



Northern Lights Soccer Club

A division of
Anoka Ramsey Athletic Association

Policies and Procedures Manual (Rev. 10/22 Version 5.9)

Please Note: Northern Lights Soccer Club continues to grow and face challenges while our efforts are focused on providing our membership with a quality soccer experience. We have implemented this process because we feel it is in the best interest of all players in the Northern Lights Soccer Club. This document is a work in progress. Our Club must abide by mandates established by MYSA/TCSL and its policies and rules, therefore MYSA/TCSL rules and regulations as well as ARAA policy will always supersede this document. Northern Lights Soccer reserves the right to change this document at any time without notice and/or deviate from published policy if the committee feels it is in the best interest of the club and/or our membership to do so.

Northern Lights Soccer Club Definitions

This document represents the Mission, Roles, Goals, Policies and Procedures, and guiding Governing Values of the Northern Lights Soccer Club (NLS).

Northern Lights Soccer Club continues to grow and face tremendous challenges in keeping pace with other Clubs in our League. We have implemented and updated these Policies and Procedures because we feel it is in the best interest of all players in the Northern Lights Soccer Club. This document is a work in progress. Many Club policies are MYSA or TCSL mandated as well as trying to establish and fulfill our own mission, goals and values. Northern Lights Soccer reserves the right to change this document at any time without notice

Definitions:

1) Values

- Values are the governing basis for the existence of the Club and for any decisions related to formulating or executing the Club's Mission, Roles, Goals and Policies.
- Values identify and clarify how the Club will behave.

2) Mission

- The purpose of the Club.

3) Programs, Roles, and Organization

- How the Club is organized.

4) Goals

- Goals, strategies and tactics. The specific and inspirational accomplishments are to be achieved in a specific timeframe. (To be defined in the future)

5) Policies

- Rules related to various subject areas and circumstances applicable to various Club constituents such as players, parents, coaches, and board members. Includes "Positive Behavior" checklists.

6) Procedures

- A set of established methods for conducting the affairs of the organization.

Northern Lights Soccer Club Values

Values

This is a list of positive attributes describing the Club's values. These values should be interpreted in the positive spirit intended, not as a comprehensive and exclusive list of do's and don'ts. These values are the governing basis for the practices and behaviors of this Club, and will be applied to any decisions related to formulating or executing the Club's Mission, Goals, Policies, and Roles.

1. **FUN**

- It's a game, enjoy it!

2. **TRUSTWORTHINESS**

- Honesty, integrity, promise-keeping, loyalty

3. **RESPECT**

- Autonomy, privacy, dignity, courtesy, tolerance, acceptance

4. **RESPONSIBILITY**

- Accountability, obligation, pursuit of excellence, dependability

5. **CARING**

- Compassion, consideration, giving, sharing, kindness

6. **FAIRNESS**

- Impartiality, consistency, equity, equality, due process

7. **CITIZENSHIP**

- Law abiding, community service, protection of the environment

- Obeying the rules of MYSA/TCSL before, during, and following games and practices

8. **SPORTSMANSHIP**

- Fair play and respect for others

- Nothing is wrong with wanting to win, as long as it is not confused with winning at any cost.

9. **SAFETY**

- Assuring the health and safety of all participants

Northern Lights Soccer Club

Mission

Mission

Northern Lights Soccer Club is a division of Anoka Ramsey Athletic Association. ARAA and NLS are non-profit organizations whose mission is to foster the physical, mental and emotional growth and development of our community's youth through the sport of soccer at all levels of age and competition. The club mission is to promote life skills through soccer which cultivates a positive, healthy and competitive environment in conjunction with MYSA/TCSL and the community.

The main purpose for the existence of the Club, and a guide for all strategies and activities planned and carried out by the Club, is:

1. To provide guidance and equipment for youth to allow them to gain a better understanding of, improve their skills in, and satisfy their desire to compete in the field of amateur sports.
2. To provide training in all areas of the sport, including playing, coaching, and refereeing as well as increasing the general knowledge of the sport by all participants, including parents.
3. To provide a level of competition for players commensurate with their skill level, while challenging players to develop their abilities to a higher level.
4. To promote sportsmanship, health and competitive attitudes in youth, regardless of sex, race, religion, athletic ability or financial status, and in so doing, promote improved social welfare through character development resulting from these efforts.
5. To assist governmental bodies and their agents in planning, developing and maintaining parks and recreational facilities to serve in the development of youth sports

Northern Lights Soccer Club Programs

Programs

The Northern Lights Soccer Club is an organization of volunteers providing a soccer program for youth in Ramsey and the surrounding communities. There are three Club programs and multiple organizational roles as described below.

Club Programs (see program descriptions below)

1. Recreational Program
 - Fall U5 – U11
 - Summer U4 – Middle School
2. Competitive Program (partnered with Coon Rapids United under the umbrella of North United)
 - Fall U9 – U14
 - Summer U9 – U19
3. Indoor Program Support:
 - Recreational (Adrenaline)
 - Competitive (Adrenaline, Anoka Ice Arena) -(partnered with Coon Rapids United under the umbrella of North United)

Club Roles (See role descriptions below)

1. President
2. Vice President
3. Treasurer
4. Competitive Director
5. Recreational Director
6. Director of Coaching
7. Registrar
8. Director of Operations
9. Communications
10. Field/Equipment Coordinator
11. Concessions Director
12. Recreational Administrator
13. Fundraising/Sponsorship Director
14. Webmaster
15. Social Media/Marketing Coordinator
16. Coach Mentor
17. Volunteer Coordinator (Partnered with Coon Rapids United under North United)
18. Uniform Coordinator (Partnered with Coon Rapids United under North United)

Northern Lights Soccer Club Program

Program Descriptions

NLS offers a recreational program and a partnered competitive program for youth soccer. We also participate in area indoor programs organized and managed by a third-party.

Recreational Program

The “in-house,” or recreational, soccer program is for beginning and developing soccer players and is organized by gender and age. There are currently three Recreational Programs:

1. Fall Recreational Program U7-U11
2. Summer Recreational Program U4-U16
3. Winter Indoor Training Age groups

Recreational Programs – Common

1. The program has three main goals: Participation, Education and Social Skills
 - A. All games are played within the Ramsey city limits
 - B. Emphasis is on skill development and sportsmanship
 - C. Players receive equal playing time and play a variety of positions throughout the season
 - D. Games are played for the “love of the game”
 - E. Game scores are not reported and team standings are not kept
 - F. Every effort is made to form teams with an equal distribution of ability, and at the younger ages, this is accomplished with the random selection of players
 - G. All players must provide their own shin pads, ball and rubber cleated shoes

The U5 through U11 Fall Recreational Soccer Program

1. The season runs from late August to mid October with two games on most Saturdays
2. Every participant receives an award at the end of the season, and all awards are the same
3. The Recreational Commissioner determines teams. Player requests will be very limited to ensure fair, evenly matched teams. Specific coaches can be requested, but under no circumstances is placement guaranteed
4. Player fees are used for t-shirts, awards, referees, and equipment

The U4 through U10 Summer Recreational Program

1. Typically, the season runs from the beginning of May to the third week in July
2. Age is determined by using the MYSA birth year guidelines. U4 includes 4 year old children; U6 includes 5 and 6 year old children; U8 includes 7 and 8 year old children; U10 includes 9 and 10 year old children
3. There are typically two sessions during the week. No weekend play will take place except for MYSA sanctioned Recreational Tournaments (usually one per summer).

The U4-U10 Winter Indoor Recreational Program

1. Typically, the season runs from the beginning of January until the middle of March
2. Age is determined by using the MYSA birth year guidelines
3. Sessions typically run on Saturdays or Sundays at Adrenaline in Ramsey.

Northern Lights Soccer Club Program

Indoor Programs

The Club encourages participation in indoor programs to enhance the skills and conditioning of players. The Club offers use of equipment if it is available. The Club allows teams to show their spirit by wearing the NLS jerseys if they have them from previous seasons play, but does not supply in whole or in part, uniforms. The Director of Coaches may offer assistance to teams looking for an indoor program to participate in. However Northern Lights Soccer is not affiliated in any way to any of the indoor programs offered beyond registering to participate as a team and offering said support.

