



BJSA
POLICY & PROCEDURE
MANUAL

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Constitution

1. This organization shall be called the Burlington Junior Soccer Association (“BJSA”).
2. The objective of the BJSA shall be to promote, develop and govern the game of soccer for the children of the community.
3. The BJSA shall be affiliated with the Burlington Parks & Recreation Commission.
4. The BJSA shall be a member of the Connecticut Junior Soccer Association, Inc. (“CJSA”) and shall recognize the rulings and laws of that body.
5. All children between the ages of 3 and 18 shall be eligible for membership in the association upon the receipt of a properly completed registration form and the payment of the appropriate application fee.
6. The affairs of the BJSA shall be governed by a Board of Directors (“Board”) as provided in the by-laws. The Board decides on interpretation of the by-laws, and rules and regulations and its ruling(s) shall be final. The Board has the power to rule on matters not specifically covered by the by-laws, rules or regulations.
7. The voting members of the Board shall be residents of Burlington.
8. All Burlington residents shall be entitled to vote to elect the members of the Board of Directors of the BJSA at the annual meeting.

1 ARTICLE I - Name and Organization

This organization shall be called the Burlington Junior Soccer Association (“BJSA”).

2 ARTICLE II - Objective

The objective of the Soccer Club is the development of soccer as a sport, and the social, physical, and motivational development of the children that participate. Our long-term goal is to continue to offer a program that focuses on the psychological and recreational development of our children, and provides adequate resources for individuals to excel in competitive settings.

3 ARTICLE III - Board of Directors and Officers

Refer to the BJSA website (www.bjsasoccer.com) for the most up-to-date list of BJSA board members and league coordinators.

1. **Board Powers:** The Board shall be the governing body and shall transact the business of the BJSA. It shall have the power to enforce the rules of the game, the rulings of the CJSA, or any affiliated bodies. It shall have the power to fill any interim vacancies among the officers during the season. It shall have the power to settle any disputes, protests, or appeals and its decisions shall be final. It shall represent the BJSA on all matters and shall have the power to deal with matters coming to its attention. It shall have the power to add, modify or overrule any By-Law, rule or regulation. Each board member shall be entitled to vote on any and all matters which come before the board.
2. **Board Members:** The Board shall consist of the following positions: President, Vice President, Secretary, Treasurer, Registrar, Travel Coordinator, Boys Recreation Coordinator, Girls Recreation Coordinator, Micro Coordinator, Little Spartans Coordinator, Equipment Coordinator, Coaches Coordinator, Referee Coordinator, Field Coordinator, Website Coordinator and Photo Coordinator. These positions may be increased, reduced or modified by a simple majority vote at any regularly scheduled Board Meeting.
3. **Elections:** New Board Members shall be elected at the Annual Meeting. Each elected director will serve until a successor is elected, he or she resigns, or the Board declares the position vacant.

4. **Vacancy:** In the event of a vacancy on the Board for any reason, the Board may appoint a person to fill such vacancy for the unexpired term. Any member of the Board, absent from three consecutive meetings without cause shall have his or her office and directorship declared vacant at the discretion of the Board who may appoint a successor.

5. **Emergency Committee:** The President, Vice President, Secretary and Treasurer shall constitute an Emergency Committee to represent the Board on matters demanding immediate attention where it is not practical or possible to call a Special Meeting. Their actions shall be subject to the approval of the Board, which if withheld, shall validate their actions insofar as they were executory. Only the Board shall have the power to incur liabilities on behalf of the BJSA.

4 ARTICLE IV – Officers Duties – Policy and Procedures

4.1. The President shall:

- a. preside at all meetings.
- b. represent the BJSA at the CJSA and with other clubs, agencies, etc.
- c. attend the annual general meeting of the CJSA and all District meetings

4.2. The Vice President shall:

- a. succeed to the powers of the president in his or her absence

4.3. The Secretary shall:

- a. record the minutes of all BJSA meetings
- b. handle all appropriate administrative duties related to this position
- c. transact all communications pertaining to the BJSA

4.4. The Treasurer shall:

- a. handle all financial matters of the BJSA
- b. report to the Board on the financial condition of the BJSA

4.5. The Registrar shall:

- a. coordinate all registration activities
- b. maintain a database of all current BJSA members
- c. provide reports and rosters for District filing

4.6. The Travel Coordinator shall:

- a. organize and coordinate boys and girls travel teams
- b. recruit coaches and assign players to rosters
- c. maintain primary contact with coaches regarding questions or issues

4.7. The Boys Recreation Coordinator shall:

- a. organize and coordinate boy's recreational teams
- b. recruit coaches and assign players to rosters
- c. maintain primary contact with coaches regarding questions or issues

4.8. The Girls Recreation Coordinator shall:

- a. organize and coordinate girl's recreational teams
- b. recruit coaches and assign players to rosters
- c. maintain primary contact with coaches regarding questions or issues

4.9. The Micro Coordinator shall:

- a. organize and coordinate Micro Soccer recreational teams (Pre-K, K & 1st grade)
- b. recruit coaches and assign players to rosters
- c. maintain primary contact with coaches regarding questions or issues

4.10. The Little Spartans Coordinator shall:

- a. organize and coordinate the Little Spartans soccer program
- b. maintain primary contact with parents regarding questions or issues

