



Player & Parent Handbook Policy Manual

How WE Roll at BSFC

What Parents can do:

Discourage players from talking poorly about teammates after a game/practice
Talk about good plays and good effort!
Start modeling sportsmanship at a young age!
Cheer good plays made by both teams
Support your child
Listen to your child
Praise your child for their efforts
Ask your child to communicate directly with coaches and teammates at the appropriate time if they have a problem or question.
Enjoy the success of your child and their TEAM
Console your child when they or the TEAM is not successful
Do NOT compare your child with other players
Do NOT criticize or critique your child's performances
Do NOT talk badly about your child
Do NOT talk badly about your child's teammates

What Players can do:

Support your teammates
Do NOT talk badly about your teammates
Do NOT talk badly about your TEAM.
Stand up for your teammates.
Respect your teammates and coaches
Praise your teammates for success and pick them up in times of failure
Communicate at the appropriate time with your coaches when you have questions
Care about the things you can control (your effort, your attitude, your decisions, etc.)
Give your best effort and respect yourself for giving that effort.
Do NOT fault teammates for working hard or having success- Respect your teammates for pushing you to be your best and for making our TEAM better.

What Coaches can do:

Reward effort not just results
Use encouragement and positive reinforcement as the primary method of motivation
Communicate with players and let them know what their strengths are how they help the team.
Encourage players to set effort goals tied to how hard they try.
Encourage players to be good teammates.
Build a TEAM atmosphere where everybody is welcomed and feels like they matter.

Kind sportsmanship is infectious!



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Section 1: Who We Are

Big Sky Futbol Club is a 501(c)(3) nonprofit youth sports club that serves Gallatin and Madison counties as well as surrounding youth soccer communities.

Our mission

To promote and foster a love of the international game of futbol for players ages 4-19 years who live in the Big Sky community and surrounding areas.

Our core values

- Building a love of the international game of soccer
- Strong team spirit that includes consideration at all times for one's fellow players
- Fundamentals having the physical and mental shape to play
- Community using soccer as a platform to better our community

Our philosophy

Offer a safe, nurturing and fun atmosphere to learn the simple game of soccer. Gain more comfort with the ball, yourself, your teammates and the game.

Section 2: Operations

Business and Mailing Address PO Box 161123 Big Sky, MT 59716 Website www.bigskyfc.org Email admin@bigskyfc.org	Club Director Doug Hare director@bigskyfc.org 804-310-5881 Admin Lindsie Feldner info@bigskyfc.org	Board Of Directors Pete Manka-President Christine Brennecke-VP Patrick Sullivan-Treasurer Vanessa McGuire-Secretary Heather Morris-At Large
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Communication

BSFC does not make available the email addresses or other personal information of its members. Although member information is accessible to some extent to the BSFC Coaching and Administrative Staff, any violation or inappropriate use of member information is subject to the BSFC code of conduct. Parents, Team Managers or Volunteers may not use the Big Sky Futbol Club email system for any purpose other than official BSFC business.

Volunteering

BSFC is a nonprofit organization and our sustainability will come with the support of volunteers. Aside from its paid staff, BSFC consists entirely of volunteers who dedicate a considerable amount of their time to make sure the Club functions smoothly and provides the best environment possible to players and parents. Without volunteers, the BSFC would not exist.

We encourage parents to become involved in the activities of the Club. If you are interested in helping, please contact your coach, team manager, Club Director, or a member of the BSFC Board.

Section 3: Function of the Coach

Before each season, the Club Director will assign to each BSFC team a member of the BSFC coaching staff to work as the team's primary trainer and head coach. The coach is responsible for following the clubs policies and training doctrine in the development of the players on his/her roster during the season.

BSFC welcomes players of all ages and abilities to the game of soccer and hopes to foster within them a lifelong passion for the sport. This is best achieved with the guidance and expertise of a passionate and knowledgeable coaching staff.

