

2007Fuller Hamlets Soccer Club Guidelines and Policies

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1. Introduction

- 1.1 Vision Statement
- 1.2 Mission Statement
- 1.3 Tag Line: Nil satus Nisi Optimum
- 1.4 The Fuller Hamlets Soccer Club Inc. is a non-profit corporation Tax exempt Charitable organization dedicated to the promotion and development of soccer in and around Worcester County.
- 1.5 The Fuller Hamlets Soccer is designed to provide a broad-based, low cost recreational soccer program where children can have fun and learn the game through controlled competition. In an effort to emphasize skill development in the younger age groups and encourage participation of all children interested in the game of soccer
- 1.6 The Fuller Hamlets Soccer does not discriminate on the basis of race, creed, color, national or ethnic origin or religion in the administration of education, and other policies, scholarship and loan programs, and athletic or other programs or the ability of participants to pay.
- 1.7 This manual is not meant to provide hard and fast rules for every situation but to be used as a guide. You will find some situations are not covered. We ask that you bring these to the Directors/Officers attention so that consideration may be given to updating or re-evaluating policies in the future.
- 1.8 Some duplication in this manual is unavoidable. Where policies or procedures are in contradiction of each other, these contradictions should be referred to the Directors/Officers for a ruling and disposition

2. Organization

- 2.1 The Fuller Hamlets Soccer Club is affiliated with the Massachusetts Soccer Association (MSA), United States Soccer Federation (USSF), and the Federation Internationale de Football Associations (FIFA).
- 2.2 The affairs of the Association shall be controlled and administered by a Board of Directors (the Directors) which can be composed by a minimum of six (6) members and a maximum of eight (8) members. The Board is responsible for establishing policies for the association and for long range planning needs of the organization.
- 2.3 The FHSC Officers are responsible for the operation of the association based upon the policies and procedures established by the Board of Directors. The four elected officer positions shall consist of a President, a Vice President, a Secretary and a Treasurer.
- 2.4 The President shall establish a working group of officers to meet the needs of the organization. The following officer positions currently exist:
 - 2.4.1 Boys Director of Coaching
 - 2.4.2 Girls Director of Coaching
 - 2.4.3 Director of Concessions; hut
 - 2.4.4 Wanderers Academy Director
 - 2.4.5 Boys Age Group Commissioner
 - 2.4.6 Girls Age Group Commissioner
 - 2.4.7 Club registrar
 - 2.4.8 Uniform Coordinator
 - 2.4.9 Field Scheduler
 - 2.4.10 Club Photographer
 - 2.4.11 MAPLE Liaison
 - 2.4.12 Head of Grounds
 - 2.4.13 Camp Director

- 2.4.14 Director of Volunteers, Tournament Director,
- 2.4.15 Director of Legal Affairs
- 2.4.16 Parent Liaison
- 2.4.17 Health and Nutrition Coordinator
- 2.4.18 Website Coordinator

3. Finances

- 3.1 Fuller Hamlets SC's fiscal year runs the calendar year.
- 3.2 The Treasurer maintains detail record of monies received and spent.
- 3.3 No member, coach or manager may make a financial commitment on behalf of the Fuller Hamlet Soccer Club without prior approval from the President or Treasurer.

4. Volunteers

4.2 Team Manager

4.2.1 Each team will have a parent volunteer that will act as 'team manager', who is chosen by the coach. The Manager who will help to coordinate any communication between the coach and the team.

4.2.2 Specific responsibilities are:

4.2.2.1 Coordinate travel to tournaments by reserving hotel rooms and registering the team before the tournament.

4.2.2.2 Collect player uniform fees.

4.2.2.3 Communicate to parents and players about late cancellations or changes to the schedule.

4.2.2.4 Coordinate any changes in equipment (ie uniform orders).

4.2.2.5 Help to get volunteers

4.2.2.6 Team Managers are not responsible for coaching or coaching decisions. They are not a sounding board for parental or player issues. If you have a concern you must speak with the coach. Team managers are purely to act as an administrative help to the coach.

4.2.3 Managers need to have the following with them at all games and tournaments:

4.2.3.1 A complete copy of your team roster for yourself.

4.2.3.2 Two additional copies of the team roster with telephone numbers "whited" out. One roster is for the ref and the other is for the opposing team.