- 4.11. The Equipment Coordinator shall:
 - a. procure all equipment for recreational and travel leagues
 - b. investigate sources for purchasing
 - c. monitor and maintain inventory records
- 4.12. The Coaches Coordinator shall:
 - a. schedule all practice field assignments
 - b. act as a resource for the travel and recreation coaches
 - d. complete all micro & recreation game schedules with input from Burlington Parks & Recreation
- 4.13. The Referee Coordinator shall:
 - a. Coordinate all referee education and mentoring programs
 - b. Oversee the recruitment and appointment of referees
 - c. Oversee referee scheduling for all home games
- 4.14. The Field Coordinator shall:
 - a. coordinate field assignments for travel and recreational games
- 4.15. The Website Coordinator shall:
 - a. organize, update and maintain the BJSA website
 - b. monitor the BJSA electronic mailbox and respond to inquiries
- 4.16. The Photo Coordinator shall:
 - a. coordinate team and individual photos each Fall season
 - b. act as liaison with BJSA's photo vendor

5 ARTICLE V - Election of Officers and Directors

New Board Members shall be elected at the Annual Meeting. Each elected director will serve until a successor is elected, he or she resigns, or the Board declares the position vacant.

6 ARTICLE VI - Meetings

1. **Meetings:** Regular meetings of the Board shall be held each month at a time and place convenient for the Board Members, which is normally the first Monday of each month.
2. **Location:** All meetings shall be held in a convenient location such as the Burlington Town Hall.
3. **Notice:** Written notice of the time and place of any, non-regularly scheduled meeting, shall be delivered to each Board Member at least seven (7) days before such meeting. This notice may be waived by a written waiver, signed by each member who received no such notice, and the presence of a member shall constitute a waiver of any lack or defect of notice. Notice regarding amendments to the Constitution or By-Laws may be waived by a majority vote. Notice of the Annual General Meeting shall be given at least fifteen (15) days prior to the meeting.
4. **Special Meetings:** Special Meetings, other than regularly scheduled Board meetings, may be called at the written request of a Board member detailing the reason for the meeting, or by the president in an emergency. Otherwise the secretary shall have the power to call all meetings as the occasion demands. One third of the Board Members shall constitute a quorum for a Special Meeting.
5. **Annual Meeting:** There will be an Annual Meeting held where the officers and directors of the Board shall be elected for a one year term and for the transaction of such business as may properly come before the meeting. It is intended that this Annual General Meeting will be held on a regularly scheduled general meeting date.
6. **Procedure:** All procedural issues shall be resolved by the reference to the latest edition of "Roberts Rules of Order, Revised Edition". Meetings should generally follow the following format: Presidents call to order, Secretary Report, Treasurers Report, Old Business, New Business, Adjournment.
7. **Quorum:** At regularly scheduled Board meetings, three (3) Board Members shall constitute a quorum. At the Annual Meeting a majority of the then constituted Board Members shall constitute a quorum. At Special meetings, one third of the Board Members shall constitute a quorum.

7 ARTICLE VII - League Membership

8 ARTICLE VIII - Organization

8.1 MICRO SOCCER

8.1.1 Team Formation Process

For Kindergarten and Pre-Kindergarten, players will be assigned to teams randomly by the Micro Coordinator allowing for consideration of written parent requests (such as practice night requests or requests to be on a certain coach's team) and for previously agreed to assistant coach's children to be allocated to their head coach's team. The respective Micro coaches will be provided with their team rosters pre-season, most likely at the first coaches meeting.

Roster changes may only occur under extreme conditions preseason. The Micro Coordinator and coaches involved must approve all modifications before parents/players are notified of the changes. If for any reason you lose a player, call the coordinator immediately so that BJSAs records can be updated.

Under no circumstances can a child be on the field for either practices or games unless they are registered and have signed a medical consent form.

8.1.2 Typical Grade/Age Breakdowns for Micro Teams

Grade	Ball Size	Field Size	Players on Field
Pre-Kindergarten	3	30x20 yards – Malerbo A & B	4 v 4, no goalie
Kindergarten	3	30x20 yards – Malerbo A & B	4 v 4, no goalie

8.1.3 Game Schedules, Cancellations and Make-Ups

Game Schedules are completed by BJSAs and/or the Burlington Parks and Recreation Department and will be distributed at the coaches meeting or when available.

Cancellations - Soccer is a game that is generally played in most weather conditions. However, because the safety of the children and potential damage to fields is paramount, it may be necessary to occasionally cancel a game. If the fields have not been closed by the Town of Burlington or BJSAs administrators, Micro coaches should speak to one another prior to their games and make a decision to play or cancel.

Please refer to the Forms & Manuals page of the BJSAs website for the complete BJSAs Field Closure & Cancellation Policy.

Make-ups - Must be arranged thru the appropriate coordinator based upon field availability.

8.1.4 Practice Fields

BJSAs provides for practice fields in Burlington. Micro teams practice one evening per week and practice fields are assigned during the pre-season based on a coach's requested preference whenever possible.

8.1.5 Equipment

Players

All players must wear shin guards and socks that completely cover the shin guard. No one will be able to play without shin guards. Players must wear any type of sneaker or soccer cleats. Cleats are not required, but they are recommended. **Baseball cleats and football cleats are not allowed** as they have hard rubber tips (sometimes studded). No metal cleats will be allowed. In addition, players cannot wear jewelry.

Coach

Each coach will be issued an equipment bag that will contain balls, cones, pinnies and a first aid kit. The coach may purchase additional equipment to assist in practices as desired. Although not required, coaches are urged to bring a cell phone to the field in case they need to contact medical help.

