



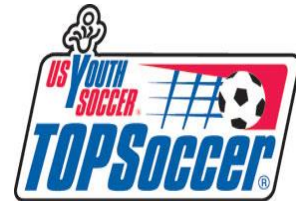
2017-2018

# ADMINISTRATIVE MANUAL

Vermont Soccer Association's purpose is to develop, promote, and administer the game of soccer within Vermont.



*The Game for All Kids!*<sup>®</sup>



528 Essex Road \* Suite 208 \* Williston, VT 05495 \* 802-857-5703  
\* [admin@vermontsoccer.org](mailto:admin@vermontsoccer.org) \* [www.vermontsoccer.org](http://www.vermontsoccer.org)

Dear Club Registrar,

Welcome to Vermont Soccer Association. As a member of the Vermont Soccer Association (VSA) you have many benefits, many important affiliations and provide support to all levels of soccer worldwide. You have also joined a very fast growing sport both in Vermont and across the United States. Worldwide, soccer is the most popular of all sports.

**VSA Benefits:**

|                                     |                                |                                    |
|-------------------------------------|--------------------------------|------------------------------------|
| Olympic Development Program         | Player Passes                  | Coaching Clinics                   |
| Nat'l Championship Series/State Cup | Permission to Travel           | Coaching Certification & Licensing |
| Kohl's American Cup Tournament      | Permission to Host             | Coaching Materials                 |
| Referee Licensing                   | Accident & Liability Insurance | Sanctioned League Play             |
| Referee Assessment                  | Insurance Certificates         | Directors & Officers Insurance     |
| TOP Soccer                          | Risk Management                | Vermont Soccer League              |

**VSA Affiliations:**

|                                     |  |
|-------------------------------------|--|
| US Youth Soccer Association (USYSA) | United States Soccer Federation (USSF) |
| FIFA (World Governing Body)         | US Olympic Teams                       |
| US National Teams                   | US Regional Teams                      |

Your membership is very important to the growth and development of soccer in Vermont, the U.S. and around the world. As the MLS grows, and PDL, CISL, MISL, and USISL continue to operate, the opportunities to watch and play the game continue to expand. Your VSA membership supports that expansion.

Included in your membership package are various materials and instructions for administering your respective teams. Please look over the material **CAREFULLY** so that you understand what must be done to properly register teams, travel to and host events, and handle insurance claims.

It is the responsibility of the Club Registrar to gather and disseminate information required by or received from Vermont Soccer Association. Please look closely at **ALL** of the enclosed information and be sure that it gets distributed to the appropriate coaches and club personnel. Club registrar is responsible for registration of players, coaches and managers, filing Application to Travel, Application to Host, and Player Release Forms.

Please fill out the enclosed Club Officers form with your club information and return it as soon as possible. If you are no longer affiliated with your club, please notify the VSA office.

Please take a moment to check out our website at [www.vermontsoccer.org](http://www.vermontsoccer.org). You will find information on Vermont ODP, forms for downloading, and other useful soccer information.

VSA appreciates your efforts to help make soccer a very special part of our kid's lives. Please call the Vermont Soccer office if you have questions or we can help you in any way. Have a wonderful soccer year.

Yours in Soccer,

Meg Munson  
Executive Director

528 Essex Road, Ste 208  
Williston, Vermont 05495  
(802) 857-5703  
[www.vermontsoccer.org](http://www.vermontsoccer.org)

## Vermont Soccer Association

Vermont Soccer Association is a National State Soccer Association affiliated with the US Youth Soccer and the US Soccer Federation. The following services and programs are available to all members. The state office exists to serve the needs of the membership. Let us know what you need.

### State Office

Vermont Soccer Association has an Executive Director, Meg Munson, and two Administrative Assistants to help serve the 10,000+ players in the state of Vermont. They are available to answer your questions or resolve your problems. If you have any questions about the registration software, the registration of players, member passes, rosters, travel applications, insurance, hosting tournaments, bylaws, US Youth Soccer, Region I, ODP, or anything else call the VSA office at 859-9601 or email [admin@vermontsoccer.org](mailto:admin@vermontsoccer.org). Vermont serves approximately 10,000 members comprised of players, coaches, referees, club directors and officers. The following services are available to all clubs, leagues, and teams.

