offices and obtain the agreement to suspend the coach.
- If there is not agreement by two other MBSC Executive Officers, the matter will be discussed at the next MBSC Board meeting.
- If at least two other MBSC Executive Officers and Director of Coaching agree to suspend the coach, the President of MBSC and Director of Coaching will immediately notify the coach of the action, ask the coach to hand over all team materials to the MBSC President or Director of Coaching, and take action on this matter at the next MBSC Board meeting.
- The Director of Coaching will appoint an interim coach for the team until a new coach can be approved by the Board.

Policy #4: Licensing for Coaches

Last revision: April 1998, August 2011

Policy Statement:

Morton Blaze Soccer Club requires all head coaches to obtain licensing per the IYSA guidelines. In addition, Morton Blaze Soccer Club encourages all head coaches and assistant coaches to seek additional USSF coaching licenses. MBSC will seek to reduce or eliminate any financial burden for coaches who seek licenses. In addition, MBSC will consider the financial needs for licensing when developing fees each year. Only one reimbursement will be made per team each year.

Procedure:

For "E" or above Licensing of Head Coaches

- Upon successful completion of the "E" or above licensing, the head coach should provide a copy of their coaching certificate and canceled check or receipt. The head coach will then receive 100 percent (100%) reimbursement for the course fees.

For All Other Licensing

- The candidate for licensing must request financial support for licensing at a Board meeting prior to the licensing course.
- The Board will take actions to approve full or partial funding.
- The candidate will be reimbursed for course fees upon proof of successful completion of the licensing.

Policy #5: Coach's Discretion and Authority

Last revision: April 1998, August 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer club (MBSC) that it is the role of each coach, with the assistance of the Director of Coaching, to assess the talent and capability of their team and to prescribe a plan for improvement and tactical play which is best suited for their team. In addition, it is the decision of each coach as to the role parents will play with the team. Coaches are encouraged to seek positive parental involvement (i.e. Parent Representative, Tournament Committee), to the extent possible, in order to minimize the burden placed on the coach. Coaches do not have the authority to change or violate MBSC By-laws or Policy.

Procedure:

- No specific procedure required.

Policy #6: Try-outs

Last revision: April 1998, June 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer Club (MBSC) that all teams will be formed from candidates present at a team or individual try-out. Players who cannot attend the all team try-out may set-up an individual try-out with the Director of Coaching (DOC) and coach at the discretion of the DOC and coach. Try-outs should be announced at least two weeks in advance. The MBSC Board will advertise the try-outs via multiple advertising vehicles to attract qualified candidates.

The try-out process will include the following protocols

- The coach will utilize the MBSC try-out evaluation form.
- Evaluations of players are unbiased.
- Evaluations represent a fair assessment of player's individual and team skills.
- New candidates will try-out in their own age group.
- All Blaze players who played on a team above their age group in the season prior to try-outs may try-out with their prior season team.

The Director of Coaching (DOC) will recommend to the Board any players that the DOC deems appropriate to play up in age group. Please refer to Blaze Policy #8 regarding players playing above their age group.

Any additions to the team after the initial roster should be based on the same criteria as the original try-out. All questions need to be directed to the Morton Blaze Director of Coaching.

Policy #7: Coaches' Manual

Last revision: April 1998, August 2011

Policy Statement:

The MBSC Coaches Manual will serve as a suggested method of operation for coaches and introductory training for new coaches. The MBSC Coaches Manual will not conflict with the MBSC By-laws, Policies or Procedures.

Procedure:

- No specific procedure required.

Policy #8: Player Status

Last revision: April 1998, June 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer Club (MBSC) that all players must play with the age group that is defined by the Illinois Youth Soccer Association (IYSA) and the Central Illinois Youth Soccer League (CIYSL) unless approved by the MBSC.

Procedure:

- Written Request for Board Approval.
- Any parent may request that their child “play up” in an older division or “play down” in a younger division by making a written request to the MBSC board.
- The request will be read and a motion placed before the Board.
- Discussion will follow and the motion will be voted on.
- The parents are invited to attend the Board meeting and participate in the discussion. They may not be present during the vote.

Notes:

1. A common exception is when a young player is allowed to play up with his class. For example, a young fifth grade student might be required by age to play on the U10 team. Past exceptions, by Board approval, have allowed the fifth grade student to play up in order to play with their class.

Policy #9: Recruiting

This policy has been deleted as of June 6, 2011.

Policy #10: Out-of-town Players

This policy has been deleted as of June 6, 2011.

Policy #11: Money/Funds – Disbursements/Approvals

Last revision: April 1998, June 2011

Policy Statement:

It is the policy of the Morton Blaze Soccer Club (MBSC) that all money collected is to be directed to the MBSC bank accounts. All reimbursements will be made by the MBSC Treasurer.

Procedure:

- All checks for fees, sponsorships, etc are to be made out to the Morton Blaze Soccer Club.
- Money will be given to the Treasurer and deposited in the MBSC bank account.
- Reimbursements for referee fees, team expenses, tournament fees, etc., are to be accompanied by a purchase order form. The purchase order form should be signed by the person requesting money and the MBSC Treasurer.
- Any request for money other than “usual” team expenses must be approved by the Board.

Policy #12: Fees/dues

Last revision: January 1999, October 2011

Policy Statement: It is the policy of the Morton Blaze Soccer Club (MBSC), a not-for-profit organization, that all fees and dues be paid to the MBSC and turned into the Treasurer each season. All players will pay the seasonal amount reached by the following fee structure. Once a year, the fee structure will be reviewed for changes in the basic costs. All players will be provided a fee sheet prior to fee payment night.

Procedure:

- Basic Fee per player:
 - IYSA Insurance
 - CIYSL Insurance
 - Training Sessions
 - Director of Coaching
 - Administrative Fees (Bank fees, Chamber of Commerce Fees, etc.)

- Additional Fee per player (divided by number of players on each team):
 - Tournament Fees
 - League Fees
 - League Referee Fees
 - League Assignor Fee
 - Club wide and Team Equipment/Special Needs Fee (i.e. nets, lighting, etc.)
 - Coaches Fees (Including travel allowances)

- Uniform Fees
 - All uniform fees and training shirts are per player as needed.

Policy #13: Team Sponsors

Last revision: April 1998, June, 2011

Policy Statement: It is the policy of the Morton Blaze Soccer Club (MBSC) that all teams may have sponsors. All money collected from sponsors will be for the team as a whole. A team may not use excess team sponsorship for purchasing additional items (bags, warm-ups, etc) for their team.

Procedure:

- Money collected from any sponsor will be directed to the MBSC Treasurer and deposited into the MBSC bank account.
- The sponsorship money cannot be used for specific items such as a tournament.
- The coach will calculate the team fee and may subtract the sponsor amount from the total fee.
- The remaining fee will then be divided between the number of players for a reduced fee amount.

Policy #14: Uniforms

Last revision: January 1999, June 2011

Policy Statement: It is the policy of the Morton Blaze Soccer Club (MBCS) that all teams will have a universal uniform designated by the club. This uniform will be purchased by each player at their own expense. Uniforms with the Morton Blaze emblem may not be worn to friendlies that have not been officially approved by the IYSA. Training shirts may be worn for these games.

The uniform will consist of:

- Red Away Jersey
- White Home Jersey
- Black Shorts
- Black Socks
- Red Practice T-Shirt (also to be used for friendlies)
- White Practice T-Shirt (also to be used for friendlies)

Procedure:

- No specific procedure required.