4.2.3.3 Pass cards

4.2.3.4 MYSA registration/medical release forms – just in case you have an injury and the parents are not there.

4.2.3.5 Birth certificate for each of your players in the rare event a player's age is challenged.

4.2.3.6 Blood Uniform

4.2.3.7 Game and tournament checklist

4.2.3.8 Injury incident form

5. Operating Guidelines

- 5.1 As part of the Fuller Hamlets Soccer Club's affiliation with MYSA, players and
- 5.2 coaches are covered by both medical and liability insurance. The medical insurance provides secondary coverage while participating in practice sessions

- and games and while traveling to and from practices and games. Questions about insurance coverage should be referred to MYSA at .
- 5.3 Do not litter and if you see some litter, please pick it up. We want to keep our fields clean. Remember that this is your property and its value is enhanced if it is kept clean.
 - 5.4 THE FULLER HAMLETS SOCCER CLUB has signs at each entrance which prohibit pets within the complex. While most people are very responsible, even the best of dogs will eventually have to answer the call of nature. Because of the number of people who visit the complex, and local health codes, No Dogs are Allowed on the premises.
 - 5.5 The consumption of alcoholic beverages is forbidden for obvious reasons. Situations where beer or wine coolers, for example, are consumed on the premises are rare, but it has happened on several occasions. If you as a coach see someone drinking alcoholic beverages, either ask them not to do so or seek assistance from a THE FULLER HAMLETS SOCCER CLUB Official.
 - 5.6 Smoking or the use of other tobacco products is strictly prohibited on all THE FULLER HAMLETS SOCCER CLUB properties, including all practice fields.
 - 5.7 No weapons are allowed on the FULLER HAMLETS SOCCER CLUB fields.
 - 5.8 Have your children at practice on time and to the games at the time requested by the coach. Please pick your children up promptly after practice.
 - 5.9 Have the courtesy to call the coach if your child is unable to attend a practice and/or a game
 - 5.10 If you have questions, suggestions or complaints take them to the coach. The coach will not be aware of any problems unless he/she is consulted. Coaches will make every effort to solve any problem that might arise. The 24 hour rule is applied in this situation (see parent Parents Code of Conduct section 8.5.4)
 - 5.11 The coach is the first contact for players and parents regarding any matter relating to your team. Discussing any problems with the coach quickly will result in a smooth season In the event that parents require further discussions; they should follow this order to resolve the issue:
 - 5.11.1 Your Age Group Commissioner
 - 5.11.2 Director of Coaching/Director of Small Sided Soccer
 - 5.11.3 The Director of Coaching
 - 5.11.4 The President of THE FULLER HAMLETS SOCCER CLUB
 - 5.12 Teach your children responsibility. When you registered your child to play soccer, you made a commitment for both you and your child to both the coach and the team. There should be no tardiness or absence from practice of a game unless illness arises. You are punishing the team and coach and are not teaching your child to be responsible if you allow them to miss practices and games.
 - 5.13 Spectators shall remain at least two yards behind the touchline. Usually a boundary shall be indicated by a line parallel to the touchline; even if it is not there, please observe this courtesy.
 - 5.14 Spectators will not be allowed to abuse verbally any player, coach, or referee during the game or during practice. Anyone violating this rule will be asked to leave the playing area by the referee or a club official.
 - 5.15 Spectators for both teams are required to be on the opposite side of the field from the coaches.
 - 5.16 Constructive criticism may be offered only by the coaches.
 - 5.17 Let the referee who has been trained to do so call the game.
 - 5.18 THE FULLER HAMLETS SOCCER CLUB does not recommend putting names on uniforms for safety reasons. If your team chooses to place names on jerseys, we suggest putting the child's first name only.
 - 5.19 THE FULLER HAMLETS SOCCER CLUB abides by the "Laws of the Game" as published by RFA with some modifications made for youth players. The "Laws of the Game" with youth modifications are contained on the Mass Youth Soccer website at

- 5.20 Refund Policy: There are no refunds except for injured players. Injured players are refunded a pro-rated amount of club fees so long as they are officially dropped from the MAPLE and state Cup roster. All refunds require the approval of the Fuller Hamlets President. All refund request must be submitted in writing to:

The Fuller Hamlets SC P.O. Box 243 Sutton, Ma 01590.