### Insurance

Members of VSA are covered under our liability and secondary medical insurance. Certificates of liability coverage for clubs and leagues, as well as any property that is used for practice or games, are available upon request. Descriptions of liability and medical coverage are available on-line. Non-profit Directors and Officers Insurance is offered by VSA. Please call the office for more information.

### Registration

Vermont Soccer Association utilizes the online registration program from GotSoccer designed specifically for National State Associations for registration of all members. **GotSoccer registration instructions can be found on the VSA website.** Club versions of the software are available to all member clubs. Please contact VSA for more information.

### Coaching Clinics and Licenses

Coaching clinics are available to all clubs and leagues at a nominal cost. It is the goal of VSA to provide our youth with a truly rewarding experience. We strongly encourage recreational coaches to complete age-specific youth module courses. The youth modules expose coaches to developmentally appropriate activities that are fun and challenging for every young player, and should help to ensure that our youth develop a life-long love of the game at an early age. Our State Coaches, Dave Sward and John Werner, are available to schedule coaching clinics for your club. Please contact the State Office to set a date for a coaching clinic. All coaches present at the clinics receive an official US YOUTH SOCCER coaching manual which includes information on the art of coaching, learning through game activities, tactical and technical concepts, and many other topics related to coaching youth soccer.

In addition to coaching clinics, USSF and NSCAA licensing courses are held every year. Please see our website [www.vermontsoccer.org](http://www.vermontsoccer.org) for a schedule of coach licensing courses.

### State Competitive Programs

Vermont Soccer Association hosts the Vermont State Cup Tournament which is a part of the US Youth Soccer National Championship series. The tournament is for the more competitive teams in the U-12 through U-18 age brackets. The tournament is held in the spring & the winners advance to the Region I Championship Tournament in early July. The Region I Championship Tournament will be held in West Virginia this year.

### State Recreational Programs

The Kohl's American Cup is a festival designed for the recreational player. It provides a tournament atmosphere for the recreational player without the competitive pressures of other tournaments. Vermont Soccer Association is currently looking for Volunteers to participate on the Kohl's American Cup Festival Committee. Anyone interested in being a part of this exciting event may call 802-859-9601.

### Olympic Development Program (ODP)

Players who are more advanced in their playing skills and desiring personal advancement in their playing ability are given such opportunity through ODP. The program identifies and develops youth players throughout the country to represent their state association, region, and the United States in soccer competition. Open tryouts are held in early November. Players are selected via the open tryouts as well as recruiting by State Coaches. These teams attend the ODP Region I Tournament and occasionally a few other events as a team. Players also attend the Region I ID Camp for the opportunity to be identified and named to their age group Region I ODP pool of players which may give them the chance to compete against other Regional teams across the nation and abroad. For more information visit our website: [www.vermontsoccer.org](http://www.vermontsoccer.org).

### TOP Soccer

TOPSoccer (The Outreach Program for Soccer) is a community-based training and team placement program for young athletes with disabilities, organized by youth soccer association volunteers. The program is designed to bring the opportunity of learning and playing soccer to any boy or girl who has a mental or physical disability. Our goal is to enable the thousands

of young athletes with disabilities to become valued and successful members of the US Youth Soccer family. Visit our website [www.vermontsoccer.org](http://www.vermontsoccer.org) for more information.

## REFEREES

The Vermont Soccer Referee Committee offers certification and re-certification courses throughout the year to potential new and seasoned referees. Soccer is growing in Vermont and more referees are always needed. Certified Referee Assignors now assign referees to games. Information on certification classes, assessment programs, instructor's courses, and assignor courses is available on the website: [www.vermontsoccer.org](http://www.vermontsoccer.org).