8.1.6 Number of Coaches Allowed on the Fields

No more than three coaches are allowed on the sideline with the team. There can be no coaching from behind the goal. One Micro coach is allowed on the field during games to assist with player development. Please remember that this is the first time many of these children have ever played soccer so your most important role is to make sure everyone is having fun. Coaches should not be keeping score at the Micro level.

8.1.7 Referees

Referees are not used at the Micro level.

8.1.8 Etiquette

Coaches are responsible for the general behavior and sportsmanship of their players and fans. We will not tolerate demonstrations of poor sportsmanship by players or fans.

8.1.9 General Game Information

BJSA plays using the FIFA Laws of the Game with some exceptions. However, the emphasis in Micro soccer is to have fun and to learn basic skills and introductory soccer rules. Rules should be explained simply and clearly with very little interruption of play.

8.1.10 Spectator Seating

All spectators are to remain on the opposite side of the field as the players and coaches. Coaches are required to enforce this for their team.

8.1.11 Game Duration

Games must start on time so that they don't disrupt the start of later games. Coaches should arrive to their games early and prepared.

8.1.12 Preventing Lopsided Games

Even though this is Micro soccer and you should not be keeping track of goals scored, please avoid running up the score. Winning by a wide margin is unnecessary and can be very demoralizing to the losing team. If you find your team in this situation, be creative; impose additional rules on your team to even things out. Some examples are: require stronger players to shoot with their weaker foot or move them into a defensive position. These restrictions serve to keep the game close and can also force your players to improve their skill.

8.1.13 Micro Rules of Play

Game Duration - Two 15-minute halves with a 5-minute half time. Running time, clock only stops at the end of each half.

Substitutions - Any stoppage of play.

Offside – No offside rule

Fouls - All fouls result in an indirect free kick. There are no penalty kicks.

If the ball goes out of play – May use a kick-in or a throw-in.

Slide Tackles - Not allowed.

8.1.14 Team Management

There is more to being a coach than practices and games. Organizing your team and communicating with parents is also important. We suggest that each coach elect an assistant coach or a team parent to help with handouts, emails, telephone calls, or whatever else might arise during the season.

Important: A medical consent form has to be completed and signed by a parent for each child in order for them to participate in practices and games. Medical consent forms should remain with the coach, kept in the med kit for the duration of the season.

8.1.15 Micro Games & Skills

During most BJSA seasons, Micro games on Saturday mornings are preceded by a short skills session run by a professional coach. BJSA coach participation is required. Please be sure that your players arrive at the field at least 15 minutes early so that skills and games can start on time. Additionally, each player should have a water bottle, shin guards, soccer socks, shorts and a jersey.

8.2 RECREATIONAL SOCCER

8.2.1 Team Formation/Draft Process

For U8, U10, U12 & U14 Rec, if there is more than one team in any one age group, a player draft must occur. The coaches will be provided with a master list of players in their age group and soon thereafter, must meet in person and jointly rank all players in a 1, 2 or 3 designation based on the player's past performance, to the best of the coach's knowledge (with 1 most skilled, 2 average skills, 3 improving). The coaches will then take turns selecting players in a "Gentleman's Draft", thus allowing the teams to ultimately have competitive parity. This draft will allow for consideration of written parent requests (such as practice night requests or requests to be on a certain coach's team) and for previously agreed to assistant coach's children to be allocated to their head coach's team. However, in striving for a "level playing field", these considerations cannot contribute to any competitive inequities. "Stacking" of teams is

absolutely not tolerated. If a coach is made aware of or suspects a fellow coach of stacking a team, they should immediately contact the league coordinator.

The draft will be performed in the strictest of confidence so that no child's feelings are ever hurt. Accordingly, when the draft is complete, the master evaluation sheet and any supporting documentation with player rankings must then be promptly returned to the respective coordinator. Additionally, each coach will retain their players' registration forms after the draft. These forms must be brought to the fields for both the practices and games along with a signed medical consent form. All registrations must be signed by a parent or guardian where specified.

Roster changes may only occur under extreme conditions preseason. The boys' or girls' rec coordinator and coaches involved must approve all modifications before parents/players are notified of the changes. If for any reason you lose a player, call the coordinator immediately so that BJSA records can be updated.

Under no circumstances can a child be on the field for either practices or games unless they are registered and have signed a medical consent form.

8.2.2 Typical Grade/Age Breakdowns for Rec League Teams

Grade	Ball Size	Field Size	Players on Field
1 & 2 (U8)	3	55x40 yards – Malerbo E & F	6 v 6 incl goalie*
3 & 4 (U10)	4	55x40 yards – Malerbo E & F	7 v 7 incl goalie
5 & 6 (U12)	4	75x50 yards – Malerbo D & G	9 v 9 incl goalie
7 & 8 (U14)	5	100x55 yards – Malerbo C	11 v 11 incl goalie

*U8 may choose to play 7v7 depending on the size of the rosters.

This is a general grade by grade guide for team breakdowns however US Soccer guidelines require that player birth year take precedence. Refer to the Recreation page of the BJSA website for the current birth year specifications. BJSA will use birth year when organizing teams.

U8 teams play against BJSA opponents. Most games are played at Malerbo Field in Burlington. Occasionally, there may be an "away" game in Harwinton.

U10, U12 and U14 teams play within the Farmington Valley Rec League (FVL) against other Farmington Valley towns such as Farmington, Avon, Simsbury, Canton, etc. Some games will be played at home in Burlington and some games will be played away.

The above team breakdowns represents a typical season however variations are possible depending on the number of registrations.