6. Team Organization

- 6.1 The organization of soccer teams is necessarily built on the coaching staff. Fuller Hamlets coaches, unlike coaches in some clubs, are considered part of the Club support structure, and they may change teams from time to time to meet the overall Club needs. This "team of Coaches" approach to soccer is a major asset of the Club. All Fuller Hamlets coaches are there for the support of all Fuller Hamlets teams. Team play is a major objective, and individual players are trained within the team framework. Each team is organized as follows:
- 6.2 The Team Head Coach:
A Team Head Coach will be designated for each Fuller Hamlets team. That Coach will have overall responsibility for the team, and he or she should be your first contact in the event of a problem. The coach is responsible for team discipline, player substitution, and game tactics. Other Fuller Hamlets coaches will participate, from time to time, in your team practices and games. The Fuller Hamlets Soccer Club is proud of its Coaches, and we have made every effort to provide your children with the best-available teachers of the game. Please give the Coach your support and assistance.
- 6.3 Assistant Coaches:
It is desirable, although not always possible, to have an Assistant Coach for each team.
- 6.4 Team Manager:
6.4.1 The Team Manager is an invaluable member of the team organization. The Manager handles many of the administrative aspects of the team. Each team will have a parent volunteer who will act as 'team manager', chosen by the coach. The Manager will help to coordinate any communication between the coach and the team.
- 6.4.2 Specific responsibilities are:
- 6.4.2.1 Coordinate travel to tournaments by reserving hotel rooms and registering the team before the tournament.
 - 6.4.2.2 Collect player uniform fees.
 - 6.4.2.3 Communicate to parents and players about late cancellations or changes to the schedule
 - 6.4.2.4 Coordinate any changes in equipment (i.e. uniform orders).
 - 6.4.2.5 Help to get volunteers
 - 6.4.2.6 Create a team telephone/email list
 - 6.4.2.7 Coordinate other items to help the Coach with all of the time-consuming administrative details.
 - 6.4.2.8 Team Managers are not responsible for coaching or coaching decisions. They are not a sounding board for parental or player issues. If you have a concern you must speak with the coach. Team managers are purely to act as an administrative help to the coach.
 - 6.4.2.9 Managers need to have the following with them at all games and tournaments:
 - 6.4.2.10 A complete copy of your team roster for yourself.
 - 6.4.2.11 Two additional copies of the team roster with telephone numbers blackened out. One roster is for the ref and the other is for the opposing team.
 - 6.4.2.12 Pass cards
 - 6.4.2.13 MYSAs registration/medical release forms – just in case you have an injury and the parents are not there.
 - 6.4.2.14 Birth certificate for each of your players in the rare event a player's age is challenged.

- 6.4.2.15 First Aid Kit and supplies, game ball, Blood shirt, Incident Reports
- 6.4.2.16 Submit Updated Team web pages
- 6.4.2.17 Submit Game reports no more than 2 days after the game is played.
- 6.4.2.18 Notify League of results, Win or draw on the day of the game (see MALPE/MASC age group coordinator)
- 6.4.2.19 Notify the Newspaper (T&G) of results, Win, lose, or draw, on the day of the game (see address attachment # 1)
- 6.4.2.20 Submit receipt of Kids-safe form from MYSA to Club President for mysa website
- 6.4.2.21 Submit tournament game results to Club webmaster within 3 days of return from tournament.
- 6.4.2.22 Fuller Hamlets Soccer Club reserves the right to terminate managers for not following the policies or for any unprofessional conduct
- 6.4.2.23 If you are interested in becoming a Team Manager, or assisting the Team Manager, please contact your Coach

7.1 Player's code of conduct

- 7.2 The game that FULLER HAMLETS will support must provide opportunities for:
 - 7.2.1 Fun, enjoyment and many other recreational satisfactions.
 - 7.2.2 Achievement, recognition and the pursuit of excellence relative to the skill potential, personal competitive goals and physiological and psychological needs of the participants.
 - 7.2.3 The development of physical, mental, social and emotional fitness.
- 7.3 The type of game that the Club will not support nor tolerate is that which brings the game into disrepute; that which results in physical or mental violence; and that which is morally indefensible.
- 7.4 All FULLER HAMLETS players are expected to:
 - 7.4.1 Play the game for the game's sake.
 - 7.4.2 Be generous when you win
 - 7.4.3 Be graceful when you lose.
 - 7.4.4 Be fair always, no matter what the cost.
 - 7.4.5 Obey the laws of the game.
 - 7.4.6 Work for the good of the game.
 - 7.4.7 Accept the decisions of the officials with good grace.
 - 7.4.8 Believe in the honesty of your opponents.
 - 7.4.9 Conduct yourself with honor and dignity.
 - 7.4.10 Honestly and wholeheartedly applaud the efforts of your team and your opponents.

