

# **Council Bluffs Futbol Club (CBFC)**

## **Team Handbook**

### **Introduction**

This edition of the Council Bluffs Futbol Club Team Handbook is meant to be a guide to our structure and policies for coaches and team administrators. Please direct all questions, comments and suggestions about the content to the CBFC President, any Board Member or the Team Director. This handbook is a living document, amended to meet the evolving needs of the club's members.

### **Our Mission**

Council Bluffs Futbol Club is committed to the development of dedicated soccer players as athletes, leaders and citizens. We pledge to encourage a dedication to personal training, inspiration of a love for the game and a passion for teamwork.

We are committed to acquiring professional coaches, developing professional coaches from within our community, access to the highest level of competition, an expectation of personal responsibility, and the principles of sportsmanship, fair play and fun.

### **Program Philosophy**

The Council Bluffs Futbol Club believes in the lessons that sports teach each and every one of us. We believe in the structure, discipline and effort required to succeed in team athletics teaches participants lifelong lessons. Lessons that help define and shape the personalities of adolescent athletes for the better.

### **League Play**

CBFC teams participate in the Nebraska Soccer League (NSL) and Eastern Nebraska Soccer Association (ENSA). Most teams will participate in fall and spring sessions with the exceptions of the U15 and older teams which may not play in the spring due to high school soccer conflicts. Most teams will also participate in one or more winter indoor sessions.

## **Team Organization**

Each CBFC team shall consist of a Head Coach as selected by the club D.O.C. and approved by the board; an Assistant Coach (es) as selected and agreed upon by the Head coach and the club D.O.C.; a Team Administrator as selected by the Head Coach and approved by the Club Team Director; and parent volunteers as selected by the Head Coach and Team Administrator. All coaches, team administrators and volunteers will need to fill out a Volunteer Disclosure Form with the Iowa State Soccer Association – this is available on the ISA web site.

## **Coaches Responsibilities**

Each head coach will be responsible for preparing and running quality training sessions that are age appropriate and designed for the long term development of each player on the team. During the active seasons (spring and fall) the coach should provide a minimum of two training sessions per week if possible. During the off season (winter) the coach should make every effort possible to maintain at least one training session per week. The head coach will also be responsible for handling all team and player issues; selecting appropriate tournaments and indoor leagues to play in and for registering his / her team for NSL League play each fall and spring.

## **Team Administrator Responsibilities**

The goal for the Team Administrator is to handle most of the team details in order to allow the Coaches to focus on player development. These items include but may not be limited to the following:

Player registration including all necessary paper work (US Youth Soccer Forms, Insurance Waivers, Club Forms, Contact lists, registration fees, etc.)

Processing and confirming player passes including accuracy of roster and player passes and acquiring pictures for player passes.

Providing training schedules, league game schedules and tournament schedules to players and parents. Working with the Head Coach, Opposing Coach and League Director to schedule make up and rained out games.

Communication including all team, coach and club items as directed. This also includes notifying players and parents of any possible changes and or conflicts.

Each team shall have a team web site that will assist with communications. The team administrator shall be responsible to assist in setting up and keeping the web-site up to date as needed or directed by the coach or club.

The Team Administrator shall be responsible for all of the team's financial transactions. There are basically two types of accounting systems and the Team Administrator shall work with the Head Coach and Team Director to determine which system works best for their team.

Type “A” is individual accounting. The team will have one checking account but it will be divided into individual accounts for each player and a misc. account for the team as a whole. The Team Administrator will track each player’s fund raising individually and apply “deposits” to each individual player based on that person’s (and/or families) fund raising efforts. All player expenses shall be tracked separately and deducted from each individual’s account as needed including various fees, tournaments, training cost, apparel items, etc. Any shortages of individual account shall be made up by the individual player / family. The team as a whole may have an individual account also that a portion of all raised funds would be contributed to. Money in this “team” account maybe used for items that benefit the team as a whole at the proper discretion of the team administrator and Head Coach i.e. – end of the year parties, web site registration fees, operating expenses for the team (stamps, envelopes etc.)

Type “B” is team accounting. All fund raising and collecting of fees goes into one account and is used exclusively for the benefit of the team as a whole – all players benefiting equally unless they elect not to participate in a particular event. Short falls in fund raising shall be made up equally by all team members. Individual items such as apparel orders are paid for individually at time of order.

A very conscious effort must be made by Team Administrators and Head Coaches at all times and regardless of which type of account is used to respect the privacy and amount of contribution that made or may not be made by individual players and families.

Individual players and families unable to contribute to fund raising efforts and or needing financial assistance shall be treated with the upmost respect and consideration for their privacy and confidentiality.

The Team Administrator shall be responsible for providing detailed information of all financial information and transactions including but not limited to semi - annual audits to be done in cooperation with the Club’s audit committee at the end of the fall season and again at the end of the spring session prior to June 15<sup>th</sup> of each year. All team checking accounts must be zeroed out by June 15<sup>th</sup> each year. Account information and individual breakdown of accounts must also be provided upon request of an individual parent, CBFC Board Member or the Audit Committee.

Audits will be a critical part of the Team Administrator’s job description and will include all expenses and deposits for the team and individual accounts along with all donations and fundraising activities.

The Team Administrator shall be responsible for selecting, organizing and running team fundraising events based on the team’s needs. All fundraising events need to be approved by the Team Director and a majority of the team’s

player's / families. Included in the request for hosting a fundraiser shall be how much money may be made and how that money is going to be used. A detailed accounting of all fundraising activities shall be provided to the players and families participating along with a report to the Team Director to be included in the monthly report to the CBFC Board.

Team / player / fan apparel shall be ordered through , funds collected by, orders tracked by and delivered by the Team Administrator.

The Team Administrator shall assist the Head Coach in selecting the various tournaments the team will participate in. Responsibilities shall include tournament registration, applications, payment, travel papers, guest player forms and medical releases. A tournament booklet should be created for the players and parents for each tournament and should include information on accommodations, travel, schedules and agendas for each tournament. The Team Administrator shall also inform the club of selected tournaments and results of each tournament for the clubs files and posting on the main Club web site.

The Team Administrator shall help in securing, organizing and coordinating team / parent volunteers for club dictated events including but not limited to Club hosted Tournaments and Fundraisers.

The Team Administrator shall provide monthly team updates / reports to the Team Director for inclusion in the Team Director's written report to the CBFC Board. This report shall include information such as any changes in team roster, financial report, current league record, tournament results, accomplishments, team "wish list" or needs, etc.

The Team Administrator shall organize and schedule all team social functions i.e. Birthday Parties or End of the Season Parties.

The Team Administrator shall be responsible for assigning parent volunteers to assist with any duty as requested and then approved of by the Head Coach.

### **Parent Volunteers**

Parent Volunteers are an invaluable part of each CBFC team. Parents are highly encouraged to become involved with their son's or daughter's team and work with and support the Team Administrator as needed. The Coaching staff relies on the Team Administrator and the Parent Volunteers to handle the administrative responsibilities of the team so that they may focus on coaching responsibilities and player development.

### **Conflicts**

The Council Bluffs Futbol Club By-Laws shall govern if there are any conflicts with other CBFC Club or Team documents or policies.