If a coach desires to participate in an indoor program and represents the Club via uniforms or Club rosters, the coach, players and parents are expected to follow the positive behaviors checklist and Code of Conduct of the Competitive season or they will be asked not to represent the Club.

Competitive Indoor Programs:

1. Involvement with indoor programs is not required as part of the team selection process. However, NLS encourages its competitive teams to stay involved in soccer during the winter season through involvement in indoor programs
2. Indoor competitive leagues are organized and managed by a third-party
3. Several indoor leagues are available throughout the Twin Cities metropolitan area. Locally, most teams are placed at the National Sports Center in Blaine, Adrenaline in Ramsey or Ralia Sports Center in Maple Grove
4. The soccer leagues are organized by age, gender, and level of skill - the ages range from U9 through U19. 5. The level of play is determined by the specific league
6. Leagues start in late fall and typically run for one or two 8-week sessions
7. The rules of play are set up and determined by the organization running the league
8. The teams are competitive
9. Where numbers allow, there will be more than one team in each age group
10. Fair play and good sportsmanship are encouraged.

Northern Lights Soccer

Club Program

Competitive Program

NLS competitive soccer program is partnered with Coon Rapids United to form North United. This partnership has affiliations with the Minnesota Youth Soccer Association (MYSA), which in turn is affiliated with the United States Youth Soccer Association (USYSA), as well as Twin Cities Soccer League (TCSL). Through these affiliations, the Northern Lights Soccer Club can participate in soccer leagues and tournaments sanctioned by the MYSA or USYSA or TCSL. In general, these leagues and tournaments reside in the Twin Cities metro area, but may also include outlying communities in Minnesota and Wisconsin, and out-of-state tournaments.

Competitive Programs - Common

1. The Competitive Program is the Traveling Soccer Program.
 - A. When compared to the recreational program, the competitive program provides a higher level of play for the more serious or advanced soccer player.
 - B. NLS currently supports two seasons. a summer league running from mid May through early August, and a fall league running from early September through October. The Fall League focuses more on player development, and is less competitive than the Summer League. It can serve as an introduction to Traveling Soccer.
 - C. Soccer leagues are organized by age, gender, and level of skill. The ages range from U9 through U19. All age levels are considered competitive, but at the U9 and U10 levels, no standings are kept.
 - D. Since there are various leagues within the state, we form teams based on level of skill using a color coded system. The level of skill is ranked by 'Platinum' teams being the most skilled, 'Gold' as the next highest and 'Silver' as the next skilled level. Teams will play in various division levels within the Twin Cities Soccer League (TCSL) and Minnesota Youth Soccer Association (MYSA).
 - E. Player Assessments are used to place players on teams consistent with their abilities. See the Player Assessment Policies, separately in this document.
 - F. If a volunteer parent / coach is not identified for a team, parents may be required to pay an additional fee to hire a paid coach.

Competitive Program - U9 through U14 Fall Soccer

1. During the fall season, league games are played on weekends. There is a season-ending tournament.
2. Due to fall High School Soccer, the MYSA/TCSL sanctioned league only offers U9 through U14 age groups.
3. Practices are usually held twice per week, although this can vary at the discretion of the team's coach.

Competitive Program - U9 through U19 Summer Soccer

1. League games are played on weeknights, with a variety of tournament opportunities available on weekends. There are typically one or two games per week as determined by MYSA/TCSL and may involve travel to surrounding communities.
 - A. Typically, teams attend three to four tournaments during the season. These tournaments may be local or may require travel outside of the metro area or state. These tournaments are determined by the coaches and/or teams. District and state tournaments, if desired, are at the end of the season.
 - B. Practices are usually held twice per week, although this can vary at the discretion of the team's coach. Practices begin outdoors in late April.

Northern Lights Soccer Club

Roles

Roles Descriptions (alphabetical)

Director of Coaching:

1. Develops a pool of potential coaches for competitive and indoor programs
2. Evaluates coach assessments from parents and players to aid in making coaching recommendations
3. Arranges / publicizes classes and licensing for coaches
4. Obtains / distributes reference materials
5. Distributes player development policies and guidelines to all coaches
6. Working with the Committee, develops a standard training strategy and curriculum for both the Recreational and Travel programs
7. Implements the Club's coaches training strategy
8. Conducts periodic coaches meetings to aid in the development of the coaching staff
9. Periodically attends games and practices to observe performance of Club coaches
10. Prepares all marketing material for prospective coaching candidates
11. Ensures that all Competitive teams have a head coach and an assistant coach
12. Ensures that each coach of the respective age/gender is present at the tryouts
13. Prepares, monitors, schedules, and presents at all coaches meetings and clinics
14. Specific to Paid Coaches:
 - A. Before each season, sets a compensation range that is competitive in the Metropolitan area
 - A. Negotiates all compensation
 - B. Assures compensation is resolved prior to the start of each season
 - C. Generates invoices for payment through the Treasurer of ARAA
 - D. Assures all coaches have read and signed an Independent Contract Form prior to the start of each season
15. Assures coaches receive the Club's "Positive Coach Checklist"
16. Responds to parent/player/peer concerns about coaches or coaching techniques and addresses issues in a constructive and positive manner
17. Ranks players based on evaluation materials from assessments to determine team placement according to Club policies
18. Meets with coaches on an individual basis to complete coaches picks according to Club policies

Communications Director:

Purpose: The position of Communications Director serves as an important role within the NLSC to insure good advertising and communication to our membership and local communities.

Key Responsibilities:

- Attends every other month NLSC Board meetings and as necessary, Committee meetings and other noteworthy events.
- Creates registration material for the rec soccer program including social media posts, current player emails, website fliers, school fliers, newspaper announcements and city publications.
- Publishes a list of publication dates and deadlines for community newsletters such as the Ramsey Resident and Anoka Union.
- Contacts media for news releases and photo opportunities to publicize program activities and highlights.
- Provides content monthly for ARAA newsletter.
- Works with the Rec Director to create and distribute a soccer program survey with parents/ players/coaches to determine areas of success and areas that need improvement.
- Coordinates with Webmaster to publish information on the NLS website.
- Maintains electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Turns in monthly financial transaction receipts to treasurer and keep a copy in Communication Director files.
- Documents standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member. Is also a member of the Recreational and Competitive Committee.

Length of Appointment: The Communications Director term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 5 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Competitive Director:

Purpose: The position of Competitive Director serves as an important role within the NLSC to insure proper communication to gender specific teams from the soccer committee and also serves as a first point of contact for coaches that are requesting guidance. There shall be one competitive director for boy's teams and one for girl's teams.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings and other noteworthy events.
- Administers Club policies consistently and fairly as needed per Club goals
- Attends all MYSA North District Meetings to represent the club and report back to the committee any proposals, policies or other miscellaneous information.
- Attend the annual MYSA Symposium/AGM and represent NLSC in the rules change proposals.
- Acts as a mentor for new coaches
- Boys and girls directors shall work in harmony to insure all communications to the coaches and membership are identical in nature
- Ensures that all policies of MYSA, ARAA and NLSC are adhered to and enforced.
- Coordinates with Director of Coaching and Player Development Director to organize and execute the player assessment event.
- Coordinates with the Director of Coaching to recruit and train new coaches.
- Coordinates with the Director of Coaching to create teams from assessment results. Also make every effort to work with neighboring clubs to finalize teams for the good of soccer.
- Works with Communications Director to promote the sport of soccer in Anoka, Ramsey, Andover and surrounding communities.
- Actively engaged in the entire club process with focus on make a better experience for the youth in our program. Understand what our membership wants by being actively engaged on the front line.
- Assumes duties of the Traveling Program Director in the event of seat vacancy.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Turn in monthly financial transaction receipts to treasurer and keep a copy in Competitive Director files.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. Also reports to the Traveling Program Director and is a member of the Competitive Committee.