7.5 Training Routines

Without regular and proper practice, soccer skills and tactics cannot be mastered. It is impossible to expect that players master their skills only during their prescribed training sessions. Therefore, it is imperative that players set aside time at home to work on their individual technique and conditioning. We demand a tremendous time commitment from the FULLER HAMLETS coaches, and we expect our players to be willing to make the same commitment. We know that many of our players have other interests and demands on their time, but we believe it very important that you make every effort to have them attend each practice session and allot time at home to further refine their skills. They will need those refined skills if their team is to be competitive and if they are to continue their individual development. So please make every effort to arrange their schedules to allow time for soccer practice.

FULLER HAMLETS practice schedules will vary according to the age group, season and upcoming events (i.e. State Cup, tournaments etc.). The times and days of your team's practice

will be set by the Head Coach based upon these factors. Generally, team training sessions will incorporate both individual technique and team tactics based upon the age group.

7.6 Important Training Session Tips

- 7.6.1 It is imperative to come to practice sessions regularly. You cannot miss training sessions or practice poorly and expect to improve. If you have a problem attending a practice, give your coach a call, in advance, if possible
- 7.6.2 Pay attention to the coaches in practice
- 7.6.3 Do not distract others at practice (e.g., conversing with teammates while attempting a drill is distracting to others)
- 7.6.4 Practice at game speed (learning to do a skill in slow motion will not help in a game)
- 7.6.5 Bring water or sports drinks to replace lost fluids during the training session
- 7.6.6 Every player should bring a fully inflated ball to each training session
- 7.6.7 Shin-guards are mandatory at all training sessions.

7.7 Game Day Preparation-Preparing to do Your Best !!

7.7.1 Soccer is a very demanding sport. You must be prepared to do your best at every game. Here are a few simple basic guidelines:

- 7.7.1.1 Come to each game mentally and physically prepared to do your best.
- 7.7.1.2 Be sure to arrive prior to the prescribed time to allow for all warm-up activities.
- 7.7.1.3 Arrive at the game well rested. Avoid late nights or spend-the-night parties on the night before a game. More than a few soccer games have been knowingly "forfeited" the night before the soccer match. Fatigue, as a result of too little sleep, raises the risk of injury.
- 7.7.1.4 Build up body fluids before the game. Start drinking water and or sports drinks as much as 24-48 hours before the game, and try to take in as much proper fluid as possible right up to game time.
- 7.7.1.5 Eat sensibly, especially on the day of a game. For instance, milk, peanuts or carbonated drinks before a game will shorten a player's wind.
- 7.7.1.6 A pre-game warm-up to get an abundant flow of blood to the muscles, followed by sensible, slow stretching activities designed to increase flexibility and minimize the possibility of muscle pulls or injury, are of vital importance.
- 7.7.1.7 Bring a properly inflated ball to each game and practice !!!
- 7.7.1.8 Make certain that you have proper equipment, and bring them to each practice and game.
- 7.7.1.9 Proper fitting shoes and regulation shin guards are essential.
- 7.7.1.10 Watches, jewelry, and hair pins should be left at home !!!

7.7.1.11 NO baseball caps or hats !! Leave them home !!

7.7.1.12 Treat minor injuries promptly and properly. For muscle strains and bruises, remember the principle of "R-I-C-E" -- Rest, Ice, Compression and Elevation. Your team should arrange to have ice available at every game for quick application to twisted ankles or knees.

7.7.1.13 Let your coach know before practice or a game of any condition that might affect your ability to play. Seek early medical help for physical problems that persist.