## VERMONT SOCCER LEAGUE

Starting this year, Vermont Soccer Association will be running the Vermont Soccer League. The Vermont Soccer League was formed in 2004 by the merger of the Champlain Valley Youth Soccer League and the Green Mountain Soccer League. The VSL includes 3 Divisions. Division 1 includes premier or select clubs. Divisions 2 and 3 are made up of town based clubs. Each division provides an opportunity for boys and girls between the ages of 8 and 18 to compete on a team against other teams of equal ability. The goal of the league is to provide opportunities to play soccer in a positive environment that promotes skill development, fair play, and good sportsmanship. All leagues start early May and end in June. Please visit our website for more information or to register a team for the league.

## HOSTING EVENTS

Information on how to run a tournament for your club/league is available through the state office. Tournaments must be sanctioned by the state for teams from other clubs within and outside of Vermont and the United States to participate and for the insurance to be in effect. There are a few forms that must be filled out and sent to the state office before it can be sanctioned. Hosting a tournament or jamboree requires an **Application to Host Form** to be completed and returned to the State Office, along with appropriate fees, for approval. If the tournament is approved, a **Tournament Host Agreement Form** must be filled out. Any event without Permission to Host is a non-sanctioned event and all insurance coverage will be null and void. Applications must be submitted 90 days prior to the proposed dates. If foreign teams, including teams from Canada, will be invited and/or attending, permission must be granted by USSF. Please call the office for more information.

## TRAVEL & TOURNAMENTS

Teams traveling to **some** out-of-state tournaments must have an Application to Travel Form signed by the State Registrar. The application is available at the State Office or on our website. Allow 2-3 days for approval of the application. Confirm with the hosting club of the tournament whether or not the form is needed. Permission to travel is not required for a team registered in Vermont to participate in tournaments in Vermont.

- **Procedure for Permission to Travel**
  - The following are required documents needed to process your Application for Travel:
    - US Youth Soccer Application to Travel Form completed by the Club Coordinator, Team Manager, or Coach
    - One copy of your current, signed State Roster
    - A copy of the tournament's Permission to Host Form signed by their State Association.
    - \$10 processing fee

VSA Administrators will compare the Permission to Host Form with the team's Application to Travel Form to verify that the team meets the requirements for the tournament they are traveling to. The club, coach, and team players are to be in good standing with VSA when Permission to Travel is granted.

## PLAYER AND COACH PASSES

VSA will provide player and coach passes to teams. Each player must have a picture uploaded to GotSoccer and his/her age verified before passes can be printed. Birth certificates should be mailed, faxed, dropped off or emailed to VSA for age verification. Once processed, passes will be printed by VSA and returned to the club's registrar with approved rosters.

**PLEASE ALLOW 2-3 WEEKS** for this process.

## MULTIPLE ROSTERS

Players may register and play on multiple teams within the same season. Players playing on more than one team must pay registration fees for EACH team. Tournament and league rules may prevent players from playing on two teams within the same age bracket in the same tournament or league. Please check league and tournament rules BEFORE submitting rosters. **If you will be playing on teams for two different clubs, both clubs must agree to this.** If the rules (and clubs) allow you to be on multiple rosters, please contact VSA so that you can be added to both teams in GotSoccer.

## PLAYER AGE CLASSIFICATION

Per the United States Soccer federation Player Development Initiative, player age will be determined by the year in which the player was born (For example, an 8 and under player would have been born in the year of 2009). Players born in 2010 may play up on an 8 and under team.

## INSURANCE CLAIMS

Insurance claim forms are available at [www.bollingersoccer.com](http://www.bollingersoccer.com). Completed forms should be sent to the VSA office for signature and forwarding to the insurance carrier.

## MEDICAL RELEASE FORM

USYSA and VSA's insurance company require coaches to have a signed Medical Release Form for each player with them at all practices and games. If a player were to need emergency medical attention this form will be necessary to have the player treated if a parent or guardian cannot be reached.

## PLAYER RELEASE

A **Player Release Form** is required for any player wishing to leave the club he/she registered with for the seasonal year to play for another club.