BSFC uses volunteer staff coaches and paid staff coaches and makes the following commitments to coaching excellence:

- Maintain qualified professional/volunteer coaching staff available to players of all ages and abilities.
- Encourage coaches to attend USSF and NSCAA licensing courses
- Encourage coaches to maintain knowledge of current/new coaching techniques
- Provide competitive and educational environment for players of all age and abilities

Duties and Responsibilities of Coaches

- Know and understand the Laws of the Game.
- Develop the player's appreciation of the game.
- Ensure players have fun and receive positive feedback.
- Conduct practices in the spirit of enjoyment and learning.
- Be sensitive to each child's developmental needs.
- Strive to help players reach their full potential and prepare one to move on to the next stage of development.
- Educate the players to the technical, tactical, physical, and psychological demands of the game for their level.
- Be a positive role model.
- Maintain professional conduct at all times.
- Encourage and educate players in good sportsmanship and fair play.
- Conduct meaningful and inspired training sessions
- Arrive at schedule practices and games early enough to conduct any required setup before the sessions official start time.
- Develop a team season plan as well as finalize team roster, schedule and overall objectives.
- Meet with team parents and players before the start of each season to establish expectations and communicate schedules.
- Be available to parents and players to provide feedback and answer team-related questions per club policy.
- Work with the team manager to establish clear and timely communication of essential team information.

Section 4: How we Coach

Playing soccer should be fun and challenging. Giving the right instructions, tools and guidance, hopefully it turns into a passion. One that gives them something to look forward to and be proud of.

BSFC coaches will make the following commitments to coaching excellence:

- Goal as a coach is to develop the player.
- To guide players through concise, purposeful activities, encourage them and make it fun.
- Exposing players to different positions on the field, work on attacking, defending, dribbling, passing and being a team player.
- Coaches will provide the tools needed to become creative, instinctive, autonomous decision making soccer players.

Section 5: Coaches Responsibilities

The coach is responsible for making all decisions relating to the soccer development of the players on his/her roster during the season.

Start and end practice on time. Be prepared.

Communicating with team manager information regarding the team with parents and/or players.

Make sure the field is safe and free of debris. Soccer goals are secure before each practice and game.

Coaching Objectives:

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Section 6: Player Code Of Conduct

Every BSFC player is expected to conduct themselves on and off the field with appropriate distinction and behavior. We want other organizations to be able to identify our club through the exemplary conduct of our players. Players are expected to conduct themselves in a manner consistent with the club values. The BSFC Board of Directors expects all team coaches to discipline and sanction players as they feel appropriate if player conduct falls below the expected levels. The BSFC Board of Directors will review disciplinary matters at the request of club members.

Player conduct at training sessions and games

Provided below are the standards established by BSFC to govern the behavior of players before, during and after soccer matches and during training session:

- Arrive on time for all training sessions and games in proper attire with ball, shin guards and water. No jewelry.
- Wear appropriate uniforms to all games.
- Notify the coach in advance of absences from training sessions and games.
- Show good sportsmanship at all times.
- Do not address remarks to opposing players, coaches, spectators, or referees except when remarks convey genuine friendship and respect or are in response to questions by the referee.
- Do not retaliate when fouled.
- Avoid comments or gestures, which express disgust or disagreement with referee calls. These are offenses that could warrant a yellow or red card from the referee.
- Display of temper will not be tolerated on the field or in the playing area.
- Convey a consistently positive attitude toward your teammates and coaches. Your true strength of character will be displayed on the field when you are under pressure and your team is losing. What kind of person are you?
- Play against your opponents, not the referee. Worrying over referee calls with which you disagree can prevent you from playing at your best.
- Treat your teammates with respect. This builds team chemistry and camaraderie.
- Win or lose, at the end of the match the entire team will shake hands with the opposing team and referee.
- If problems or concerns arise, always bring them to your coach or Club Director. Players who persist in violating these standards of conduct will jeopardize their standing within BSFC. Flagrant disregard for rules of play and standards of conduct will result in stringent disciplinary action, including loss of standing, loss of out-of-state travel privileges, and/or complete removal from the Club.