8.2.3 Game Schedules, Cancellations and Make-Ups

Game Schedules are completed by BJSA and/or the Burlington Parks and Recreation Department and will be distributed at the coaches meeting or when available.

Cancellations - Soccer is a game that is generally played in most weather conditions. However, because the safety of the children and potential damage to fields is paramount, it may be necessary to occasionally cancel a game. When a game is canceled, the home coach is responsible for notifying the referee coordinator along with the away coach (if applicable). Please be prompt and respectful in doing so.

Please refer to the Forms & Manuals page of the BJSA website for the complete BJSA Field Closure & Cancellation Policy.

Make-ups - Must be arranged thru the appropriate coordinator based upon field availability.

8.2.4 Practice Fields

BJSA provides for practice fields in Burlington. Rec teams generally practice one evening per week and practice fields are assigned during the pre-season based on a coach's requested preference whenever possible. If a 2nd weekly practice field time slot is desired, you must wait until every recreation team and travel team has had an opportunity to select their practice field before your 2nd practice night can be approved.

8.2.5 Equipment

Players

All players must wear shin guards and socks that completely cover the shin guard. No one will be able to play without shin guards. Players must wear any type of sneaker or soccer cleats. Cleats are not required, but they are recommended. Baseball **cleats and football cleats are not allowed** as they have hard rubber tips (sometimes studded). No metal cleats will be allowed. In addition, players cannot wear jewelry. Officials will perform a pre-game check of the team to ensure that proper equipment is worn.

Coach

Each coach will be issued an equipment bag that will contain balls, cones, pinnies, and a first aid kit. The coach may purchase additional equipment to assist in practices as desired. Although not required, coaches are urged to bring a cell phone to the field in case they need to contact medical help.

8.2.6 Number of Coaches Allowed on the Fields

No more than three coaches are allowed on the sideline with the team. There can be no coaching from behind the goal. Coaches cannot cross midfield to coach at anytime. 1st and 2nd grade coaches (U8) are allowed on the field to coach the first 2 games of the season. Coaches should remember that soccer is a player's game. Practice is the time for teaching and instruction. The game is for the players so please let them play.

8.2.7 Referees

Referee calls are final. We will not tolerate abuse or demonstrative challenging of the referees. Keep conversations with the referee limited to pre-game, half-time or post-game. These conversations should only involve clarification of calls. Do not resolve grievances on the field. See your program coordinator if an unusual problem has occurred. Please be aware that recreation league referees are typically younger Travel League players who want to take their involvement in the game to a higher level. Coaches should not make this a discouraging experience for our young referees. This is a learning experience for these referees.

ANY UNACCEPTABLE BEHAVIOR TOWARDS REFEREES WILL BE DEALT WITH SEVERELY.

8.2.8 Etiquette

Coaches are responsible for the general behavior and sportsmanship of their players and fans. We will not tolerate demonstrations of poor sportsmanship by players or fans. Coaches are asked to be especially observant during post-game handshakes.

8.2.9 General Game Information

BJSA plays using the FIFA Laws of the Game with some exceptions.

8.2.10 Spectator Seating

All spectators are to remain on the opposite side of the field as the players and coaches.

8.2.11 Game Duration

Games must start on time so that they don't disrupt the start of later games. Coaches should arrive to their games early and prepared with starting line-ups and captains. Line-up selection at the field wastes time.

8.2.12 Preventing Lopsided Games

Please avoid running up the score. Winning by a wide margin (generally viewed as more than 4 goals) is unnecessary and can be very demoralizing to the losing team. If you find your team in this situation, be creative; impose additional rules on your team to even things out. Some examples are: require stronger players to shoot with their weaker foot, require three passes before shooting, require three touches before passing, sub out your stronger offensive players or let them try defensive positions. These restrictions serve to keep the game close and can also force your players to improve their skill.

8.2.13 U8 Rules of Play

Game Duration - Two 25-minute halves with a 5-minute half time. Running time, clock only stops at the end of each half.

Substitutions - Any stoppage of play with permission from the Referee.

Build-Out Line – Yes. For a complete explanation of the build-out line, refer to the Forms & Manuals page of the BJSA website.

Offside – Will not be enforced (however “cherry picking” is not allowed).

Fouls - All fouls result in an indirect free kick and the referee must explain the infraction. No free kicks will be taken by the attacking team within the defending team's goal box. There are no penalty kicks. Free kicks are always indirect.

Goal Kicks - A goal kick can be taken from anywhere inside the goal area. The opposing players must move behind the build-out line until the ball is put into play.

Throw-Ins - The same player must be allowed a second throw-in if an infraction is committed on the first attempt. The referee must explain the infraction. The 3rd infraction will result in a throw in for the other team.

Slide Tackles - Not allowed.

Coin Toss - No coin toss. The home team will have the opening kick-off to begin the game.

8.2.14 U10, U12 & U14 Rules of Play (FVL)

Game Duration - Two 30-minute halves with a 5-minute half-time. Running time, clock only stops at the end of each half.

Substitutions - Any stoppage of play with permission from the Referee.

Build-Out Line – Used for 7v7 (U10) games only. No build-out line for 9v9 or 11v11. For a complete explanation of the build-out line, refer to the Forms & Manuals page of the BJSA website.

Offside - Conforms to the FIFA Laws of the Game, with the exception that the build-out line also serves as an offside line in 7v7 (U10) games.

Fouls - Conforms to FIFA Laws of the Game.

Goal Kicks - Conforms to FIFA Laws of the Game.

Throw-Ins - Conforms to FIFA Laws of the Game.