7.7.1.14 Call in advance to tell your Coach if you will miss a practice or game

8. Parent's Code of Conduct

- 8.1 There will be no coaching by parents from the sidelines. This distracts players and may well be contrary to the team game strategy
- 8.2 Yelling at game officials or engaging them in a confrontational manner is detrimental to the values we want to instill in our players.
- 8.3 If you must be vocal, only positive encouragement to your team is expected. We may lose the game, but loss of our pride and dignity is far more serious.
- 8.4 Parents please exercise the following:
 - 8.4.1 Drop players off on time for games and practices. If you are going to be late please inform the coach.
 - 8.5 During games feel free to support and cheer the players and team. The atmosphere should always portray that of a 'youth soccer game' therefore getting emotionally involved in the game is unnecessary.
 - 8.5.1 During practices, try to give your child the freedom to train with their team and without mum or dad watching every minute of every practice. Parents should feel free to drop players at practice and then maybe enjoy some free time.
 - 8.5.2 If you have a question for the coach concerning an incident with your son or daughter that directly relates to a game then wait 24 hours before calling or emailing the coach. Please allow coaches time to respond to your questions, Hamlets coaches are not full time employees of the club.
- 8.6 If it is brought to a coaching directors attention that a parent has been involved in 'unacceptable behavior' then that parent will be asked to meet with the Fuller Hamlets BOD.**
- 8.7 If Hamlets BOD deems the parent to have overstepped acceptable boundaries he/she will be told he/she are no longer welcome.** at any of the Fuller Hamlets' facilities.
 - 8.7.1 If a parent intends not to abide by the wishes of Fuller Hamlets BOD the related player will be removed from the roster. If Fuller Hamlets Soccer Club feels a warning is the best action to take with a parent, a verbal warning will be given and if that action occurs again there will be dismissal from the club.

THERE WILL BE NO WRITTEN WARNING AT ANY TIME CONCERNING PARENTAL BEHAVIOR.
(THIS IS THE WARNING). ANY UNTOWARD BEHAVIOR WILL NOT BE TOLERATED

9. Coaches code of Conduct

- 9.1 As part of the Fuller Hamlets commitment to excellence, we require that all of our coaches make the following commitment to the Club, its players and parents:
 - 9.1.2 As a Fuller Hamlet Coach I recognize my responsibility to provide instruction and guidance which channels the individual efforts of players and parents into an extraordinary team experience.

- 9.1.3 To achieve the goal of building a competitive and cohesive team, I promise the following
 - 9.1.4 To plan and supervise practice sessions that are fun and instructive.
 - 9.1.5 To prepare for each game by creating a strategy suitable to the opponent.
 - 9.1.6 Motivate and teach with positive reinforcement.
 - 9.1.7 Treat players and parents with respect and conduct myself in a professional manner.
 - 9.1.8 Observe and apply the rules of the Fuller Hamlets Soccer Club and our team in an evenhanded manner.
 - 9.1.9 Notify the president immediately, **by phone, that Day**, of incidents which may compromise the integrity of the team or club and submit an incident/injury report form within 24 Hours. Eg. Red cards, parent incident, injury
- [If a protest may be warranted the incident/injury form must be in the hands of the President within 24hrs so the appeal may be filed with the appropriate commissions]**
- 9.1.10 Abide by the rules ,policies and procedures of the club and team
 - 9.1.11 Require my players to compete within the laws of the game.
 - 9.1.12 Conduct myself in a professional manner at all games including dealing respectfully with all game officials at all times and, when necessary, assisting to control the off-field activities of players, parents and spectators associated with my team.
 - 9.1.13 Acknowledge that my attitude and actions do much to set the tone and expectations for my team. I intent those to be positive.

10. FULLER HAMLETS Travel Expectations Commitments

- 10.1 FULLER HAMLETS recognizes the value and special significance in participating in tournaments outside our immediate area. There are many benefits to this type of travel including:
 - 10.1.1 Gaining experience in playing higher level of competition
 - 10.1.2 Playing in a high pressure atmosphere
 - 10.1.3 Building team camaraderie
 - 10.1.4 Seeing and playing against different styles of play
 - 10.1.5 Participating in a professional soccer environment
 - 10.1.6 Showcasing our Teams and Players to the outside soccer community
 - 10.1.7 In order to present ourselves in the best possible light as players, teams and Soccer Club we have adopted some guidelines that all players and teams should follow
- 10.2 Pre-Trip Activities
 - 10.2.1 It is strongly suggested that all players travel and lodge together in the same hotel
 - 10.2.2 The coach should outline the minimum requirement needed for transportation and lodging, keeping in mind that cost is an integral factor in the decision making process.
- 10.3 Team Behavior Rules
 - 10.3.1 Coach, players, and parents should review and agree on general travel behavior requirements and consequences if violations are committed.
 - 10.3.2 At the coach's discretion, players may be sent home at parent's additional expense if they violate serious behavior rules related to drugs, drinking activities, tobacco products or having members of the opposite sex in the room any time.
- 10.4 Player Responsibilities
 - 10.4.1 Because of the importance of tournament play to the development of a team, all Fuller Hamlets players are expected to participate in every event unless injured.
 - 10.4.2 The Club insists on making player safety the top priority when players are traveling
 - 10.4.3 Players are to act like young ladies and gentlemen at all times in any public places
 - 10.4.4 Each Player is required to be where the coach wants you to be at the time set by the coach.
 - 10.4.5 No one goes anywhere alone or leaves the hotel without the expressed permission of the Team Head Coach
 - 10.4.6 Hotel rooms must be kept neat and organized.
 - 10.4.7 We are guests of the hotel. Footwear and proper attire should be worn in the public areas of the hotel. Our reputations for future stays by Club teams are on the line.
 - 10.4.8 Players are to be punctual and strictly follow all curfews.

