

Club 101 “Best” Methods

Bylaws

Board Activity

OSA Support

Operations Nuts & Bolts

Bylaws

- This is your structure
 - Positions & Responsibilities
 - Overall guide for operations
 - Use Policies for specific operations
 - Meetings & Elections
 - Appeals & Discipline
- OSA samples

Board Activity

- Who
 - President, Secretary/Treasurer, VP Operations
 - Discipline & Appeals, Facilities, Referees, Registrar
- What
 - Fund raising
 - Operations
- How
 - In Person
 - Web? (GoToMeeting, Skype, etc.)
- When
 - Regular schedule

OSA Support

- Examples
 - Bylaws
 - Policies & Procedures
 - Sponsorship programs
- Staff
- Volunteers

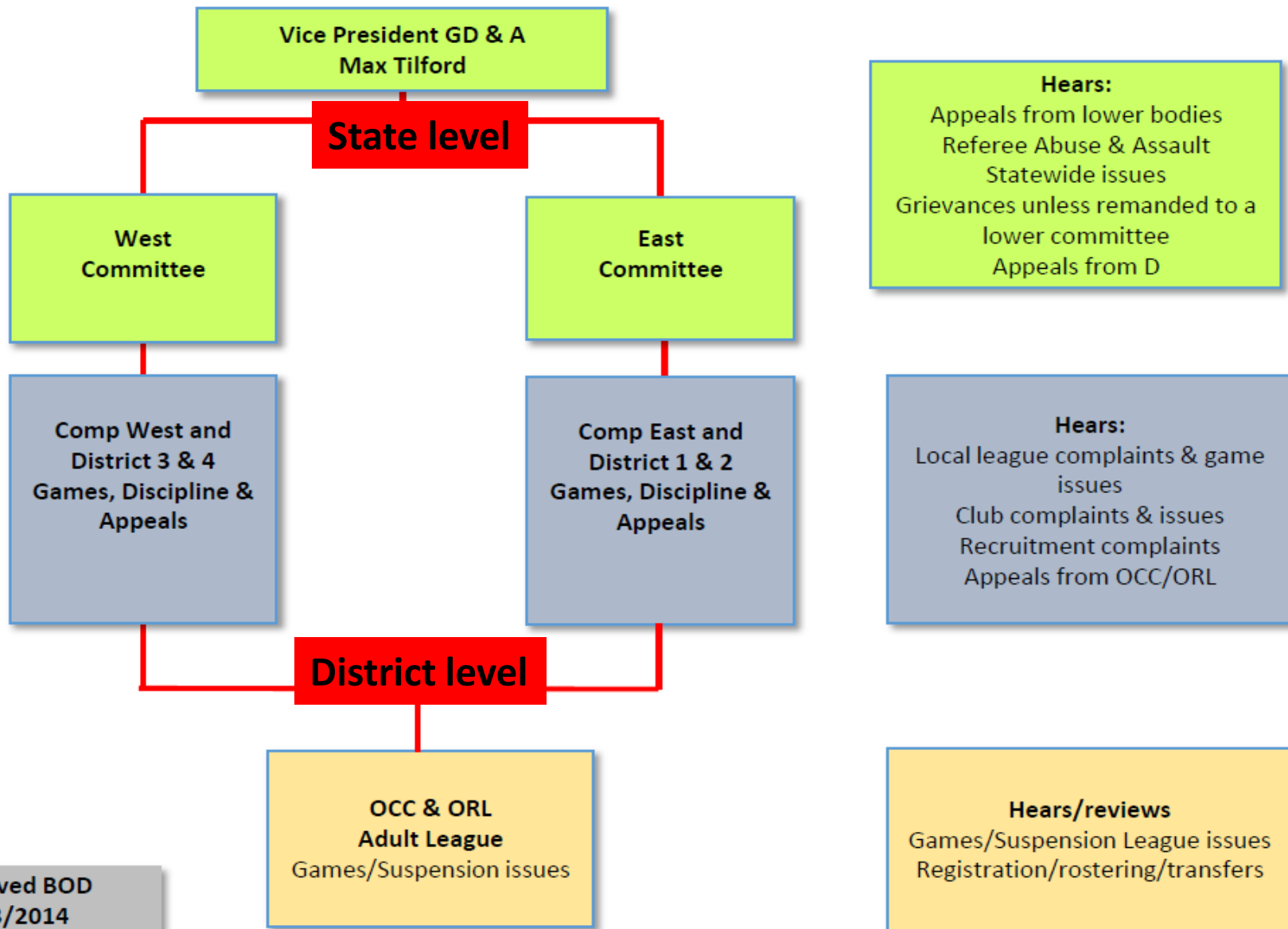
Games, Discipline and Appeals Committee

Purpose: To provide fair consideration of disputes within OSA and Appeals thereof

Powers: Render and implement a decision based on facts presented by all parties via a neutral hearing

Limitations: Any decision may be appealed to USSF

Games, Discipline and Appeals Committee



Approved BOD
9/23/2014

Games, Discipline and Appeals Committee

2014 Activity: 13 total incidents in 2014

10 cases of Referee Abuse/ Assault

- 7 of 10 cases involved teams from East side of State
- 4 cases were U19 B or adult league players
- 7 cases were coaches on rec teams from U7G to U14B
- Suspensions ranged from 2 games to 2 years, depending on severity
- 1 case was a rec coach/referee, who was suspended for 8 months

1 case of Illegal Recruitment/ overage players (Coach placed on Probation)

1 case of Player Release: (decision in favor of Appellant)