Slide Tackles - Allowed at referee's discretion.

Coin Toss - Prior to game time, the referee will preside over the coin toss. The winner of the coin toss has their choice of which side of the field their team will defend in the first half. In the second half, sides will be switched and the alternate team will take possession first.

8.2.15 Team Management

There is more to being a coach than practices and games. Organizing your team and communicating with parents is also important. We suggest that each coach elect an assistant coach or a team parent to help with handouts, emails, telephone calls, or whatever else might arise during the season.

Important: A medical consent form has to be completed and signed by a parent for each child in order for them to participate in practices and games. Medical consent forms should remain with the coach, kept in the med kit for the duration of the season.

8.2.16 Games

Please be sure that your players arrive at the field at least 15 minutes early so that games can start on time. Additionally, each player should have a water bottle, shin guards, soccer socks, shorts and a jersey.

8.3 TRAVEL SOCCER

8.3.1 Travel Philosophy

BJSA Travel Soccer has been established to provide an opportunity for the youth of the Town of Burlington to compete with athletes from other towns. In part, this is achieved by creating new competitive U9 travel teams each year, and facilitating the creation and maintenance of new or existing competitive teams at older age levels up to U19.

8.3.2 Objective

The BJSA travel team program is offered to develop a competitive soccer program, to accelerate the skill development of the individual and the team players, to emphasize a competitive soccer program where the youth of Burlington can compete with the best players in their age group, to encourage pride in the travel Team Program, to teach leadership skills and develop good sportsmanship through respect for other athletes, coaches, and officials and to proudly represent the Town of Burlington.

8.3.3 Electing a Travel Division Coordinator

People interested in filling this position should attend a BJSJ board meeting and publicly volunteer. The BJSJ board will vote to approve this position at the BJSJ elections held in November. All applicants must be a resident of Burlington.

8.3.4 Duties of the Travel Division Coordinator

- Creating new competitive U9 teams each year, and facilitating the creation and maintenance of new or existing competitive teams at older age levels up to U19.
- Selecting and nominating coaches for approval by BJSJ board members for new teams or as replacements for existing teams.
- Assisting the Equipment Coordinator with equipment and uniform purchases for the Travel Program to insure competitive pricing and to see that each team is properly outfitted.
- Assuring that all teams abide by the rules of the Travel Division, BJSJ and CJSJ.
- Arranging and moderating Travel Division meetings on an as-needed basis and reporting meeting overview to the BJSJ Board.
- Presiding over tryouts as necessary and supporting head coaches as necessary during the tryout process.
- Informing teams of new rules, policies or procedures that may affect the Travel program.
- Mediating problems that develop between a coach and parents.

8.3.5 Rostering

Rosters must be completed for each season of play (Fall and Spring) and approved by the District Roster Administrator. In the Spring, any “new” player (any player who was not on the Fall roster) of that seasonal year (August 1 – July 31) must be added to the Spring roster and must have a valid CJSJ players card.

8.3.5.1 Number of players allowed

U9 & U10 (7v7) will have a minimum of 9 players and a maximum of 12 players. U11 & U12 (9v9) will have a minimum of 12 players and a maximum of 16 players. U13 & older (11v11) will have a minimum of 14 players and a maximum of 22 players.

8.3.5.2 Frozen Roster

Rosters can be amended up to one week before Connecticut Cup play begins, then that roster is frozen. Once the roster has been submitted to the District Registrar, no changes will be allowed without the Travel Coordinator’s approval.

8.3.5.3 Out-of-town players

It is the intent of BJSJ to fill our teams with town residents. However, teams may carry up to two out-of-town players but only if they score higher in the tryouts than the minimum number of children allowed on a team (U9 & U10 = 9, U11 & U12 = 12, U13 & older = 14). No out-of-town player is guaranteed a position on the team and all out-of-town players must submit a written request and gain approval to play on a BJSJ team from the BJSJ board. Harwinton youth are not considered “out-of-town players” in those “U” levels where Harwinton does not have a sanctioned CJSJ travel team as per the CJSJ guidelines.

8.3.5.4 Underage players

Players should attend tryouts for their appropriate age group. Playing up is only allowed under the following conditions:

- 1) For new U9 teams, a travel team may select up to two underage players, but only if they score higher in the tryouts than a majority of other available, age-appropriate Burlington players. However, BJSA will require that these underage players “drop down” and play with their own age group the following year.
- 2) If there is no age appropriate BJSA team, players can play up without BJSA board approval. In this situation, the team under age player rule is waived.

All underage player requests must be approved by the Travel Soccer Coordinator. BJSA has the authority to make roster adjustments as necessary to preserve the stability of our teams.

8.3.5.5 Proof of Age

Must be submitted the first time a player is rostered. This can be a photocopy of a birth certificate, passport or green card. A baptismal certificate is not acceptable proof of age.

8.3.5.6 Medical/authorizations release

Each player must complete a medical/authorization release at the beginning of each Fall season. New players being added to a roster for the spring season must complete a medical/authorization release.

8.3.6 Team Registration to BJSA

A list of team members (or a copy of the CJSA roster) must be given to the Travel Coordinator and Registrar by June 30 for the upcoming Fall season so that BJSA knows which players will not be playing recreational soccer and recreational rosters can be adjusted accordingly.

Team Registration to District Registrar: The Head Coach or Team Manager is responsible for Rosters, Fees, Player Passes and Disclosure Forms to be completed and submitted to the District Registrar by August 15 for the Fall season and new registrations and fees are due by March 15th for the Spring season.