REMEMBER THAT YOU ARE FULLER HAMLETS!!

10.5 Team Activities

- 10.5.1 The Coach may plan a team activity during the trip.
- 10.5.2 Parents and players should remember that team activities take priority over agendas you may have.
- 10.5.2 Soccer trips are not vacations. Obviously having fun is a part of all trips but we must remember that soccer must remain the top priority at all time.
- 10.6 Travel Dress
 - 10.6.1 Players should wear a standard outfit such as team polo shirt, warm up top or some other appropriate team attire at any team activity such as opening ceremonies
 - 10.6.2 As we are a premier soccer club, baseball hats and caps should be left at home
- 10.7 Guest Players
 - 10.7.1 Guest players are invited to play at the discretion of the Team Coach.
 - 10.7.2 They will be expected to pay their share of team expenses unless other arrangements have been directed by the Team Coach.
- 10.8 Hotels
 - 10.8.1 If more than one FULLER HAMLETS team is going to a particular event, it is desirable that teams try to arrange to stay at the same hotel to promote camaraderie among teams
 - 10.8.2 Hotels that include continental or full breakfasts are preferred.
 - 10.8.3 If players are sharing rooms, and someone leaves early, they are still responsible for their share of the total cost of the room.
 - 10.8.4 Team meetings should be in the common area of the hotel.
- 10.9 Transportation
- 10.10 Meals
 - 10.10.1 Teams should strive to eat together at team meals if possible.
 - 10.10.2 Obviously, all players should be strictly following their own team's prescribed hydration policies.
 - 10.10.3 The team should purchase healthy snack type foods and drink for in between meal eating and the cost will be shared equally.

11 Fund Raising

- 11.1 Soccer rightfully enjoys a reputation as a sport less costly than many others. And yet, when you reach the level of select soccer, you necessarily begin to experience the need for better facilities, the cost of traveling to and playing in tournaments, extra uniform costs, more and better shoes, and so on.

The battle to meet the rising costs of building and sustaining a top flight soccer program is constant. On a few occasions, we have benefited from the generosity of contributing businesses and individual friends of the Club. We need that type of special financial assistance on an ongoing basis. If you or your company could help us in meeting this challenge, please let us hear from you. The Fuller Hamlets Soccer Club is a Section 501(c)(3) non-profit organization and contributions to the Club are tax deductible.

Teams are encouraged to explore fund raising possibilities that will help defray the cost of tournament travel and play. At the same time, the club has an interest in assuring that fund raising efforts do not conflict with club activities or policies, or with the activities of other Fuller Hamlets teams. As a result, all fund raising activities should be cleared in advance with the club. The Fundraiser must also meet the regulations set by the IRS for not for profit organizations with children involved.

- 11.2 Fundraising form must be filled in, and approval granted by the board. ([Fundraising Form](#))

12 Age Groups:

- 12.1 The Fuller Hamlets Soccer Club enters boys and girls teams in the highly competitive Massachusetts Premier League (MAPLE) and other high level leagues from ages U-11 through U-19. Players are grouped in their appropriate age of play according to the current soccer year as noted below but, at the discretion of the Director of Coaching and team coaches, may play up.
 - 12.1.2 Under 10 – not reached 10th birthday by August 1
 - 12.1.3 Under 11 - not reached 11th birthday by August 1 .
 - 12.1.4 Under 12 - not reached 12th birthday by August 1 .
 - 12.1.5 Under 13 - not reached 13th birthday by August 1
 - 12.1.6 Under 14 - not reached 14th birthday by August 1