1 Violent Conduct: U19G received Indefinite (lifetime) Suspension from OSA

OSA to Strengthen Support of Member Clubs

OSA to form a “Member Clubs Support Committee”

Purpose: **Mentor member clubs in various aspects of organization and operations:**

1. Club administration and organization
2. Club registration, registration of players with OSA
3. Advertising on a local level
4. Assist in setting up coaches clinics (primarily recreational)
5. Assist in setting up Referee clinics and mentoring

Member Clubs Support Committee

6. Instruction on setting up and maintaining soccer fields (measurements, markings, proper size for age group, proper mowing height, maintenance, etc).
7. Game day procedures:
 - Game scheduling
 - Referee assigning/mentoring
 - Payment of referees
 - Site volunteers (concessions, bathrooms, etc)
 - Record keeping

Vice-President of Operations

Duties include:

1. Recruitment/ development of coaches
2. Team and league formation
3. Scheduling
4. Equipment
5. Playing fields
6. Referees
7. Game records

Recruitment/ Development of Coaches

- Enthusiastic, knowledgeable, kid-friendly
- Volunteer, parent-coaches are norm for younger age groups
- Coaching development available now:
 - OSA, USSF, USYSA all offer clinics, many free
 - OSA offers USSF “F” (U6 and U8) and “E” (rec) coaching licenses at multiple sites or by request at your site

Competitive Coaches: USSF “D” license required

3 sets of courses offered each year (2 weekends)

1. Tulsa area: Already occurred
2. OKC area: June 5 – 7th, and
July 24 - 26
3. Ardmore: February 20 – 22nd, and
May 15 – 17th

A “D” License is required to be a Competitive Coach or a
Competitive Team Trainer

Team and League Formation

- Teams easiest to form in youngest age groups
 - Girls are as athletically skilled (or more) than boys in U6 and U8
 - Many clubs have mixed-gender teams even through U19s
- Most local clubs need other near-by clubs in order to have enough teams to form leagues
- OSA 'Traveling Rec' leagues formed to address this need
- Need at least 4 to 6 teams to form an effective league
 - Play everyone twice, all travel same amount (Home and away)
- 10+ teams in League allows maximum flexibility in scheduling

Playing Fields: Preparation and Maintenance

- A soccer pitch must be smooth, relatively flat, clear of debris, and properly marked. Grass also helps.
- City parks/ recreation departments are best source for creating new fields where none exist currently.
- Pitches need to be sized according to age group. Ideally U6, U8, U10 and U12 will all be small-sided fields with different sizes for each.
- Mowing and marking must be done on a regular basis to maintain a smooth and safe pitch.

Equipment and Supplies

- Line measurement and Line-marking equipment
- Goals: Sized by age group. Must be sturdy and well anchored!
- Corner flags (cones can be used in emergency)
- Team benches and marked technical areas
- Trash cans
- Porta-potties or bathrooms
- Delineated parking facilities (not behind goal area!)
- Method to announce impending severe weather
- On-site listing of emergency numbers and/or personnel
- Someone who cares!

Scheduling

- State-wide leagues have mandated game lengths
 - Local leagues should follow same format
- Depending on number of games, start times are generally 90 to 120 minutes apart (except very young ages)
- Must consider availability of Referees in scheduling
- OSA has templates available for intra-club, league and tournament scheduling
- OSA staff will assist in preparing schedules if asked

Referees – the most contentious subject

No soccer match is sanctioned by OSA or any other governing body unless assigned, certified referees are used to officiate the match. Period.

- An unsanctioned match means there is no recourse for foul play or any problem that may develop in the match without a special appeal.
- OSA and USSF insurance is not valid.
- Referees are not allowed to officiate an unsanctioned match under the guise of OSA or USSF.

Referees – the most contentious subject

Development and retention of quality referees is often the most vexing problem clubs face

- OSA has excellent training programs in place for youth and adult referees
- It is the Club's responsibility to set up Referee clinics for new and returning refs: Every referee must re-certify annually
- Professionalism: There is no substitute for class!
- Class means attitude, dress, conduct, language, procedures and anything else that goes into referee decisions and actions
- A club that respects its Referees will have many fewer disciplinary problems during games than others
- A Referee (youth or adult) that feels appreciated will be a Happy Referee and much more likely to return year after year!

How to deal with young, unsure, weak Referees

Not all Referees are blessed with equal ability.

- Placing a young, inexperienced ref on games with coaches or teams that are known to be a problem is a recipe for disaster
- If the ref is a family member of anyone in the game, should not be assigned
- Respecting the referee's decisions, even when bizarre, is critical.
- If a Referee is constantly yelled at during a game, his/her performance usually deteriorates even more, exacerbating the problem.
- Referee Abuse or Referee Assault is a serious matter. The minimum suspension is usually two or more games to occasionally years.
- 10 of the 13 Referee Abuse/Assault cases heard by OSA in 2014 were adult coaches versus youth referees in U8 to U14 rec games. There was not a single competitive coach charged during 2014.
- The solution: If a referee is bad, then gentle words of how things might have been done differently are appropriate, after the emotion of the game is over. Yelling, intimidating, and threatening are wrong and will be dealt with severely by OSA when reported.

Game records:

- There must be a procedure set up for referees to turn in game cards to a designated person who records the data.
- Cautions and send-offs should be reported to the League and OSA (Referee should fill out a Misconduct Report).
- Traveling Rec and Competitive results are sent to OSA.
- Referee pay sheets should be submitted with game reports: develop a 'no game report, no pay' system.