## RELEASE TO PLAY OUT OF STATE

An **Out of State Player Release Form** is required for any team or individual wishing to participate with a team or league outside the state of Vermont. Players are required by US Youth Soccer to register in the state in which they reside and released to participate within another state.

## ANNUAL GENERAL MEETING

Vermont Soccer Association will be combining the Annual General Meeting with the Vermont Soccer League Fall Meeting. All affiliated clubs are required to send a representative to the AGM. This year's AGM will be on Saturday, November 19 at the Doubletree Hotel in South Burlington. For more information please check the website.

## VSA REGISTRATION DEADLINES AND DATES TO REMEMBER

| Date            | Event  | Location  |
|-----------------|--|---|
| Nov. 5, 12      | Olympic Development Team Tryouts   | Tree Farm Recreational Facility                     |
| Nov. 21         | New Club Applications  | Submit to VSA Office                                |
| Nov. 17         | Second Annual Awards Banquet/ VSA 26 <sup>th</sup> Anniversary                       | TBA   |
| Nov. 18         | <b>VSA/ VSA AGM</b>  | TBA   |
| Dec. 4 (5 pm)   | Presidents Cup Application Deadline  | Submit to VSA Office                                |
| Dec. 4          | <b>Division I New Team Applications Due</b>  | Submit to VSA Office                                |
| TBA             | <b>VSL Division I New Team Applications Comp. Committee Review Meeting</b>           | VSA Office  |
| Dec. 18 (5 pm)  | <b>Division I Rosters/ Fees/ Forms Due</b>   | Submit to VSA Office with Fees                      |
| TBA             | VSL D1 Competition Committee Bracket Review- For all Club coordinators with D1 teams | VSA Office  |
| Jan. 8 (5 pm)   | State Cup Applications Due   | Submit to VSA Office with Fees                      |
| Feb. 5 (5 pm)   | <b>D2/ D3 Divisions Team Registration and Fees Due</b>                               | Processed on GotSoccer, fees to VSA Office          |
| TBA             | VSL D2/ D3 Competition Committee Review  | VSA Office  |
| Mar. 5 (5 pm)   | <b>Division II/ III Rosters/ Fees/ Forms Due</b>                                     | Submit to VSA Office with Fees                      |
| Mar. 16         | <b>Draft Schedule Posted</b>   | On VSA (VSL tab) Website                            |
| Apr. 2 (5 pm)   | Schedule Revisions due with Stacking   | Change Requests to VSA Office                       |
| Apr. 14         | <b>Final Schedule Posted</b>   | No changes save allotted number and weather related |
| Apr. 20         | <b>Schedule Locked</b>   |   |
| Apr. 21-22      | Pre-season Referee Training Jamboree   | Colchester  |
| May 4 (5 pm)    | <b>State Cup Roster Freeze Date</b>  |   |
| Apr. 29-30      | <b>Opening Weekend Play VSL</b>  |   |
| May 7 (5 pm)    | Target United Cup (formerly Kohl's Cup) Applications Due                             | Submit to VSA Office with Fees                      |
| May 18, 20      | State Cup Preliminary Matches  | Tree Farm Recreational Facility                     |
| May 26-28       | Region 1 President's Cup   | TBA   |
| June 3          | State Cup Finals   | Tree Farm Recreational Facility                     |
| June 9-10       | Target United Cup  | Tree Farm Recreational Facility                     |
| June 15-17      | President's Cup Region I Championships   | TBA   |
| June 16-17      | Nordic Tournament  | Chittenden County                                   |
| June 23-24      | Essex United Tournament  | Tree Farm Recreational Facility                     |
| June 23-24      | Green Mountain Challenge   | Weston, VT  |
| June 28- July 3 | US Youth Soccer Region 1 Championships   | Fredericksburg, VA                                  |
| July 5          | Recruiting Window Opens. <b>Recruiting Ends Oct. 1, 2018</b>                         |   |
| July 26-28      | USYS National Championships  | Frisco, TX  |

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## 2017-2018 VSA FEE SCHEDULE

