

**ESP Soccer Policy Hand Book**  
**Recreational Program U9 - U18**  
**(Revised August 2011)**

**Purpose:**

- The purpose of the hand book is to communicate the East St. Paul soccer program philosophy, key issues and established policies and to standardize the processes and procedures to be followed by the representatives, participants and volunteers.
- This hand book and the policies within have been developed by past and present ESP Soccer Directors, Conveners and VP of Field Sports.

**Mission:**

- It is the mission of the East St. Paul soccer program to provide every participant with a fun, safe, positive environment in which to play while learning the game of soccer.

**Equipment:**

- It is the responsibility of all players to be outfitted with the appropriate equipment.
- All players must have the following equipment:
  - Shin Pads
  - Socks that **MUST** cover shin pads
  - Black Shorts
  - Jerseys (ESPCC supplies soccer jerseys for all teams and these are only to be worn at games)
  - **Players must wear the jerseys provided by the community club for league play and tournaments unless prior approval has been given by the ESP soccer director and CC manager**
  - Goalie jersey can be provided by ESPCC upon request
  - Goalie gloves can be provided by ESPCC upon request

**Coaching:**

- Anyone wishing to volunteer for a coach or assistant coach position is encouraged to submit their name at the time of player registration. If a coach cannot be appointed for a particular team then that team may be folded and the parents' registration fees refunded.

- All coaches, referees and other volunteer workers have comprehensive insurance coverage under the Manitoba Soccer Association while volunteering. All registered players are insured under the Manitoba Soccer Association. For more information about areas of liability that are covered please see the MSA website: [www.manitobasoccer.ca](http://www.manitobasoccer.ca)
- All coaches are to provide the following documents PRIOR to the start of the soccer season:
  1. Current criminal records check; obtained on an individual basis and submitted to the appropriate soccer convener for review.
  2. Current child abuse registries check; obtained through FCNW.  
\*any costs incurred for the above items are covered or reimbursed.
  3. A Respect in Sport certificate; obtained online on an individual basis.  
<http://www.sportmanitoba.ca/respectinsport.php>
- All coaches are to obtain the proper certification required to coach at their specific level. Dates and clinic locations can be found on the MSA or FCNW website. ESPCC will reimburse the cost of the course upon proof of registration, payment and successful completion of the course.
- Coaches will be responsible for obtaining and returning **ALL** equipment from and to the equipment manager.

#### **Regular registration:**

- ESPCC will have registration dates prior to the start of each season and will advertise these dates well in advance of and during the registration period.
- Once regular registration is complete player numbers are assessed at a transfer meeting. Once transfers are complete age groups requiring more than one team within the same club will be formed by a draft process. Coaches meet with conveners and select teams. Coaches will select their own child plus two additional players from the team that they coached in the previous season. If the coach or coaches did not coach a team in the previous outdoor season then they will choose last or toss a coin and will choose their own child plus two players from the remaining players left on the list. From this point coaches will take turns choosing players one at a time from those remaining until every child has been placed.
- Only registered players will be permitted to play as per WYSA rules.

#### **Late registrations:**

Any registrations received after the advertised dates will be processed late. A late fee will apply. Late registrations are also processed differently. A list of names is generated and will be submitted by the soccer director to the FCNW recreational director on a weekly basis. Team needs are assessed by the recreational director and players are placed accordingly. Requests will be taken into consideration at this point, but cannot be guaranteed.

**General Information:**

- All players, coaches and parents are to adhere to MSA & WYSA rules.
- Coaches & teams are not to participate in unsanctioned tournaments. Coaches participating in unsanctioned tournaments may be suspended from coaching in East St Paul indefinitely and may be disciplined by WYSA and MSA.
- Players cannot register for more than one team as per WYSA rules.
- All players should expect to play a minimum 50% playing time as numbers permit (exceptions may be made for disciplinary reasons).
- Parents are to encourage their children to participate at practice as well as games.
- Parents are to be respectful of their child's coaching decisions.
- Parents are to be respectful of the referee's decisions during a soccer match.
- Parents / Coaches / Players are to be respectful to their opponents.
- Every team must appoint a parent/spectator as Referee Liaison (RL) at the beginning of every game. This person's name must be indicated on the game sheet. The RL will be identified by wearing a yellow arm band and must sit on the spectator side of the field. The RL is responsible for the conduct and behaviour of their own team's spectators and is not expected to approach spectators from the opposing team. If an incident occurs the RL may be required to submit a report to WYSA following the incident.
- Age advancement may only be done based on numbers and at the discretion of the Soccer Director. If a player is age advanced then they are only permitted to play at the higher age group for that particular season.
- Transfers out of club may occur in the event that we do not have enough players to host a team in ESP. All transfers will occur within the North West district and must be approved by FCNW as well as WYSA.

- In the event that we have too many players register at the same age group, but insufficient numbers to host an additional team, players may be transferred to another community club in the NW district. When determining which players will remain with East St Paul preference will be given to players who played with East St Paul in the previous season and to players who registered on time. If following these criteria there are still players in excess of the maximum allowed on the roster then names will be drawn at random from the remaining players to determine which players will be transferred to another community club. Note: final placements are at the discretion of the soccer director.
- Players are encouraged to play all positions and coaches are encouraged to develop players in all positions; however, the final decision as to where a player will play lies with the coach.
- ESPCC will not cover any costs of tournaments that teams decide to enter or equipment that teams order unless approval is obtained from ESPCC in advance.
- ESPCC will adopt a respectful environment policy for the protection of the volunteers.
- Any breach of the above listed policies gives ESPCC the authority to revoke your family membership.

#### **Internet Links:**

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| • East St. Paul Community Centre       | <a href="http://www.espcc.ca">www.espcc.ca</a>                               |
| • Football Club Northwest Youth Soccer | <a href="http://www.fcnorthwest.com">www.fcnorthwest.com</a>                 |
| • Winnipeg Youth Soccer                | <a href="http://www.winnipegyouthsoccer.com">www.winnipegyouthsoccer.com</a> |
| • Manitoba Soccer Association          | <a href="http://www.manitobasoccer.ca">www.manitobasoccer.ca</a>             |