8.3.7 Costs

Refer to the BJSA website (www.bjsasoccer.com) for Current Costs.

8.3.8 Tryout & Selection:

8.3.8.1 Tryout Determination

Prior to the end of the Spring Season but before school has ended, a mandatory two (2) tryouts for the Fall through Spring seasons will be held. Tryouts will be organized by the Travel Coordinator in conjunction with each team head coach. The Travel Coordinator will also be responsible for proper advertisement and public notice of such tryout. These tryouts will be open and fair to all grade and age appropriate children who have properly registered and paid BJSA. Candidates need not attend both tryouts although it is strongly encouraged. Each Candidate will be ranked using their best tryout evaluation.

8.3.8.2 Evaluators

Three individuals, whom cannot confer during the tryout, will grade each child using the BJSJ approved evaluation form. Tryout evaluations must be completed in pen or marker (no pencil). The three individuals are (1) the team head coach, and (2) two independent, impartial evaluators. An evaluator cannot be chosen, if that person has requested the head coach to be an evaluator for the evaluator's team. Additionally, evaluators cannot have a conflict of interest, such as children or siblings attending the tryout they will be evaluating. The head coach of each team will inform the travel coordinator of who their evaluators are one week prior to scheduled evaluations. The Travel Coordinator can overrule a coach's evaluator choice if the Travel Coordinator feels there is an obvious conflict.

8.3.8.3 Private Evaluations

No 'private' or individual tryouts are allowed without the express written consent of the Travel Coordinator. Examples of reasons to request such exemptions are (a) child moving to town, (b) a documented sickness (c) inability to participate based on injury. A coach may be petitioned by the board or Travel Coordinator to conduct an additional tryout in these examples. Each child at the tryout is required to be graded by the same three individuals, if at all possible. Each child will be graded using the same BJSJ approved evaluation criteria.

8.3.8.4 Tryout Dates

Two tryout dates are to be scheduled with the second being the back-up date, in the case candidates can't make the first tryout. If two tryouts are held, it is common practice for children to tryout on both dates. The highest score, per day, will be used.

8.3.8.5 Team Selection & Tryout Exclusions

For U9 & U10, the highest seven (7) children scoring in the tryout are automatically selected to the roster. For U11 & U12, the highest nine (9) children scoring in the tryout are automatically selected to the roster. For U13 & older, the highest eleven (11) children are automatically selected. Children of the team head or assistant coaches, if ranked high enough to be placed on automatic selection will be excluded and be a discretionary choice, making space for the next lowest ranking to be moved to an automatic selection. Roster placements thereafter are at the discretion of the head coach.

For age groups where a second team is viable, and there is another head coach interested, then that coach will select from the remaining available players to form a second team using the same selection criteria as above.

For U9 & U10 teams, BJSJ guidelines require players play approximately 50% of each game attended.

8.3.8.6 Roster Announcements

Without exception, roster announcements for the upcoming Fall season should NOT be declared until after the Region 10 school year has been completed.

8.3.8.7 Player Roster Timeline

The selected players are rostered to the team for the Fall and Spring seasons of that seasonal year. When a player joins a travel team, a full Fall through Spring commitment is required.

8.3.8.8 Violations and Conflicts

Any violation/conflict to the above guidelines may invalidate the tryout and require the intervention of the BJSA Board to resolve. Resolution may include but is not limited to re-running the tryout, Board intervention in the selection process, or other reasonable resolutions as deemed appropriate.

8.3.8.9 Tryout Evaluation Requirements

All tryout evaluations must be completed in pen or marker (no pencil) on BJSA approved evaluation forms. Final tryout results must be submitted to the BJSA Travel Coordinator within one week from the tryout completion. These records and results will be kept by the Travel Coordinator for a period of one year. The results are auditable and reviewable by the executive committee upon receipt of a formal grievance or complaint. Under no circumstances are completed outcomes of the tryouts to be distributed, shared or copied in any way.

8.3.9 Fields

Practices and games on Region 10 or town fields cannot start before fields are approved for use by the Burlington Parks and Recreation Department.

8.3.10 Practice and Games

All practices and games that are conducted before or after the Region 10 school year must be sanctioned by the BJSA board to qualify for coverage under our CJSA insurance.

8.3.11 Acceptance of Guidelines

All head coaches are expected to read and review these guidelines.

8.4. CODE OF CONDUCT

“Any player, whether he/she is within or outside the field of play, whose conduct is ungentlemanly or unladylike or violent, whether or not is directed towards an opponent, a colleague, the referee, a linesman or other person, or who uses foul or abusive language, is guilty of an offense, and shall be dealt with according to the nature of the offense committed.”

The above is a decision of the International Football Association Board, which is the ruling body of FIFA. The above rule specifically mentions conduct violations of players. However, we at BJSA believe if it pertains to players, it must also pertain to coaches, parents or anyone in attendance at our games. We cannot and do not ask for a higher level of conduct from our players than we do from our adults.

BJSA is dedicated to practicing good sportsmanship and fairness. The youth players will learn from the adults.

Therefore, BJSA has established a basic Code of Conduct for all participants and spectators. The Code of Conduct is applicable wherever a BJSA team is playing.

The General Rule is that soccer is a game for the players and not for the coaches, referees or spectators. Players should be allowed to have fun and to learn. They are not to be pressured or abused.

At all times, positive reinforcement should be provided to the game participants.

Screaming and the use of obscene language or remarks are specifically prohibited in soccer. This is the case whether they are directed at coaches, referees, players or other spectators.