Fees apply per player, per team rostered on a per season basis. If a player is rostered on more than one team, each team must pay the respective registration fees. Indoor Soccer is considered a separate season from Fall and/or Spring. Not all indoor facilities are sanctioned indoor facilities. Please check the list of affiliated facilities before participating.

|  |                       |
|--|-----------------------|
| <b>Recreational Teams</b><br>In-house town programs – no travel  | <b>\$6.00/player</b>  |
| <b>Indoor Soccer</b>   | <b>\$4.00/ player</b> |
| <b>Club Teams</b><br>Teams that travel outside their town to participate in league play, other games, or tournaments | <b>\$25/ player</b>   |
| <b>Coaches/Managers</b><br>Includes coach background check   | <b>\$10/ coach</b>    |

### \*\*VSA REGISTRATION DEADLINES\*\*

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>Division I</b>              | <b>December 18, 2017 (5 pm)</b> |
| <b>Division II</b>             | <b>March 5, 2018 (5 pm)</b>     |
| <b>Division III</b>            | <b>March 5, 2018 (5 pm)</b>     |
| <b>STATE CUP ROSTER FREEZE</b> | <b>May 7, 2018 (5 pm)</b>       |

**\*Clubs & teams not meeting deadlines to register teams will be charged an extra \$5.00 per player (\$30/player). All players submitted after the deadline will be charged the late fee. Submittal is considered complete when players are assigned to a team in GotSoccer, have a picture uploaded, have their age verified, and a registration submittal form is sent with a check covering the fees to VSA.**

### \*\*SENDING PARTIAL INFORMATION (i.e. ONLY THE CHECK) DOES NOT COUNT AS COMPLETE REGISTRATION AND YOU WILL BE BILLED THE LATE FEES

|   |                                       |
|---|---------------------------------------|
| <b>Fine for Unregistered Teams</b><br>All teams must be registered before beginning practices & games. Any team that begins league play before registration reaches the VSA office will be fined <b>and</b> will be held in bad standing until all fees have been paid. Clubs/teams who are repeat offenders may have their VSA membership suspended. | <b>\$500.00</b>                       |
| <b>Permission to Host a Tournament or Games</b>   | <b>\$50.00</b>                        |
| <b>Release to Play Out of State</b>   | <b>\$25/player</b>                    |
| <b>Permission to Travel Forms</b>   | <b>\$10.00/form</b> (1 form per team) |

**Foreign Travel (includes Canada) requires additional fees and time to process by USSF. In addition to the above \$10.00 fee, USSF charges \$50 for Foreign Permission to Travel. USSF fees and forms must be sent directly to USSF. Contact VSA Office for forms.**

## Registration Process 2017-2018

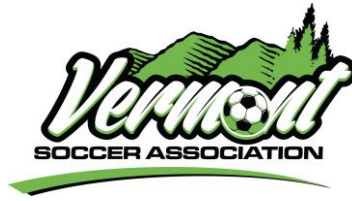
- (1) Set all players, coaches, and managers from previous year to “inactive”
  - (2) Upload all players, coaches, and team managers to your club GotSoccer account. This can be done one of two ways:
    - a. Create a new registration event in your club account and send a link to all of your players/families so that they can register themselves. Specific instructions on how to do this can be found on the VSA website.
    - b. Do a bulk upload using the .csv template on the VSA website. Specific instructions on how to do this can be found on the VSA website.
- \*If your team needs player passes, every player, coach and manager must have a picture uploaded to his/her GotSoccer account.**
- (3) **All coaches and team managers must complete a background check through GotSoccer.** They cannot be named to a roster until their background check is approved. Full legal names including the middle initial AND photo help to speed up the process.
  - (4) Assign all of your players, coaches and managers to a team.
  - (5) Enter your teams in the “Vermont Soccer 2017-2018 Registration” event
  - (6) **Fill out the Registration Submittal Form and send it along with a check to VSA for your total registration fee** (\$6/rec player, \$25/travel player, \$10/coach, \$10/manager)
  - (7) **Send in Birth Certificates for new players, or any players in your account that are not “verified”** (all verified players show a yellow highlighted lock next to their name).
  - (8) Send signed Zero Tolerance Policy and Club Officers Form to VSA.