Length of Appointment: The Competitive Director term is for a period of two years. Term begins in January of odd numbered years for Girls Director, even numbered years for Boys Director.

Time Commitment: Approximate time commitment is 5-10 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight and possess strong leadership qualities. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Concessions Director

Purpose: The purpose of the concessions director is to facilitate organization, staffing, and stocking of the concessions stand at Elmcrest Park

Key Responsibilities:

1. Recruit and train the paid staff responsible for the day to day operations of the concessions stand.
2. Assist with coordinating and letting hired staff know the volunteer schedule.
3. Purchase all concession stand supplies and maintain a detailed log of expenses incurred.
4. Restock all supplies as needed.
5. Responsible for all monies collected and the registers. Deposit all monies collected to the bank at least 1x/wk.
6. Submit to the Treasurer a detailed summary of the concession stand's financial transactions.
7. Attend and assist in Super Soccer Saturday events as well as North United Tournaments where concessions are open.
8. Assist in development and sale of spirit wear at the concessions stand
9. Assist in collecting and asking for donations to our Kick it In For Kids Fund at the concessions stand.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board

Length of Appointment: The Concessions Director term is for a period of two years. Term begins in January of odd numbered years

Time Commitment: Approximate time commitment is 5-10 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight and possess strong leadership qualities. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Director of Coaching and Player Development:

PURPOSE: To develop the coaching resources required to support Northern Lights youth soccer programs. To develop and offer coach and player training programs that are appropriate for the different age and developmental stages of players within Northern Lights youth soccer programs, as well as North United (a competitive partnership with Coon Rapids United). To act as a liaison between Northern Lights Board of Directors and Northern Lights team coaches and membership.

UNDER THE DIRECTION OF: The Northern Lights Board of Directors (including its Executive Committee) and the Directors of Traveling Soccer (“Traveling Directors”) and the Director of Recreational Soccer (“Recreational Director”).

PRINCIPLE DUTIES:

A. Coach Development

1. Establish policies and procedures that (a) include a statement of Northern Lights coaching philosophy and (b) specify minimum certification/training standards for Northern Lights Traveling and Recreational coaches.
2. Document compliance by Northern Lights team coaches with those certification/training standards and, with Northern Lights Traveling Directors, Recreational Director and Executive Committee, investigate and resolve non-compliance with those standards.
3. Establish policies and procedures that (a) govern the recruitment of team coaches for North United competitive and recreational coaches and (b) specify minimum training and time commitments for the different age and developmental stages of the players within North United Traveling and Recreational soccer programs.
4. Identify, recruit, interview and place team coaches and assistant coaches within North United competitive soccer programs.
5. Develop a comprehensive (a) mentoring/training program for all new coaches within North United competitive youth soccer program and (b) performance evaluation program for all coaches (new and old) within North United competitive soccer program.
6. Develop a comprehensive mentoring/training program for all coaches within Northern Lights Recreational soccer program.
7. Assist members of Northern Lights Board of Directors in the development and ongoing revision of policy and procedure manuals for Northern Lights team coaches and team managers.
8. Organize at least one annual meeting of North United competitive coaches as a forum in which, among other things, (a) to share North United coach and player development philosophy, including information about North United minimum certification/training standards for Recreational coaches, (b) to pass on information from Northern Lights Board of Directors and TCSL, (c) to share ideas among coaches and (d) to resolve problems.
9. Assist the Recreation Director with at least one annual meeting of Northern Lights Recreational coaches as a forum in which, among other things, (a) to share Northern Lights coach and player development philosophy, including information about Northern Lights minimum certification/training standards for Traveling coaches, (b) to pass on information from Northern Lights Board of Directors and MYSA, (c) to share ideas among coaches and (d) to resolve problems.
10. Develop, coordinate and publicize internal coach training/certification sessions for North United competitive and recreational coaches, and monitor attendance and performance at internal coach training sessions.
11. Develop guidelines for the different age and developmental stages of players within the Northern Lights youth soccer programs that address (a) number/length of weekly practices, (b) number of games (both in the aggregate and in relation to number of practices) and (c) number and competitive level of tournaments.
12. Send out, or have meetings, with each team coaching staff, along with Competitive Directors to evaluate and develop plans for teams over the course of a season .

B. Player Development

1. Define style of play for North United competitive and Recreational soccer programs, and develop age- and developmentally-appropriate soccer curriculum designed to achieve that style of play consistently.
2. Following Traveling and Recreational soccer registrations, work with North United Competitive Directors and Recreational Director to determine the number of competitive and Recreational teams at each age and competitive division.

3. Develop, promote and periodically re-evaluate policies and procedures to govern (a) team/player selection and (b) the try-out process for North United competitive soccer program.
4. Develop team rosters for North United competitive soccer programs working with competitive directors.
5. Develop policies and procedures governing the minimum number and scope of player evaluations by Northern Lights Traveling coaches.
6. Document compliance by North United competitive coaches with those player evaluation standards and, with North United Competitive Directors and Executive Committee, investigate and resolve non-compliance with those standards.
7. Develop training programs for North United competitive and Recreational soccer players.
8. Assist Northern Lights Director of Communications with the advertisement and promotion of Northern Lights clinics and other training programs and with those clinics and other training programs offered by non- Northern Lights entities that are consistent with Northern Lights player development philosophy.

C. Miscellaneous Duties

1. Maintain personal coaching licenses at a minimum level specified by Northern Lights Board of Directors.
2. Coordinate coach and player development activities with TCSL and, where appropriate, work with other soccer clubs on the placement of players within and between clubs.
3. Support the growing interest in youth soccer within the Anoka/Hennepin School District.
4. Develop players and coaches according to the Club's philosophy, offering programs that compliment and are appropriate to each developmental stage of the membership within the Northern Lights Program.
5. Work with the club Treasurer to develop an annual budget for the club.

Director of Operations:

Purpose: The position of Director of Operations serves as an important role within the NLSC to provide our membership with an organized development plan to aid in the success of our program and to administer soccer operations on a day-to-day basis. This year round position is intended to average 25 hours per week. Hours of work are flexible. The position will require working days, evenings and weekends (attendance at weekend tournaments as well as attendance at NLSC and Executive Board meetings). As a paid employee of our club, the Director of Operations will be working closely with our volunteer board of directors. This is a great opportunity for a graduate student, anyone looking to get experience in all aspects of a non-profit business working for a great cause

Key Responsibilities:

- Attend all monthly NLSC and Executive Board Meetings.
- Executes all facility rental agreements with direction from NLS Committee.
- Ensures that NLSC is operating within the boundaries of local, state and federal law.
- Ensures that NLSC is operating within the guidelines and policies of NLS, Anoka Ramsey Athletic Association and MYSA/TCSL.
- Responsible for coordinating and tracking workflow of paid staff with direction from the NLS Committee.
- Acts as a primary resource for Committee members seeking guidance.
- Responsible for conducting business in accordance with the NLSC Mission Statement.
- Intimately involved and in control of day-to-day activities and operations as approved by the NLSC Committee and the Strategic Roadmap.
- Strives to create strong working relationships with neighboring clubs for the good of soccer.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Builds strong relationships with vendors, suppliers, sponsors, field owners, and team managers
- Works with sanctioning bodies to get approval for events
- Work with Webmaster to ensure all information is updated online.
- Secures field rentals both indoor and outdoor
- Answers emails, phone calls regarding club questions
- Checks USPS mail bi-weekly and reacts to each piece as necessary
- Works with Fundraiser coordinator to ensure fundraising options for our membership
- Coordinate wait list with Travel Directors.
- Coordinate process mail in.

Reports to: NLSC Committee as a non-voting member. Is also a member of the Recreational Committee, Competitive Committee, Budget Committee and Grievance Committee.

Length of Appointment/Contract: The Director of Operations term is for a period of two years, renewable on an annual basis. Term begins in January of odd numbered years. This position is a paid independent contractual position, compensation range to be set by the NLS Committee. Independent contractors will be issued a 1099 at the end of the year and will be responsible for filing with the IRS.