- 12.1.7 Under 15 - not reached 15th birthday by August 1
- 12.1.8 Under 16 - not reached 16th birthday by August 1
- 12.1.9 Under 17 - not reached 17th birthday by August 1
- 12.1.10 Under 18 - not reached 18th birthday by August 1 ,
- 12.1.11 Under 19 - not reached 19th birthday by August 1 .
- 12.1.12 The Fuller Hamlets also have a Wanderers Program for young players between 7 and 9 years of age.
- 12.1.13 The club has both male and female adult teams.
- 12.2 Team Roster Size
 - 12.2.1 Under current rules, for U10, the team maximum number of players to be rostered is 14,
 - 12.2.2 Under current rules for all U-11 through U-16 team the maximum number of rostered players is 18.
 - 12.2.3 Under current rules for teams U-17 through U19 The maximum number of rostered players is 22.
 - 12.2.4 Roster changes can be made during the playing year so long as they are in compliance with Massachusetts Youth Soccer Association (MYSA) and MAPLE guidelines.

13. The FULLER HAMLETS Uniform

- 13.1 Whenever a FULLER HAMLETS player is in uniform, she/he is representing the Club and should wear the uniform properly and with pride. Each FULLER HAMLETS team must have a blue jersey and a white jersey as dictated by Club colors. Teams cannot adopt or wear any non-club uniform item without approval of the Board of Directors.
- 13.2 Please read and abide by the following guidelines
- 13.3 Bring all uniform equipment to every game including all uniform shirts, shorts, shoes (cleats and turf depending on conditions), warm-up shirts, warm-up suits and tape.
- 13.4 Jerseys must always be tucked into shorts whenever you are wearing the uniform (not just during the game). Sliding pants should be the same color as the short, not extending below the uniform shorts and not be visible.
- 13.5 Players should be dressed alike during team warm-ups before games.
- 13.6 Uniform socks will be pulled up whenever you have them on. Shin guards must always be covered by socks. Arrive at games looking professional (i.e. Team Warm-Up Suit, Team Warm-Up Shirt)
No Baseball Caps!!!
- 13.7 Have your equipment bag with you at all practices and games. Put bags carefully in a row on the sidelines at all games. Keep bags in a proper team location at practice
- 13.8 Bring your water bottle with you to all practices and games. At games, place your water bottle behind your bag when not being used. To prevent passing on illnesses to teammates, do not share water bottles!!!
- 13.9 Use saddle soap or leather protector on your shoes before every game; in other words shine and take care of your shoes. They are your tools of the trade!!
- 13.10 Bring your properly inflated soccer ball to every practice and game.
- 13.11 Leave your rings, watches, necklaces, bracelets, earrings, other jewelry and hairpins (except for rubber bands or other elastic bands) at home or in your equipment bags.

14. Game Day Preparation

- 14.1 Preparing your child to do their best! In the Fuller Hamlets Commitment Letter, all players pledges that they will arrive at the game well rested, and mentally and physically prepared to play their best. Your children cannot keep that commitment if they do not get proper rest and has not eaten properly. Soccer is a very demanding sport. Your child can be prepared to do their best, to help their team, and is less likely to suffer injury, if they observe a few basic guidelines:
- 14.2 Avoid spend-the-night parties on the night before a game. More than a few soccer games have been knowingly "forfeited" the night before the soccer match. Fatigue as a result of too little sleep also raises the risk of injury.
- 14.3 Build up body fluid before the game. Start drinking water as much as 24 hours before the game, and try to take in as much proper fluid as possible right up to game time.
- 14.4 Eat sensibly, especially on the day of a game. For instance, milk, peanuts or carbonated

drinks before a game will shorten a player's wind. Half-time refreshments should be limited to a moderate amount of water, or perhaps a very diluted Gatorade-type drink. Too much water, or any kind of food and drink containing sugar, will cause the blood to leave the muscles and travel to the stomach, causing your daughter to be sluggish in the second half. At the beginning of each season. Each parent will be expected to share in the responsibility for seeing that proper refreshments and ice are available for each game.