### Registration Checklist:

- \_\_\_\_\_ Register all club personnel in Gotsoccer (upload pictures, assign to teams)
- \_\_\_\_\_ Background checks completed for coaches and team managers
- \_\_\_\_\_ Register teams for “Vermont Soccer 2017-2018 Registration”
- \_\_\_\_\_ Submittal form and check sent
- \_\_\_\_\_ Birth certificates (or proof of age) for unverified players provided to VSA
- \_\_\_\_\_ Signed Zero Tolerance Policy and Club Officers Form sent to VSA

\*Players who have moved into the United States on or after their 14<sup>th</sup> birthday will need to fill out International Clearance Forms. Please call the state office for more information.

\*All adult volunteers who come in regular contact with players, including but not limited to, coaches, assistant coaches, board members, and other club officials must complete a background check online with Gotsoccer **annually**. One of the bylaws of US Youth Soccer establishes the Risk Management Committee at the youth level. US Youth Soccer adopted the **Kidsafe** program in order to exclude from participation in its activities all persons who have been convicted of felonies, crimes of violence or crimes against such persons. Background checks are conducted through the Gotsoccer online program, using Backgroundchecks.com. This information will be kept **strictly confidential**. Rosters and coach passes will **NOT** be issued until these background checks have been processed.



## **Olympic Development Program State Select Team**

The Vermont Olympic Development Program is a US Youth Soccer program designed to identify the top players from each state in each age group. From this pool of players teams are formed to represent their State Association (State Select Team) in Regional competition. From Regional competition comes the opportunity to be identified for Regional Team training pools and/or competition, followed by opportunities at the National level. Regional teams experience both inter-regional and international competition on an annual basis.

ODP Tryouts are open to all Vermont soccer players. Individual coaches/teams may combine scouting techniques and invitations to certain players in conjunction with the open tryout system. Tryouts for the 2017-2018 season will be November 5 & 12, 2017 at the Tree Farm Recreational Facility in Essex Junction. Please visit our website at [www.vermontsoccer.org](http://www.vermontsoccer.org) for more information. Players should plan on attending BOTH sessions.

Vermont Soccer requests that clubs pass this information on to coaches and/or players and encourage their top players from each age group to attend the tryouts.

For more information please check the VSA website or call the state office.



<http://www.vermontsoccer.org/odp/about.aspx>

### **BENEFITS OF VERMONT ODP PARTICIPATION**

\*Development through training\*

\*Quality instruction\*

\*Development through competition\*

\*College Recruiting\*

**TRYOUTS (November 5 & 12)**

**MINI-CAMP/VT/Region I Staff Coaches (March)**

**ODP TOURNAMENT (June)**

**IDENTIFICATION CAMP (July)**



## 2017-2018 CLUB OFFICERS FORM

Club/Organization Name: \_\_\_\_\_

President: \_\_\_\_\_ Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*Registrar:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email:** \_\_\_\_\_

\*\*Club Registrar is responsible for gathering and distributing information received and required by VSA to coaches and other club members. This includes registration of players, coaches and managers, filing Application to Travel, Application to Host, and Player Release Forms.

**Club Registrar should be the MAIN CONTACT between  
Vermont Soccer Association and your  
club/organization.**

Treasurer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Please list other officer's names, addresses, phone, and email information on the lines below.