Any disagreements should be expressed in the appropriate manner and through the proper channels at the proper time. Players should direct their comments to their coaches. Parents should direct their comments to the coach or the appropriate league coordinator. Coaches should direct their comments to the appropriate BJSA official (such as President or respective Coordinator).

Under NO circumstances will a spectator be allowed to interfere with the field of play. (The referee may call a parent or guardian onto the field as a result of an injury). Coaches, players and spectators must stay at least three feet from the touchline. In addition, they may not be behind the end line between the two corner flags. It must be remembered that the ball is not considered to be out of play until the ball is completely over the touchline.

All game participants are subject to the Laws of the Game as established by FIFA and as interpreted by US Soccer, Connecticut Junior Soccer Association and BJSA.

In order to enforce this Code of Conduct, BJSA has established a disciplinarian board comprised of the BJSA Executive board members. Potential actions brought before the disciplinarian board will be reviewed.

Any player or coach brought before the disciplinarian board and found to have committed an infraction of the Code of Conduct, will be dealt with accordingly.

The disciplinarian board may act independent of and separate from any disciplinary actions taken by any other authorities. These actions may be in addition to or be more severe than actions taken by other authorities.

9 ARTICLE IX - Coaching Personnel

9.1 Positive Coaching Alliance, BJSA, and You

The Positive Coaching Alliance objective is to “Transforming Youth Sports so Sports can Transform Youth”. The Positive Coaching Alliance (PCA) was established at Stanford University in 1998. PCA believes that winning is a goal in youth sports but that there is a second, **more important goal of using sports to teach life lessons through positive coaching**. That is what it means to be a “Double-Goal” Coach.

9.2 Double-Goal Coach Job Description

You are the most important person in our organization. You determine the kind of experience our athletes have with sports. We are committed to the principles of Positive Coaching. We expect our coaches to be "Double-Goal Coaches" who want to win and help players learn "life lessons" and positive character traits from sports. The following is what we expect from you during the coming season.

1. Model and teach your players to **Honor the Game**. Teach the elements of **ROOTS** - Respect for **R**ules, **O**pponents, **O**fficials, **T**eammates, and one's **S**elf.
 - Appoint a parent to be "Culture Keeper" for the team.
 - Share with your players' parents your desire for them to Honor the Game.
 - Drill Honoring the Game in practice.
 - Seize teachable moments to talk with players about Honoring the Game.
2. Help players **Redefine** what it means to be a "**Winner**" in terms of Mastery, not just the Scoreboard:
 - Teach players the **ELM Tree** of Mastery (**E**ffort, **L**earning, and bouncing back from **M**istakes).
 - Use a "Team Mistake Ritual" (like "Flushing" Mistakes) to help players quickly rebound from mistakes.
 - Reward effort, not just good outcomes. Look to recognize players for unsuccessful effort.
 - Encourage players to set "Effort Goals" that are tied to how hard they try.
 - Use Targeted Symbolic Rewards to reinforce effort and team play.
3. Fill your players' **Emotional Tanks**.
 - Use encouragement and positive reinforcement as your primary method of motivating.
 - Strive to achieve the 5:1 "Magic Ratio" of 5 positive reinforcements to each criticism/correction.
 - Schedule "fun activities" for practices, so players will enjoy our sport.
 - Use the "Buddy System" to teach players to fill each other's Emotional Tanks.
 - Develop "player coaches" by asking for player input and asking rather than telling them what to do
 - Learn to give "Kid-Friendly Criticism" so players will be able to hear it. Criticize in private, "Ask Permission," use the Criticism Sandwich, avoid giving criticism in non-teachable moments.
4. Have **Conversations** during Team Meetings with your players at every practice and every game.
 - Review Honoring the Game, the ELM Tree and the Emotional Tank throughout the season.
 - Remind players about these three concepts before and after every game.
 - Ask questions and encourage players to speak and contribute during team meetings.
 - Use the Winner's Circle after a game to reinforce the positive things players did.

At the end of the season we will survey your players and their parents to give you feedback on how you did at implementing these Positive Coaching principles during the

season. We will share the results with you. Thank you for all your time and effort!

9.3 Double-Goal “Parent” Job Description

Research is clear that when parents and teachers work together a child tends to do better in school. There is no reason to think that it is any different in youth sports. The following are some guidelines for how parents can contribute to a Coach/Parent Partnership that can help the athlete have the best possible experience.

Recognize the Commitment the Coach Has Made:

For whatever reason, you have chosen not to help coach the team. The coach has made a commitment that involves many, many hours of preparation beyond the hours spent at practices and games. Recognize their commitment and the fact that they are not doing it because of the pay! Try to remember this whenever something goes awry during the season.

Make Early, Positive Contact with the Coach:

As soon as you know who your child’s coach is going to be, contact them to introduce yourself and let them know you want to help your child have the best experience he/she can have this season. To the extent that you can do so, ask if there is any way you can help. By getting to know the coach early and establishing a positive relationship, it will be much easier to talk with them later if a problem arises.

Fill the Coach’s Emotional Tank:

When the coach is doing something you like, let them know about it. Coaching is a difficult job and most coaches only hear from parents when they want to complain about something. This will help fill the coach’s emotional tank and contribute to them doing a better job. It also makes it easier to raise problems later when you have shown support for the good things they are doing. And just about every coach does a lot of things well. Take the time to look for them.