Time Commitment: Approximate time commitment is 25 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration. Prior involvement in soccer programs and a good understanding of all board level positions, the respective demands as well as purposes is critical to the nature of this job position. This position also requires the

Candidate to possess:

- A passion for non-profit work that benefits kids playing soccer
- Proven administrative, organizational, and planning skills
- Proficiency with computers (Mail Merges, Excel, Outlook, PowerPoint, Publisher, and QuickBooks)

- The ability to work independently and be a self motivator
- Resourceful and able to perform a variety of administrative and organizational tasks with a creative approach to problem solving and ethical results
- Ability to thrive in a detail-oriented environment, exhibit flexibility, work on multiple tasks simultaneously and adjust to competing priorities and club politics
- A knowledge of the sport of soccer, tournaments, board functioning and the culture of club soccer.

Support: Training for this position will be provided.

Compensation: \$7,000-8,000 annually, based upon qualifications and if a Registrar job is included.

Age Requirement: 18 years of age

Equipment Director/Field Coordinator:

Purpose: The position of Equipment/Field Director serves as a vital role within the NLSC to support the programs we offer with safe and reliable equipment for the development of our youth in accordance with the mission and vision of our program.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings.
- Develop standard equipment bag contents list for all programs based on age level requirements. Establish preferred and secondary vendor lists for all necessary equipment and supplies.
- Coordinates with Recreational and Travel Directors to determine upcoming equipment needs based upon anticipated team quantities.
- Coordinate with ARAA Vice-President the quantity of teams and first aid needs for the upcoming season.
- Order necessary equipment to support program expansion, equipment attrition and replacement of defective or damaged supplies while staying within the approved budget. The NLS committee must approve all purchases that are not included in the budget or purchases that exceed seasonal budget.
- Coordinates with Recreational and Travel Directors to determine the deadline for assembled coaches' bags (typically will be handed out at preseason coaches meeting). Complete the assembly and delivery of completed bags by deadline.
- Develop a check-out and check-in tracking system so NLS knows who has equipment in their possession. Distribute equipment at the beginning of each season and collect at the end of each season; the only exception would be if a summer travel team is staying together for the fall.
- Arrange to install nets at beginning of season, maintain during season, remove and store at end of season as necessary. Setup will typically be done in mid-April and take-down in late October with minor changes between summer and fall season as required. Coordinate this activity with Recreational and Travel Directors to verify what fields will be used for the season.
- Replace and/or resupply equipment and first aid during the season as needed.
- Estimates equipment needs and provides requirements to program Directors for upcoming year's budget development.
- Perform an inventory of all equipment with approximate value to the NLS president and Treasurer by December 31st for tax preparation purposes.
- Maintain and organize all equipment storage facilities.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other transactions. All financial records shall be turned in to the NLS Treasurer on a monthly basis.
- Other duties as assigned.
- Attend annual Joint Powers meetings between clubs and cities that we work with.
- Acts as the liaison between city staff and NLSC in regards to field layout, development and maintenance.
- Provide documentation for proper field marking and layout.
- Determine starting and ending dates for summer and fall field maintenance. Coordinate this activity with the Traveling Director, Recreational Director, ARAA Field Coordinator and communicate with city staff.
- Reconcile monthly field striping bill with ARAA Field Coordinator and provide a copy to the Treasurer.
- Work with Traveling and Recreational Directors to determine field requirements for each season. Responsible for field layout and location based upon needs for traveling games, recreational games and training space.
- Working with available daylight, schedules all traveling home games within the MYSA/TCSL deadline.
- Sends schedule to Referee Assignor for double check and is then responsible to submit final home game schedule to MYSA and to NLSC Committee. Coordinates with each involved city to ensure goals are moved into place and anchored after final layout has been established. Ensure the fields are within MYSA/TCSL requirements
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. Also is a member of the Budget Committee.

Length of Appointment: The Equipment Director term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 5 hours per week but will vary based upon the month of the year. April and October will require a longer time commitment.

Qualifications: Strong organizational skills; knowledge of computers with data entry, word processing and email capability. Pleasant manner, patience, problem-solving ability, dependability and self-sufficiency are mandatory. Must be able to lift up to 75 pounds and have a valid driver's license. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Fundraising Director:

Purpose: The position of Fundraising Director serves as an important role within the NLSC to support the programs we offer with Fundraising opportunities to help offset all club expenses due to programming of our organization.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings.
- On an annual basis, review and recommend fundraising opportunities that yield the best results for NLSC and its membership in conjunction with our development goals and objectives.
- Coordinate with Treasurer and develop procedure as to how monies will be received, distributed and tracked for individuals as well as team accounts. Document procedures.
- Develop and publish procedures (with NLSC Committee approval) for individual and team level involvement in fundraising opportunities.
- Coordinate with Webmaster to publish all approved information, documentation and fundraising procedures with timelines.
- Organize, identify, coordinate and oversee all on-site activities necessary for fundraising.
- Deliver all monies received from fundraisers to NLS Treasurer in a timely manner.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Turn in monthly financial transaction receipts to treasurer and keep a copy in Fundraising Director files.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Work with communications directors to develop marketing material based on club sponsorships.
- Seek and apply for available grant money, working with appropriate committee members.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. Also is a member of the Budget Committee.

Length of Appointment: The Fundraising Director term is for a period of two years. Term begins in January of odd numbered years.

Time Commitment: Approximate time commitment is 5 hours per week but will vary based upon the month of the year.

Qualifications: Strong organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

PRESIDENT:

Purpose: The position of President serves as Chief Executive Officer and as an important role within the NLSC to ensure high-quality leadership for our membership and local community.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings and other noteworthy events, including joint board meetings between NLS and CRU as part of North United
- Attends and represents NLSC at MYSA/TCSL & State Soccer Meetings
- Provides overall direction of programs in accordance with Club mission statement for recreational and competitive programs as well as for referee, player, and coaching development
- Administers & Updates Club policies consistently and fairly as needed per Club goals
- Actively recruits new committee members and ensures critical staff positions are filled.
- Reviews / approves newsletter/social media articles
- Presides over monthly meetings in an organized fashion
- Works with Communications Director to promote the sport of soccer in Anoka, Ramsey and surrounding communities.
- Works with all committee members to develop a dynamic, strategic roadmap.
- Has signature authority in addition to Treasurer for club expenditures.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also, maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Turn in monthly financial transaction receipts to the treasurer and keep a copy in the President's files.
- Document standard procedures for job position as well as a calendar year timeline of activities

Develop annual club operating and marketing budget.

To complete delegate paperwork for Annual AGM and maintain MYSA affiliate paperwork.

- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board and is the chairperson of the Grievance Committee. Also serves as the Soccer Commissioner on the ARAA Board of Directors.

Length of Appointment: The President term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 10 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight and possess strong leadership qualities. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided. Age Requirement: 18 years of age

Recreational Director:

Purpose: The position of Recreational Program Director serves as an important role within the NLSC to support, stabilize and strengthen our Recreational Soccer program as well as promote the game of soccer in our community.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings.
- Promotes and develops recreational teams for girls and boys from U4 through U12 as outlined in the MYSA birth year guidelines.
- Ensures that all policies of MYSA, ARAA and NLS are adhered to and enforced.
- Develops and administers recreational program budget with the guidance and approval of the soccer committee.
- Recruits coaches and assistant coaches as stated in ARAA's "Policies and Procedures".
- Provide ongoing support for coaches on and off the field.
- Provide Program Plans such as drill plans for practice and play vs practice schedules for all coaches.
- Recruits, assists and oversees all age-level director positions.
- Work with coaches to help identify players that could play in travel soccer and ensure parents are notified of the opportunity and provide information about the program.
- Organizes and participates in player registration.
- Organizes the end-of-season tournament, Super Soccer Saturday.
- Works with the Equipment Director to establish equipment required for their sport at least 6-8 weeks prior to the season start to ensure the equipment is available for coaches and players..
- Assists the Equipment Director in distributing and collecting all ARAA equipment.
- Establishes uniform requirements such as: color of shirts, size of shirts and number of shirts per team. Once this information is compiled, it must be given to the Equipment/Uniform Director so he/she can place the order. This must be completed at least 8 weeks before the season begins to ensure that they will be ready by the first game.
- Schedules all practices and games. Submit game schedule to Referee Assignor and Field Director.
- Provide Rec Admin, a copy of each team's roster and a coaches list, listing name, phone number, team number and team name.
- Works with Rec Admin to ensure all team rosters have been uploaded to TeamSnap and Introductory Emails have gone out to all families.
- Submits recreational program information to the Communications Director to support the program.
- Submits final registration numbers to Tournament Director for year-end trophy orders.
- To work with each Director to update and maintain the "Rules and Regulations" for recreational soccer within the guidelines of NLSC "Policies and Procedures". Submit "Rules" to the NLSC Committee for approval prior to the start of games.
- Distributes approved "Rules and Regulations" to all Directors and ensures this information gets to the coaches.
- Plans coaches meeting to hand out equipment, uniforms, and all league information for each age level.
- Upon receiving feedback regarding the program, develop an action plan to correct or improve any areas of concern. Work with or gain approval from the board on plan for corrections and execute.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. Also serves as the chairperson for the Recreational Committee and is a member of the Grievance Committee.

Length of Appointment: The Recreational Program Director term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 5-10 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for

consideration.

Support: Training for this position will be provided. Age Requirement: 18 years of age

Recreational Administrator:

Purpose: The position of Recreational Administrator serves as an important role within the NLSC to support, stabilize and strengthen our Recreational Soccer program as well as promote the game of soccer in our community.

Key Responsibilities:

- Attend bi-monthly NLSC Committee meetings.
- Works directly with the Recreational Director.
- Inputs all team info into TeamSnap (Team Names, players, coaches, and contact info for players and coaches).
- Team communications regarding coaching needs.
- Upon receiving the schedule from the Rec Director, enter all schedules into TeamSnap. Notating dates, times, field assignments, practice/game and opponent for game days.
- Continuously updating TeamSnap throughout the season for late registrants, player changes, etc.
- Monitoring TeamSnap chats/emails. Answering questions regarding scheduling, player placements and field assignments. Bringing other program related questions to the attention of the Rec Director.
- Handle day to day communications and program changes or updates through TeamSnap. This could include picture day information, uniform updates, schedule changes, weather related messages, field changes, assisting coaches with family communications as needed, etc.
- Super Soccer Saturday schedule inputs to TeamSnap.
- On the field assistance for Super Soccer Saturday.
- Other assistance that is required from the Rec Director.
- Other duties as assigned. For example, assisting at club tournaments.

Reports to: Recreational Program Director and Northern Lights Soccer Board as a voting member of the board.

Length of appointment: The Recreational Administrator term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 2-4 hours per week and will vary based on the time of year. Two weeks going into season and the first week or two of the season could be as many as 10-12 hours per week. During the season 2-4 hours per week. Between seasons, prior to registration closing, 0-2 hours per week. This shall cover all three seasons of soccer including Spring/Summer, Fall and Winter.

Qualifications: Strong writing and communication skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Registrar:

Purpose: The position of Registrar serves as an important role within the NLSC to ensure all state registration deadlines are achieved so as to not affect player eligibility, team viability or insurance coverage for the membership of NLSC.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings.
- Attends MYSA-sponsored seminars, meetings, etc., regarding MYSA registration.
- Publish NLS deadlines based upon MYSA calendar for completion of adult background checks.
- Coordinate with Risk Manager, Recreational and Traveling Directors to insure criminal background checks are completed by all coaches, assistant coaches and team managers by deadline.
- Maintains database of all players, coaches, assistant coaches, and team managers, both past and present.
- Proficient in conversion of Demosphere registration data into MYSA Keeper software.
- Coordinates all competitive and recreational MYSA software submittals with the Treasurer to insure prompt payment by the posted deadline
- Oversees all registration events and coordinates with the individual program directors
- Insures Club is in compliance with all MYSA registration policies
- Coordinate with Webmaster and NLS Committee to publish all registration information and announcements on the NLS website in accordance with ARAA registration seasons.
- Implement and/or maintain the NLSC registration process to ensure an accurate and timely registration of the NLSC membership for Spring and Fall
- Maintain and update as necessary the NLSC registration online form and provide for the efficient distribution communication of registration dates, on-line, school take-home, recreation department and other means necessary to ensure general availability to the membership and potential registrants
- Manage registration funds and ensure timely coordination with the Treasurer
- Coordinate resolution of incomplete registrations
- Coordinate processing of mail-in registrations
- Coordinate Age Group wait lists with Age Group coordinators
- Provide each Age Group Coordinator with the latest Age Group registration information
- Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times
- Ensure that all players, coaches and referees are affiliated in accordance with MYSA requirements and submit required affiliation and other fees due to MYSA in Spring and Fall
- Verify rosters and verify/print pass cards for MYSA league for each season
- Produce mailing lists from the registration database, as required.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: NLSC Committee as a non-voting member. Is also a member of the Recreational Committee, Competitive Committee and Budget Committee.

Length of Appointment/Contract: The Director of Operations term is for a period of two years, renewable on an annual basis. Term begins in January of odd numbered years. This position is a paid independent contractual position, compensation range to be set by the NLS Committee. Independent contractors will be issued a 1099 at the end of the year and will be responsible for filing with the IRS.

Time Commitment: Approximate time commitment is 5-10 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration. Prior involvement in soccer programs and a good understanding of all board level positions, the respective demands as well as purposes is critical to the nature of this job position. This position also requires the candidate to possess:

- A passion for non-profit work that benefits kids playing soccer
- Proven administrative, organizational, and planning skills
- Proficiency with computers (Mail Merges, Excel, Outlook, PowerPoint, Publisher, and QuickBooks)

- The ability to work independently and be a self motivator
- Resourceful and able to perform a variety of administrative and organizational tasks with a creative approach to problem solving and ethical results
- Ability to thrive in a detail-oriented environment, exhibit flexibility, work on multiple tasks simultaneously and adjust to competing priorities and club politics
- A knowledge of the sport of soccer, tournaments, board functioning and the culture of club soccer.

Support: Training for this position will be provided.

Compensation: \$3,000 to \$5,000 annually, based upon qualifications.

Age Requirement: 18 years of age

Secretary:

Purpose: The position of Secretary serves as an important role within the NLSC to support the programs we offer and document club meetings and activities.

Key Responsibilities:

- Attends all Club meetings for which minutes must be taken and document meeting activities.
- Create, track and maintain committee action item lists.
- Distribute minutes at each meeting or via email to all committee members for approval
- Forwards approved minutes to webmaster via email for posting on the website
- Updates and maintains Club Policies and Procedures Manual and ensures compliance with ARAA bylaws.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. Also is a member of the Grievance Committee.

Length of Appointment: The Secretary term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 5 hours per week but will vary based upon the month of the year.

Qualifications: Strong organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration. Knowledge of Robert's Rules of Order is a plus.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Tournament Director /Partnered with Coon Rapids United

Treasurer:

Purpose: The position of Treasurer serves as a vital role within the NLSC to maintain a financially viable program while upholding the highest standards of fiscal responsibility and corporate accounting practices in accordance with the mission and vision of our program.

Key Responsibilities:

- Attend all monthly NLSC Board, Executive Board and partnership meetings.
- Works on budget development in coordination with board members.
- Reports monthly statements of financial activity to the soccer committee as well as provides a report of activity to ARAA treasurer.
- Tracks cash flow and controls financial activities.
- Coordinates with board members to acquire approval for transactions in order to pay all invoices in a timely manner.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes and all other financial transactions.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. This position is also a member of the Executive Board and Partnership Committee.

Length of Appointment: The Treasurer term is for a period of two years. Term begins in January of odd numbered years.

Time Commitment: Approximate time commitment is 10 hours per week but will vary based upon the month of the year.