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## Vermont Soccer Association Zero Tolerance Policy Against Abuse

As a member of Vermont Youth Soccer Association \_\_\_\_\_

Name of Club

Is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and insuring their safety and well being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, referees, officials, volunteers, parents or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within our organization.
3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as: yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.
4. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers – and anyone else affiliated with our organization – as protection advocates. Every member of this organization is responsible for reporting to the Club Risk Management Director, any cases of questionable conduct or alleged mistreatment toward our members by any coach, referee, official, volunteer, player, parent, sibling or spectator. If a club has no Risk Management Director, then complaint should be reported directly to the Vermont Soccer Association Risk Management Coordinator.
5. Buddy System: We recommend that every activity sponsored by our program put a Buddy System in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms, locker rooms or other location – without his or her buddy.
6. To further protect our youth participants, as well as our coaches and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child (other than their own) or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:
  - a. Do not drive alone with a child participant in the car.
  - b. Do not take a child alone to the locker room, bathrooms or any other private room.
  - c. Provide one-on-one training or individual coaching with the assistance of another adult or the child's Buddy.
  - d. If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private office.
  - e. Coaches and other adult members of this organization should not socialize individually with the participants outside of sponsored activities.
7. Supervision/Chaperone ratio: We recommend that for any sponsored activity, the ratio of adults to youth participants be 1:8 – one (or more) adults for every eight children, with a minimum of two adults for every activity.
8. When traveling overnight with youth participants, children should be paired up with other children of same gender and similar age group or with their own parents, with chaperones in separate, but nearby rooms.
9. We want to empower our children to trust their feelings and let them know that their concerns, fears and hopes are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.

10. We encourage parents to be present at sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
11. We will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's Risk Management Director and/or President. The alleged offender will be notified of such allegations promptly. Vermont Soccer Association will be copied on all correspondence.
12. Any person accused of sexual, physical, or emotional abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.
13. We promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials, volunteers and spectators. We advocate building strong self-images among the youth participants. Children with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Club Representative

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Coaches Code of Conduct

The Board of Directors of Vermont Soccer Association and the leaders of the affiliated leagues are concerned about the conduct of all coaches and referees during games at all levels, from recreational to premier to ODP.

We want to insure that games are fair, positive and enjoyable experiences for all of the children and adults involved. A soccer game should be friendly and unifying – a spirited social and athletic occasion for players, coaches, referees and spectators.

To clarify expectations of coach conduct, we jointly expect all coaches to conform to this code of conduct.

- ◆ Before, during and after the game, be an example of dignity, patience and positive spirit.
- ◆ Before a game, introduce yourself to the opposing coach and to the referee.
- ◆ During the game, you are responsible for the sportsmanship of your players. If one of your players is disrespectful, irresponsible or overly aggressive, take the player out of the game at least long enough for him/her to calm down.
- ◆ During the game, you are also responsible for the conduct of the parents of your players. It is imperative to explain acceptable player and parent behavior in a preseason meeting.
- ◆ Encourage them to applaud and cheer for good plays by either team. Discourage them, and you may need to be forceful and direct, from yelling at players, referees, other coaches, and other spectators.
- ◆ During the game, you are also responsible for the conduct of spectators rooting for your team.
- ◆ During the game, do not address the referee at all. If you have a small issue, discuss it with the referee calmly and patiently after the game.
- ◆ If you have a major complaint, or if you think the referee was unfair, biased, unfit or incompetent, report your opinion to your league. Your reactions will be taken seriously if they are presented objectively and formally.
- ◆ After the game, thank the referee and ask your players to do the same.

We stress two points:

Referees – especially young and inexperienced ones – are like your players and yourself, in that they need time to develop. You can play an important role in helping them to improve by letting them concentrate on the game. You can help by encouraging them, by accepting their inevitable, occasional mistakes and by offering constructive post-game comments. On the other hand, you could discourage and demoralize the referees by criticizing their decisions, by verbally abusing them and inciting – or even accepting – your players' overly aggressive behavior.

Your example is powerful, for better or worse. If you insist on fair play, if you concentrate on your players' enjoyment of the game and their overall, long term development, and if you support the referee, your players and their parents will notice. If you encourage (or allow) your players to play outside the rules; if you're overly concerned about results, and if you criticize the referee harshly, your players and their parents will also notice.

Think about what you're doing during a game! Uphold the Spirit of the Game! If you follow the expectations described above, the spirit of the game will be alive and well in Vermont and will grow, along with the enjoyment of all.

Coaches who don't follow the expectations described above will be disciplined or removed.