Don’t Put the Player in the Middle:

Imagine a situation around the dinner table, in which a child’s parents complain in front of her about how poorly her math teacher is teaching fractions. How would this impact this student’s motivation to work hard to learn fractions? How would it affect her love of mathematics? While this may seem farfetched, when we move away from school to youth sports, it is all too common for parents to share their disapproval of a coach with their children. This puts a young athlete in a bind. Divided loyalties do not make it easy for a child to do their best. Conversely, when parents support a coach, it is that much easier for the child to put his/her wholehearted effort into learning to play well. If you think your child’s coach is not handling a situation well, do not tell that to the player. Rather, seek a meeting with the coach in which you can talk with them about it.

Don’t Give Instructions During a Game or Practice:

You are not one of the coaches, so do not give your child instructions about how to play. It can be very confusing for a child to hear someone other than the coach yelling out instructions during a game. As in #4 above, if you have an idea for a tactic, go to the coach and offer it to him. Then let him decide whether he is going to use it or not. If the coach decides not to use it, let it be. Getting to decide those things is one of the privileges earned by making the commitment to coach.

Fill Your Child's Emotional Tank:

Perhaps the most important thing you can do is to be there for your child. Competitive sports are stressful to players and the last thing they need is a critic at home. Be a cheerleader for your child. Focus on the positive things he/she is doing and leave the correcting of mistakes to the coach. Let her know you support him/her without reservation regardless of how well he/she plays.

Fill the Emotional Tanks of the Entire Team:

Cheer for all of the players on the team. Tell each of them when you see them doing something well.

Encourage Other Parents to Honor the Game:

Don't show disrespect for the other team or the officials. But more than that encourage other parents to also Honor the Game. If a parent of a player on your team begins to berate the official, gently say to them, "Hey, that's not Honoring the Game. That's not the way we do things here."

9.4 Positive Coaching Alliance Seasonal Award of Excellence

Each season, the soccer program wishes to hear from all our members, players, coaches, referees, and parents about people that idealize the components of the Double-Goal coach mentality for youth sports. All individuals nominated will receive a certificate of excellence, and each season, one individual will be selected as recipient of the BJSA Positive Coaching Alliance Award. The winners name will be placed on the plaque on display at the Burlington Town Hall, and also receive an award to commemorate their contribution. Nominations should be sent to info@bjsasoccer.com, or mailed to:

BJSA
PO Box 1166
Burlington, CT 06013

Note: These guidelines are provided through "Positive Coaching: Building Character and Self-Esteem Through Sports" by Jim Thompson, the founder and leader of the Positive Coaching Alliance, A leading educator in the youth sports coaching arena.

9.5 Ways To Praise Soccer Players For Parents

From the Connecticut Junior Soccer Association (www.cjsa.org), with thanks to the Shelton Youth Soccer Program:

Great Try. You must be practicing. I'm proud of the way you played today. Tremendous. I think you've got it. Super effort. Nice give and go. Magnificent. Excellent ball control. Great sportsmanship. You're getting better every day. You make it look easy. Perfect pass. Good thinking. Great save. Exactly right. Good trap. You've got what it takes. Wow. Perfect first touch. You remembered. You're learning fast. Nice defensive move. Hurray for you. That's quite an improvement. Congratulations. Good tackle. Well done. Great decision. That's the best ever. Perfect execution. Great goal. That's the way to support your teammates. Keep up the good work. Excellent move. You haven't missed a thing. Great vision on the pass. Fantastic. You outdid yourself today. That's the right way to do it. Great counter attack. I'm impressed. That's the best you have ever done. You are very good at that. Great timing on your run. I knew you could do it. I'm very proud of you. Nothing can stop you now. I've never seen anyone do it better. You really make coaching fun. Thanks a million. Awesome.

A LITTLE PRAISE GOES A LONG WAY!!!

10 ARTICLE X – Soccer Club Rules

10.1 Player Refund Policy

All refunds require that a written request be sent to the soccer club at info@bjsasoccer.com. The letter should specifically state why the refund is being requested. Refunds, minus a \$10 administrative fee, will only be considered under the following conditions:

- a) A team is not formed for that player's age group, gender, and/or competition level.
- b) A player is registered to the wrong division, program or soccer club.
- c) A player is injured prior to the start of the season.
- d) Refund requests that do not qualify under the above conditions must be received in writing no later than the official start of the season and will require Board approval.

Equipment and/or apparel costs are non-refundable, regardless of circumstances.

No refunds will be given for any unused portion of a program.

Travel Soccer Tryouts:

If your child does not make a travel team, your registration & fee will automatically be transferred to BJSA's rec program for the Fall soccer season. If you would prefer to receive a refund, you must send us a written request no later than July 31st.

For travel soccer players who have been offered and accepted a roster position on a team, no refunds will be allowed.

Please allow at least 4 weeks for your refund to be processed.

Exceptions to this policy must be requested in writing and will require Board approval.

10.2 Scholarship Requests

Families requiring financial assistance for registration fees should contact the First Selectman's office of the Town of Burlington or the presiding President of the soccer club. All requests will be considered on a case by case basis, and will be handled in the strictest confidence. The soccer club will limit the number of hardship requests to 5 per season.

11 ARTICLE XI - Standing Committees

12 ARTICLE XII – Amendments

1. **Amendments:** Amendments to the Constitution and By-Laws of the BJSA shall be made only at the Annual Meeting by a vote of 2/3 of the Board Members. If circumstances dictate, amendments may be made to the Constitution or By-Laws at any General or Special Meeting subject to ratification at the subsequent Annual General Meeting. Amendments to the Rules and Regulations may be made at any regularly scheduled General Meeting.