Qualifications: Strong organizational skills; knowledge of computers with data entry, word processing and email capability. Pleasant manner, patience, problem-solving ability, dependability and self-sufficiency are mandatory and knowledge of general accounting practices is required. Experience in accounting software used by Northern Lights SC is a plus. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Vice President:

Purpose: The position of Vice-President serves as an important role within the NLSC to ensure high-quality leadership for our membership and local community in regards to the promotion of the game of soccer.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings and other noteworthy events, including joint meetings with CRU as part of North United
- Administers Club policies consistently and fairly as needed per Club goals
- Actively involved in recruitment of committee positions
- Acts as a mentor for new volunteers
- Assists President in daily function of Club
- To perform all duties of the President in the absence of the President
- To succeed the President in the office in event of resignation or death
- Attends all ARAA Board and MYSA meetings in the absence of the President
- Reviews / approves newsletter articles
- Works with Communications Director to promote the sport of soccer in Ramsey
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Turn in monthly financial transaction receipts to the treasurer and keep a copy in Vice-President files.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board.

Length of Appointment: The Vice-President term is for a period of two years. Term begins in January of odd numbered years.

Time Commitment: Approximate time commitment is 5 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight and possess strong leadership qualities. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Volunteer Coordinator , Partnered with Coon Rapids United under the umbrella of North United

Webmaster:

Purpose: The position of Webmaster serves as an important role within the NLSC to ensure good advertising and communication to our membership and local communities.

Key Responsibilities:

- Attend all monthly NLSC Committee meetings and provide technology input for optimized club operations. (Negotiable)
- Suggests and/or adds new electronic services as feasible to the Club
- Manages Club website content with direction from the NLSC Committee
- Maintains and secures passwords or other information for controlling service
- Responsible for the creation and implementation of forms on the website.
- Actively engaged in the entire club process with focus on making a better experience for the youth in our program through automation and technology.
- Maintain electronic copies of all activities and files in NLS preferred software format. Also maintain hardcopy records of receipts, orders, invoices, quotes, inventories and all other financial transactions.
- Turn in monthly financial transaction receipts to the treasurer and keep a copy in Webmaster files.
- Document standard procedures for job position as well as a calendar year timeline of activities.
- Other duties as assigned.

Reports to: Northern Lights Soccer Club Committee as a voting member of the board. Is also a member of the Recreational Committee and Competitive Committee.

Length of Appointment: The Webmaster term is for a period of two years. Term begins in January of even numbered years.

Time Commitment: Approximate time commitment is 5-10 hours per week and will vary based upon the month of the year.

Qualifications: Strong writing and organizational skills; knowledge of computers with data entry, word processing and email capability are mandatory. Pleasant manner, patience, problem-solving ability, dependability and well-spoken individuals are required. Must be self-motivated and require minimal supervision or oversight. Candidates must pass a criminal background check to be eligible for consideration.

Support: Training for this position will be provided.

Age Requirement: 18 years of age

Northern Lights Soccer Club Special Committees

Special Committees

Executive Committee

The Soccer Committee shall be composed of the NLS President, Vice-President, Treasurer, Competitive Director, Recreational Director, and the Director of Operations and Director of Coaching as needed. The NLS President shall preside over these meetings and minutes shall be maintained.

The Soccer Committee's purpose is to oversee the operations within the approved ARAA seasonal budget. They shall also be a recommending body to the ARAA Board of Directors. Their purpose is to find consensus on program changes or additions that meet the needs of their sport and prepare a written recommendation in the form of a motion to the ARAA Board of Directors when necessary.

Budget Committee

The Budget Committee shall be composed of the Soccer Committee, plus Referee Development, Referee Scheduler, Equipment Coordinators, Uniform Coordinators, and the ARAA Treasurer. The NLS President shall preside over this committee and submit their budget recommendation to the ARAA Treasurer for approval and recommendation to the ARAA Board.

The Budget Committee's purpose is to establish the seasonal budget at least 60 days before the first day of registration.

Grievance / Disciplinary Committee

The Grievance / Disciplinary Committee shall be composed of the NLS President, Vice President, Competitive Director, Recreational Director, Treasurer, Director of Coaching. The NLS President shall preside over these meetings and minutes shall be maintained.

The Grievance / Disciplinary Committee's purpose is to mediate disputes that cannot be resolved by Directors and, if necessary, elevate to the ARAA Board or MYSA/TCSL for issues that cannot be resolved within the program.

Recreational Soccer Committee

The Recreational Soccer Committee shall be composed of the Recreational Director, Recreational assistants and executive committee members

The Recreational Soccer Committee's purpose is to plan for and coordinate all aspects of Super Soccer Saturday within the approved budget.

Competitive Soccer Committee

The Competitive Soccer Committee shall be composed of the Competitive Directors from both NLS and CRU, the Directors of Coaching from both NLS and CRU, the Field Coordinators from both NLS and CRU, the Uniform Coordinator. The traveling directors shall preside over these meetings.

Voting / Non-Voting Committee List

Voting* – President, Vice President, Treasurer, Fundraising/Sponsorship Director,, Communications Director, Competitive Director Recreational Director, Recreational Assistant, Field/Equipment Director, Concessions Director Webmaster, **Non-Voting** – Paid positions including Registrar, Director of Coaching and all other committee members.

* Fifteen (11) Voting members, quorum is ten (6)

**To Be Elected –Voting members may choose 3 additional non-voting board members who have served for a substantial amount of time on the board and are in good standings with the Club.

Meetings:

Meetings of the entire NLS board occur every other month. Meetings are held on Sunday nights during the spring/summer competitive season at 7 PM at Elmcrest Park. During the fall competitive season, meetings take place on Monday nights at 7 PM at Elmcrest Park. Meeting minutes will be posted on the NLS website following the meeting.

Executive Committee meetings will occur in the months opposite the full board meeting.

Annual General Meeting will be held 1 time per year. Date of the AGM will be posted for all those who would

like to attend.

Joint competitive meetings will occur with Coon Rapids United under the umbrella of North United as needed, typically on a monthly basis.

Northern Lights Soccer Club Goals

Goals

The goals set forth are for the Competitive and Recreational soccer programs. The goals outlined will be both near-term as well as long-term goals for the program.

Goals are the toughest level of planning, because they are where the policy-making board and the implementing volunteers interact. This equality sometimes makes them hard to articulate at all the necessary levels. Goals often deal with basic policy or basic functions, such as financial/funding goal, a human resource goal, regulatory goals, a social consciousness goal, and so forth.

Goals are often spelled out in periods of time (one-three-five years), which lends credence to expressing goals in terms of measurable achievement. Goals are also critical and sensitive because they best demonstrate what NLS is all about.

Strategy provides an operational roadmap, and at the same time, it may evolve. It is not simply a restatement of a goal or objective in active terms. While the goal starts with “to...”, the strategy starts with “by...”, and it proceeds to describe the action to take. It may restate the expected result....”by doing this, that will result”.

Strategies are the written thrust of an organization and are group dynamics while tactics are individual actions.

Tactics are actions with detailed items outlined to accomplish goals. Tactics are the specific “how to.” Tactics generally set a specific timeframe and budget of human, financial and physical resources.

Tactical activities share three characteristics:

1. They must represent an action that is both feasible and pertinent.
2. They must work toward accomplishing one or more goals and objectives.
3. They take time and probably cost money.

Remember your actions affect others. Your actions should be a part of an integrated plan, integrated vertically for authority and horizontally to assure effective performance.

[This is just a mock up of possible structure of goals. Actual goals will be established by the Soccer Committee.]

Goal	Strategy	Tactic
A. To develop players to their fullest potential.	A1. By establishing age appropriate skills development that increases in skill at each age level.	A1a. Develop a coaching curriculum for each age level.
		A1b. Utilize professional trainers at the U10 and above levels.
		A1c. Use player assessments to properly place players to develop at a their playing level and move to the next level when appropriate.