Section 7: Parent Responsibilities and Conduct

To have a successful program, there must be understanding and cooperation among parents, players, team managers and coaches. Your child's progress and success will depend on this relationship. **Please make sure that all your child's information is up to date when registering. This includes photo id, medicines or medical conditions, email, mailing/physical address and phone numbers.**

Player and team support

- Your child needs positive support at home, on the practice field, and on the competition field. This will help your child to be more confident, enjoy soccer more, and perform better in training and in competition.
- A player develops best when he/she trusts and respects the coach.
- The coach's job is to motivate, teach, and constructively critique each player's performance.
- We want the players to relate to their coach as soon as possible regarding soccer issues. This relationship between coach and player produces the best results.
- When parents express opinions as to how a player should play, what position they should play, how much playing time they should receive, etc., it causes considerable confusion.
- If you have particular concerns, suggestions, or just a question, please speak to your team coach or manager.
- Above all, we ask that you avoid coaching your child during a game. Being told what to do from both the coach and the fans can be confusing for the players.

Avenues for communication

- Remember, there is a time and place for everything. If you need information or wish to ask questions concerning team management or coaching decisions, please contact the team coach to obtain the information or to arrange a meeting.
- The avenues of communication are the following: head coach, Club Director, and contacting a member of the board of directors.
- Concerns or constructive criticisms are welcome, but should be expressed away from training sessions, games, and players.
- Both BSFC and U.S. Youth Soccer recommends that parents approach coaches regarding emotionally charged questions, comments, or criticisms **on the day after (24 hour rule)** an issue comes up.
- Avoid the use of alcohol, tobacco, profanity and abusive language of all kinds at events that involve or relate in any way to BSFC, its players, and/or coaching staff.
- Observe all rules applicable to parents and spectators in the gaming league in which your player participates.

Failure to comply with BSFC's policies and procedures can result in disciplinary action.

Section 8: Respecting the Game

BSFC is focused on providing a positive “class act” environment of the game-on the field and sidelines.

- Infusing within our club a culture so that everyone—players, parents, coaches, directors, staff and referees treats each other with respect.
- Each season our club expects its parents, players, coaches and spectators to enjoy the game, let the players play, coaches coach and referees apply the Laws of the Game to the best of their ability.
- Our youth players are learning this great game of soccer. Some will develop much faster than others and this is also true for our referees. BSFC needs you to be encouraging vs. discouraging and to help create a positive environment. Much like the players who are not always going to connect every pass or always make a good first touch, the referees are not always going to get the call right, they are all learning. Manage your expectations and Respect the Game.

Section 9: Function of Team Manager

The team manager is critical to the success of any BSFC team and to the overall experience of our players. Appointed by the BSFC coaching staff, team managers serve in positions of great trust and are expected to be a representative of BSFC to parents and players and to support BSFC policies and procedures.

In general, the team manager is the hub of communication among parents, players, the team’s coach and BSFC. Key information regarding players’ participation in club activities is often disseminated to parents through team managers.

Team manager’s role and responsibilities

- Collect and assemble the team binder, which will include official rosters, player cards, medical release forms, permission-to-travel forms, etc.
- Assist BSFC in welcoming and orienting players who join the team late.
- Refrain from setting up lineups, determining playing time or deciding any soccer matters. All games are run by a member of the BSFC coaching staff.
- No more than one BSFC volunteer may be present on the team sideline of a BSFC team game, provided the rules of the applicable league or tournament permit volunteers on the team sideline.
- Collect appropriate fees for team activities not covered by fees paid directly to the club.
- Register teams for tournaments and other events as directed by the coach and/or Club Director.
- At all times, support and uphold all club policies.

Section 10: Training and Game Policies

Training session policies:

Players on BSFC teams are expected to demonstrate a consistent dedication to improving their play through regular attendance at training sessions. Only players and BSFC coaching staff are permitted on the field during training sessions. Parents, siblings, friends and other interested spectators are encouraged to be present but must strictly limit their involvement to observing.