- 14.5 Make certain that you have proper equipment, and bring it to each practice and game. Proper fitting shoes and shin guards are essential. Watches, jewelry, and barrettes should be left at home or in your Fuller Hamlets bag. The Fuller Hamlets uniform policy is set out in detail in this Handbook.
- 14.6 Arrive at each game in plenty of time to warm-up properly. The Coach will provide your team with a game schedule which will list the "Report Time" for each game. Please leave home in time to have your child at the game, fully dressed, and ready to warm-up substantially prior to game time. A pre-game warm-up to get an abundant flow of blood to the muscles, followed by sensible, slow stretching activities designed to increase flexibility and minimize the possibility of muscle pulls or injury, are of vital importance. It is estimated that about 1/3 of all sports injuries now occur in children age 5 to 14. Give your child every opportunity to avoid being a part of that statistic.
- 14.7 Be active in other areas, such as swimming and biking, which build stamina and strength. It can help to ward off injuries.
- 14.8 Treat minor injuries promptly and properly. For muscle strains and bruises, remember the principle of "R-I-C-E" -- Rest, Ice, Compression and Elevation. Your team should arrange to have ice available at every game for quick application to twisted ankles or knees. Let your coach know before practice or a game of any condition that might affect your ability to play. Seek early medical help for physical problems that persist. Do not practice or play if you have reason to believe that it may aggravate an injury.
- 14.9 Call in advance to tell your Coach if you will miss a practice or game.
- 14.10 Bring your ball and Fuller Hamlets bag to each practice and to each game.

15. Club Fees

15.1 Club registration fees for participation shall be established by the board and be disclosed to players during open tryouts. The payment schedule below covers the entire playing year, which is September 1 - August 31.

Under 10 -Under 14	Under 15 -Under 18
Deposit – online with commitment letter \$450	Deposit – online with commitment letter \$300
1 " ' payment - July 1 5 \$250	Final payment – August 15 Balance Due
Final ⁰ payment - August 1 5 \$250-300	

A late fee of \$50 will be added for each late payment per billing period

15.2 Players added to the roster after tryouts or during the season may have their fees pro-rated and a payment schedule established.

15.3 Failure to Pay Fees

15.3.1 Players/families that fall behind in payments will have one week into an active season to pay their next installment of team fees unless arrangements are agreed to by the Board of Directors, upon a coach's recommendation. A player will not be allowed to practice or play with the team or participate in League or Tournament.

15.3.2 Failure to pay tournament fees

15.3.2.1 Player is not allowed to play in tournament if the fee has not been paid prior to the tournament.

16. Scholarships

16.1 We offer scholarships to players based on demonstrated financial need. Club volunteers (assistant coaches, managers, general laborers, etc.) are not entitled to scholarships, unless financial need is established. Recommendations for partial or full scholarships must be submitted to the board in writing prior

to the start of the season. The board will consider recommendations and render a decision. Scholarships are for club registration fees only. ([Scholarship Form](#))

17. Additional Expenses

17.1 In addition to club registration fees additional expenditures include uniform purchases, tournament fees, indoor training fees and coaches' tournament travel expenses.

17.2 Uniform payments are due at time of order and all other fees are due within 15 days of notification.

17.3 Tournament Bond Fee

Many tournaments require a performance bond fee which is returned to the club after a tournament, unless a team surrenders that bond for poor conduct or non-attendance. Effective with the 2004-2005 season, each player will be assessed a one time tournament performance bond fee of \$50 that will be returned at the end of the soccer year if all individual and team commitments are met.

17.4 In the event a team loses the performance bond at one tournament an additional performance bond fee of \$50 will be assessed to each player for any later tournament.

18. Refunds

18.1 Fees are non-refundable, except for injured players. Injured players are refunded a pro-rated amount of club fees so long as they are officially dropped from the MAPLE and State Cup roster.

19. Pets

19.1 The Fuller Hamlets Soccer Club maintains three fields for practice and/or games. For reasons of safety, sanitation and liability we allow no pets on the fields.

20. Teams Selection

20.1 Teams are selected through an open tryout process held at Bowden Field, Sutton, MA. Tryouts are normally held after the Massachusetts State Cup, but a coach may add players to the roster at any time up to the maximum number and roster freeze dates permitted by State Cup and/or MAPLE rules. Upon selection to a team both players and parents are extended a commitment letter. Acceptance of the commitment letter and a deposit of fees are required to preserve a position on the roster.

Smoking is not permitted at any of the Fuller Hamlets facilities.