		A1d. Provide skill specific workshops where appropriate. For example, goal keeping, defensive tactics, ball handling, strategic playmaking, etc.
	A2. By teaching the rules of the	A2a. Conducting annual player

**Northern Lights Soccer Club
Goals**

	game. In classroom settings as well as on the field.	workshops on Rules and Regulation changes in the sport
		A2b. Encourage players to participate in the referee certification programs offered by MNRRNA and hiring on as an ARAA referee.
B. To institute an NLS annual tournament for U9-U16 players at all playing levels.	B1. By XXX	B1a. Solicit information from existing tournament directors in other cities.
C. To earn the O.A.T.H.S. Award in consecutive years.	C1. By developing positive behaviors checklist for fans, coaches, players.	C1a. XXX
D. To develop teams at all ages and playing levels to provide an opportunity for kids of all ages and skill levels.	D1. Increase participation in soccer for ARAA.	D1a. Promote NLS soccer as a good learning and development sporting opportunity.
		D1b. Establish NLS's reputation in the northern tier suburbs.
		D1c. Promoting NLS Soccer throughout the community
	D2. By working toward developing players for Premier class of teams by 2010.	D2a.
E. To develop fundraising initiatives that subsidizes and eventually underwrites two tournaments per year for all eligible teams.	E1. Increase visibility and move to a fundraising program for NLS versus the individual.	E1a. Promote a concept of the "good of the group."

		E1b. Create sign ups for various fundraisers and require all participants to donate time and/or effort toward this policy.
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Northern Lights Soccer Club Policies and Procedures

Policies & Procedures

Northern Lights Soccer Club continues to grow and face tremendous challenges in keeping up with other Clubs in our League. We have implemented these Policies and Procedures because we feel it is in the best interest of all players in the Northern Lights Soccer Club. This document is a work in progress. Many of our Club policies are mandated by MYSA/TCSL and its policies and rules, as well as trying to establish and fulfill our own mission and values. Northern Lights Soccer reserves the right to change this document at any time without notice

Registration and Fees

1. Tryouts/Assessments for the Competitive Summer program are held in July/August, approximately ten months prior to the start of the season. Tryout fees are due at that time. Tryout fees are non-refundable for any reason.
2. Registrations based on tryout results for the summer travel program are due in full by the following **March 15th** (unless payment arrangements have been made prior to that date). Typically we ask for a \$200 roster commitment payment at the time of registration. Payment plan options are available for the competitive program.
3. Registration is in February and March for the Summer Recreational Program.
4. Registration is in July for the Fall Recreational and Competitive programs.
5. The Northern Lights Soccer Committee, in accordance with ARAA policy, sets fees for all programs.
6. There are no installment payments available for recreational soccer registration.
7. All late registrations may be assessed a late fee as set by the Soccer Committee.
8. Allowances for registration fees are made for the following Board positions:
 - A. Full waiver of fees:
 - (1) President
 - (2) Vice President
 - (3) Recreational Director
 - (4) Traveling Director
 - (5) Treasurer
 - (6) Registrar
 - B. Waiver of 1/2 of registration fees
 - (1) Equipment/Field Director
 - (2) Fundraising
 - (3) Secretary
 - (4) Concession Director
 - (5) Webmaster
 - (6) Recreational Administrator

9. Refunds are granted under the following conditions and in the following amounts:

Recreational Refunds:

Fall recreational soccer: If a player withdraws from the program there is no refund available. If the player sustains a

season-ending injury in fall prior to the start of the game play season they are eligible for a refund minus the \$35 administrative fee and the cost of the player's uniform. Injuries must be substantiated by a doctor's note. Once game play begins there is no refund available.

Spring recreational refund policy: Prior to the start of the season families will receive a refund minus a \$35 administrative fee and the cost of the player's uniform. Once the season begins no refunds will be available. If a player is injured prior to the start of the season they will receive a refund minus the \$35 administrative fee and the price of the uniform. Once the season begins there are no refunds available even for a season-ending injury.

Winter Recreational Indoor: If a player withdraws from the program there is no refund available. If the player sustains a season-ending injury in fall prior to the start of the game play season they are eligible for a refund minus the \$35 administrative fee and the cost of the player's uniform. Injuries must be substantiated by a doctor's note. Once the season begins there is no refund available.

Competitive Refunds: Full details are in the attached North United Competitive Manual

Tryout fee is nonrefundable unless there is a written doctor's note submitted to either the DOC or club president before the first day of scheduled tryout that player will not be able to participate.

Tryout fee will not be refunded if the child is not placed on a team.

Commitment fee is nonrefundable unless North United is unable to provide a viable team for the player, every effort will be made by North United to notify the player as soon as possible if this occurs

A. Any player that pays their commitment fee (intent to play) is subject to the following rules

- Any player who is formally granted a release of player binding and withdrawal from a competitive team before November 1st will receive a full refund minus the commitment fee of \$200 and an administrative fee of \$35. Team/Coaches fees will only be refunded if another player fills the roster position. Uniform fees are non-refundable.
- Any player who is formally granted a release of player binding and withdrawal from a competitive team after November 1st and before December 1st will receive a refund of registration fees minus the \$200 commitment, minus \$200 winter training fee and minus \$35 administrative fee. Team/Coaches fees will only be refunded if another player fills the roster position. Uniform fees are non-refundable.
- Any player who is formally granted a release of player binding and withdrawal from a competitive team after Jan 1st will not be eligible for any refund of registration fees. Team/Coaches fees will only be refunded if another player fills the roster position. Uniform fees are non-refundable.
- No refunds will be granted for coaches and tournament fees once team budgets have been set and fees have been collected
- Families receiving reduced registration will be given refunds calculated on discount given with no refund provided for tournament fees

10. NLSC in accordance with MYSA policy will allow a club transfer as long as they are going up in a competitive level (Example C-2 to C-1). See above for refund details.

11. NLSC has the right to refuse any lateral club transfers after the commitment fee has been paid (Example C-2 to C-2). If it is determined to be in the best interest of the club and transfer is granted there will be no refund. NLSC has the right not to release a player or players after a commitment fee is paid if it is determined that this transfer would be detrimental to the assigned team, no refund will be given.

NORTH UNITED COMPETITIVE MANUAL



A CR United and Northern Lights Partnership



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COACHES / ASSISTANT COACHES / TEAM MANAGERS

1. All coaches, assistant coaches and team managers must complete a background check, approved concussion training, SafeSport Health training, and any other required training and documentation required by MYSA / TCSL guidelines BEFORE passes are issued.
2. Minimum of 1 coach, assistant coach, team manager or North United board member (2 in total are recommended) must be present at all training sessions and/or games. They must remain on site until the last child is picked up.
3. No one person can coach more than 2 North United Competitive teams without prior competitive committee approval.
4. North United will reimburse any coach 100% of accrued license fees upon completion of the course and license is granted. Receipts must be turned in to the Competitive Director or DOC for reimbursement. (\$300 Max Per Year). Advanced license (such as a C Coaching License, an equivalent or above) Must have DOC approval before registration. North United will reimburse you half of the cost the first year and the remainder the following year if you're still with the club.
5. Coaches will be chosen and placed with teams by the DOC and Competitive Director.
6. North United has the right to remove any coach at any time for any reason.

PAID TRAINERS / COACHES

1. North United may put a paid coach in place where the DOC feels is needed before a season starts or when a volunteer for an age group doesn't come forward.
2. Fees for a paid coach will be applied to individual competitive fees and will be communicated to players and families before they accept roster spots.
3. Coach fees will be divided up equally between each rostered player and will be added to overall competitive fees for each individual on the associated assigned team.
4. If a team either elects, or is assigned because no volunteer is found, a paid coach or trainer after the season has started, all registered players will be communicated that fee ahead of time and will be assessed equally an additional fee above and beyond their competitive program fees.
5. Any team wishing to add or introduce additional volunteer coaches or trainers, other than the ones assigned by the club, must get approval from the DOC.
6. Anyone over the age of 18 involved with any registered North United players must complete a background check, Safe Sport Training and Concussion Training. This includes all paid trainers and coaches, as well as siblings over the age of 18 returning from college wanting to help out. If you're older than 18 and want to be involved with any registered North United players on the pitch, you must have a background check complete.