Game policies

All BSFC games are run by members of the BSFC coaching staff. Non-coaches, including but not limited to team managers and parents, are strictly prohibited from instructing players during games.

During games, BSFC coaches and the team's manager are the only adults permitted on the team sideline. In part, this is for safety, but it is also to keep the sideline calm and professional. If a player is injured and that player is your(s) please do not come over to the sidelines to check on them unless directed by the coaching staff or manager to do so.

Section 11: Guest Player Policy

There are times when Guest Players or BSFC players from another age group may be asked to play in a tournament to help a BSFC team have enough players to attend or to help a team compete in a higher level tournament. Any invited player to a tournament will have equal opportunity to play as other players on the roster as determined by the Head Coach.

Section 12: Fundraising

All activities aimed at raising funds must be approved in advance by the Club Director. Fundraising on a club level is encouraged as they help offset cost for player registration, league registration fees, coaching salaries, equipment, etc.

Section 13: Inclement Weather Policy/Poor Air Quality

Every effort is made to hold training sessions and games as scheduled. In the event of inclement weather, the following procedures will be used:

A decision whether to close the fields for training is made by 3pm daily. However, because weather is unpredictable sometimes a later notification becomes necessary.

Lightening

If a training session or game is stopped due to lightning, all players and parents must go to their cars immediately and wait for further notification from BSFC coaching staff before returning to the fields.

- Outdoor activity must be suspended when lightning is within 10 miles.

- In the event of not being able to utilize an app that specifies how many miles away lightning is, the “30/30 Rule” should be followed when evaluating lightning danger: if lightning is 30 seconds away, it is too close. Do not resume play for 30 minutes from the last seen flash or last heard of thunder.
- Lightning will be monitored with the first flash of lightning or clap of thunder, no matter how far away the storm is. It is critical to monitor how far away the lightning is occurring and how fast the storm is approaching, relative to the distance of a safe shelter.
- In the event that play is suspended, all individuals, including athletes, coaches, referees, and spectators, should immediately seek shelter, go indoors, or to their cars to wait for the storm to pass.
- Play should not be resumed until 30 minutes have passed since the last flash of lightning or clap of thunder.

Poor air quality

- When AQI values are at 150 or above ALL BSFC practices will be canceled.

Section 14: Uniform Policy

The BSFC colors are royal blue and white. ***The home uniform is the lighter color jersey, shorts and socks. The away uniform is the darker color jersey, shorts and socks. Always bring both jerseys and socks.***

Jersey color conflicts can occur at games. Therefore, all players should bring both full uniform sets to every game in order to avoid having to sit out because of color conflict. Failure to resolve a color conflict could result in a forfeiture being awarded.

Jersey numbering

BSFC assigns all jersey numbers, no exceptions.

Uniform modifications

BSFC game uniforms, backpacks, warm-ups, etc. may not be modified in any way (for example, applying names or patches, etc.) without prior approval of the Club Director.

Any violations of the uniform policy may result in the club requiring the player to replace the modified uniform piece at his/her sole expense or be declared ineligible to participate further in games or events where the modified uniform piece would be used.

Section 15: Payment and Fees Policy

Players with unpaid balances or any fee from the previous season are not eligible to register for future season until all prior fees due are paid in full or arrangements or a good faith effort have been made to do so.

Programming Fee

Before securing placement on a BSFC team, players must accept their invitation to join a team and pay all required fees in full by the indicated deadline or have applied for a scholarship. Your balance will be payable in installments if you choose to do so.

Scholarships/Financial Aid

BSFC believes that everyone should be able to enjoy soccer and that it is a sport that can be enjoyed for a lifetime. The club's aim is to reduce any barriers that exist for playing soccer. If financial assistance is necessary to be able to play, please contact the Club Registrar (registrar@bigskyfc.org) to work out a plan.

Payment Process/Policies

The success of our league/tournament teams is dependent on the players who make up each team – and their commitment to the program. Accordingly, we expect that all players and parents will follow through with their commitment by completing all required paperwork, paying all fees promptly, and attending all league games and tournaments. Because withdrawals can result in the unraveling of a team, our refund policy regarding league/tournament teams is stringent and non-negotiable. After rosters have been announced, requests for refunds will be treated as follows:

- Player withdrawal after rosters have been announced will result in no refund.
- Player withdrawal after the team's season fee due date for any reason will result in no refund of the team's season fee.
- Player dismissal due to a violation of the BSFC Player/Parent Manual will result in no refund of the team's season fee.
- Partial Player refunds will be issued on a case by case basis if a season-ending injury occurs during the playing season.
- Full refunds will be awarded if selected to a team that ends up with an insufficient number of players.

Refunds

In general, fees are non-refundable, nor may future financial obligations to BSFC be waived, subject to the following:

Season-ending injury: Any BSFC player who incurs a season-ending injury, as documented by a licensed physician, while participating in a BSFC activity is eligible for a partial refund of fees paid which cover the remainder of the applicable season dating from the time the player's parent or guardian provides written notification to the BSFC Registrar that the player is no longer able to participate in the season due to injury. Such a refundable amount does not include uniform costs or any portion of fees paid which cover the player's participation in leagues, tournaments or other events.

Relocation: Any player who moves to a location more than 50 miles from the Gallatin and Madison counties is eligible for a refund or waiver of the portion of his or her fees which covers the remainder of the applicable season dating from the later of either the date the player ceases participation in all BSFC activities, or the date the player's parent or guardian provides written notice to the BSFC Registrar that the player is no longer able to participate in the season due to relocation.

If, at any point after accepting an invitation to join a BSFC team, a player voluntarily withdraws

he/she shall not be entitled to a refund or waiver of any fees paid and shall remain obligated to complete any payments still pending for the current seasonal year. Training time or game time conflicts, as well as not understanding the policy are not grounds for refunds.

Other team-related cost

Depending on your player's placement and the activities of his or her team, other fees may be necessary. Tournament registration fees, travel cost, individual travel costs and other such team specific fees are the responsibility of the parents of each player on the team and are collected separately by the team manager.

Section 16: Team Formation Policy

The BSFC coaching staff makes team formation decisions. Once announced, teams generally remain fixed through the upcoming season. The Club Director reserves the right to make roster adjustments - up or down - at any time as long as adjustments are made in good faith based on sound professional judgment and are consistent with all the game league rules. No player/parent shall incur financial loss of any kind as a result of such movement.

Section 17: Field and Facility Policies

The following are strictly prohibited on BSFC fields, parking lots, and/or facilities and at any events where BSFC teams and players are training and playing:

- Smoking, alcoholic beverages, or illegal substances
- No guns
- The destruction or defacing of soccer facilities or equipment such as goals, nets, corner flags, bleachers, grass, walkways, etc.
- No Pets of any sort

In addition to the above, please observe the following guidelines when parking at fields used by BSFC:

- Allow pedestrians the right of way.
- Maintain less than 10 MPH speed.
- Park in an orderly manner so as to maximize use of parking space and to maintain driving lanes.
- Parking at our facilities is at your own risk.
- BSFC will not be liable for any damages or theft of vehicles.
- Enter and exit facilities only through designated gates/entrances.
- Do not park on grass areas unless directed to do so.
- Children should avoid walking through the parking lots as much as possible.

Violation of the BSFC field use policy shall be deemed a violation of the BSFC Code of Conduct.

Goal moving policy

BSFC adheres to "Guidelines for Moveable Soccer Goal Safety" by the US Consumer Product Safety Commission. No player or unauthorized person is permitted to move goals.

<https://www.cpsc.gov/s3fs-public/5118.pdf>

Section 18: Club Member Safety

BSFC makes every effort to provide a safe environment for players. However, parents should not leave players unattended on any field. Please make sure that your player's coach or team manager is present before dropping him or her off for a training session or game.

Players should practice the "buddy system" when using restrooms at games and training sessions. Parent and parent-appointed chaperones are responsible for their respective players when traveling. Be aware of your surroundings. Do not become complacent. Report dangerous field conditions to the Club Director, or to any BSFC coach or board member so that we can report them to those responsible for maintaining the fields.

Section 19: Player Safety Documents

BSFC, in accordance with Montana Youth Soccer, requires that a signed Parental Information and Consent Form

(www.gotsport.com/Content/directors/upimg/dir4091/mysaparentalconsentconcussion.pdf)

and a Medical Release Form

(<https://static1.squarespace.com/static/55cb7f12e4b00b8482065b27/t/55d64909e4b074f43ced28e3/1440106761572/MedicalReleaseForm13-3.pdf>)

These forms must be completed at the start of each season order for player to participate.

Section 20: Player Insurance Coverage

Limited secondary insurance coverage is automatically provided to registered BSFC players through Montana Youth Soccer and US Youth Soccer (or US Club Soccer at a US Club Soccer sponsored event). Such coverage applies ONLY to certain sanctioned events, including regularly scheduled training sessions and games. This coverage supplements the player's private health insurance policy. For more details and information, please see the Montana Youth Soccer website (montanayouthsoccer.com) or the US Youth Soccer website (usyouthsoccer.org) You can also read the insurance coverage outline available on the Montana Youth Soccer website here:

(https://static1.squarespace.com/static/55cb7f12e4b00b8482065b27/t/59a4405237c5817fb961cf01/1503936594383/MT_outlines_1718.pdf)

Section 21: Concussion Policy

BSFC takes concussions and possible head injuries very seriously, and while BSFC staff has been through CDC concussion training, BSFC personnel are not qualified to officially diagnose concussions. If a concussion is suspected, that player shall not re-enter competition, training, or partake in any activities for at least 24 hours. Even if there are no signs or symptoms after 10-20 minutes, if a possible concussion is suspected, the player should not engage in any activity and may not return to training or competition until after a release from a medical doctor. For more information and required forms, please see:

(<https://static1.squarespace.com/static/55cb7f12e4b00b8482065b27/t/57d2de41579fb3d5c11>)

If there is a possibility of a concussion, do the following:

1. Complete the "Concussion Notification Form" either online or printed and signed by the team official (coach/manager) or player's team.
2. If a parent/legal guardian of the player is present, have the parent/legal guardian sign and date the form. It may be advised to complete the Form in duplicate so that the parent/legal guardian may have copy for their file.
 - a. If a parent/legal guardian is not present, then the team official is responsible for notifying the parent/legal guardian as soon as possible by phone, text, or email and then submitting the Form to the parent/legal guardian by email or mail.
 - b. When the parent/legal guardian is not present, the team official must record how and when the parent/legal guardian was notified. The notification will include a request for the parent/legal guardian to provide confirmation and completion of the "Concussion Notification Form" whether in writing or electronically.
3. The team official must submit the Form either by email or mail to Montana Youth Soccer within 24 hours of the potential concussion.
 - a. The parent/legal guardian must send a copy of the Medical Release from the physician to the team official and Montana Youth Soccer. Montana Youth Soccer Association, PO Box 22704, Billings, MT 59104. If returning this Form by email, send it to the following address: admin@mtysa.org
4. Players may wear their jersey, but must not be in full uniform until Montana Youth Soccer has received the Medical Release and permission is granted by the office for the player to return to play/training.

Section 22: Harassment and Sexual Harassment Policy

BSFC prohibits sexual abuse and/or harassment by its Board of Directors, volunteers, players, parents and employees. BSFC will cooperate with authorities in the enforcement of all applicable laws.

The use of sexual abuse and/or harassment by any BSFC employee, Board Member, volunteer, parent or player is prohibited on BSFC-owned or controlled property, in conjunction with BSFC sponsored or supervised activities, or at any event that an observer would associate with BSFC players, employees or citizens.