FINANCES

1. Competitive fees cover the cost of fall and spring/summer league play as well as winter training during the months of November - April. It also includes an estimated amount that is allocated to be used in tournament registrations. Please refer to the competitive page on our website for anticipated tournament involvement for each age group and level of play.
2. Teams that wish to do more tournaments, indoor training or league play than anticipated may do so. Anticipated increased fees must be communicated to club directors no later than September 15th. Those additional anticipated fees will be added to the overall team cost and shared among registered players equally resulting in an overall increase of individual competitive fees.
3. For each individual team, if there are any left over funds at the completion of the season, refunds will be issued equally to each registered player in good standing.
4. Failure to keep current with competitive fee payments may result in player suspension or termination until that player comes current or arrangements have been made to come current with payments.

REFUND / INJURY POLICY

1. After tryouts are completed and a player pays their commitment fee, that player is bound to North United until the the end of the soccer season in July of the following year. Any player that wishes to withdraw from a competitive team for any reason must submit their request to a competitive director and DOC by email outlining the reason for the request. That request will be reviewed by the competitive committee to see if the release is justified.
2. Examples of a justified request would be for season ending injuries, family relocation or moving out of the area in which it is no longer reasonable to travel to our facilities for training and games, or any mental health issues that no longer make it reasonable for a player to continue playing soccer. Season ending injuries or mental health issues will require a doctor's note in order for North United to release a player or provide any refunds as described below.
3. For players who provide a doctor's note for a season ending injury or any mental health issues, a pro-rated refund of registration fees may be granted based on the date of the doctor's note. Prorated refunds of registration fees will also be considered for family relocation if they move to an area that is unreasonable to continue to participate in team activities including training and games. All cases of a pro-rated refund will be handled on a case by case basis.
4. Requests to withdraw from a competitive team for any other reason than family relocation, a season ending injury or mental illness will be reviewed by the competitive committee in order to decide if a release from player binding will be granted.
5. If a decision is made to release a player from club binding for reasons other than a season ending injury, mental health or family relocation, the following refunds will be considered.
 - a. Any player who is formally granted a release of player binding and withdrawal from a competitive team before November 1st will receive a full refund minus the commitment fee of

- \$200 and an administrative fee of \$35. Team/Coaches fees will only be refunded if another player fills the roster position. Uniform fees are non-refundable.
- b. Any player who is formally granted a release of player binding and withdrawal from a competitive team after November 1st and before December 1st will receive a refund of registration fees minus the \$200 commitment, minus \$200 winter training fee and minus \$35 administrative fee. Team/Coaches fees will only be refunded if another player fills the roster position. Uniform fees are non-refundable.
 - c. Any player who is formally granted a release of player binding and withdrawal from a competitive team after Jan 1st will not be eligible for any refund of registration fees. Team/Coaches fees will only be refunded if another player fills the roster position. Uniform fees are non-refundable.
6. If a player elects to re-enroll in a season they withdrew from, they will be responsible for payment in full plus a \$35 administration fee.
 7. Refunds for anything related to COVID (including mask mandates) will only be considered if the season is canceled by our governing leagues.

GRIEVANCE POLICY

1. Anyone who has a grievance against team management (including head coach, assistant coach or team manager) should use the following steps to help understand and resolve the issue:
 - A. Contact the head coach and discuss any concerns you may have. We ask everyone to respect the 24 hour rule before initiating the discussion.
 - B. If your concern is not addressed to your satisfaction or if the issue persists after your conversation with the head coach, please contact the Competitive Director to address your concerns. The Competitive Director will discuss with the DOC and take appropriate action. The Competitive Director will inform the plaintiff of actions taken.
 - C. If resolution is not found in the previous steps the board's executive committee will meet and make the final decision on the situation.
2. Anyone who has a grievance against a North United Board member, CR United Soccer Club or Northern Lights Soccer Club, should follow the following steps to help understand and resolve the issue:
 - a. Concerns should be brought to the attention of the board member whom the grievance pertains to so both parties can discuss and hopefully resolve the issue.
 - b. If your concern is not addressed to your satisfaction or if the issue persists after your conversation with the board member, the concern should be brought to the attention of the President or Vice President of either club. The Presidents or Vice Presidents will take any necessary action to resolve the issue. The Presidents or Vice Presidents will inform the plaintiff of actions taken.
 - c. If resolution is not found in the previous steps the board's executive committee will meet and make the final decision on the situation.
3. Anyone who witnesses inappropriate sideline behavior by either their own team's spectators, or the opponents spectators, and wishes to report said behavior should use the following steps:

- a. After observing the 24 hour cool down period, contact the head coach and address your concerns with him/her.
- b. If inappropriate behavior continues, contact one of the competitive directors with your concerns. Competitive directors will follow up with the individuals in violation of our code of conduct leaving the reporting party unanimous.

TEAM FORMATIONS

1. All competitive teams 9U - 18U are formed using a player identification or tryout process. All players wanting to play in the North United Competitive program must attend the appropriate player tryout. Dates for tryouts can be found on the North United website. 19U teams are generally formed without tryouts.
2. If any RETURNING NORTH UNITED PLAYER is unable to attend player identification, or tryouts, please notify the DOCs and Competitive Directors via email. The player will be placed on a team based on evaluation of the player, and their progress, during the season.
3. If a previously registered North United player is absent from tryouts for 2 consecutive years, all other players attending player identification may be given roster spots first BEFORE considering the absent players placement.
4. Any player wishing to join a North United competitive team after player identification is complete should contact the DOC and Competitive Director . That player will be given an opportunity to be evaluated by a DOC, Competitive Director, Team Coach (or any combination of the 3) during a team or club practice. After the player has been evaluated, the DOC, and competitive committee, will discuss final team placement. Once approval is granted, the player is to complete club registration for official placement.

TEAM POSTINGS / PLAYER DECLINE

1. All players attending player identifications will receive a team invite that will include age group, level of play and the Head Coach of the team through email. Team invites will be sent no more than 24 hours to 48 hours after the conclusion of that age group's identification process.
2. Players that choose not to accept placement must fill out a Player Decline Form and submit it to the DOC's, Competitive Director and Club Registrar within 8 days of the beginning of that age group tryout per MYSA policy and compliance. Any player that does not use these steps to decline their team placement will be bound to North United United for the year.

CHANGES TO TEAM ROSTER

1. Any player that accepts team placement on a Platinum team (top team for that respective age group) will be bound to North United for the year. We will not release any Platinum players from club binding unless there are unforeseen circumstances that arise such as but not limited to long distance family relocation.

2. Any player that accepts team placement on a Gold or Silver team and wishes to be released from club binding for any reason other than an unforeseen circumstance, such as long distance family relocation, will be considered on a case by case basis. All requests to be released from Club binding must be submitted to the Competitive Director and DOC.
3. Any player that has been assigned to a team through the North United player identification process and wishes to be placed on a different North United team must email their request to North United DOC's and Competitive directors. At that time, the Competitive director will review the request with the competitive committee to be sure the request is appropriate for both the team losing the player and the team gaining the player. All inter-club team transfers must be approved by the competitive committee. Please note: in some cases a private player evaluation at an event such as a team or club practice may be needed before the transfer request is considered by the competitive committee.

PLAYTIME GUIDELINES

1. Any player that misses a significant amount of training or practices may have their play time in games reduced accordingly and at the coaches discretion regardless of age group. If you feel your player is not receiving fair play time according to the following guidelines, please contact a DOC or Competitive Director.
2. For all 9U - 11U teams, play time for all players should be equal during the course of a month. Coaches should be rotating players in all positions during this age. Designated goalkeepers should be avoided unless desired by a player or group of players. We recommend goalkeepers to be rotated at halftime, not during regular in-game substitutions.
3. For 12U - 14U Platinum teams, coaches are required to give all players a minimum of 30% playing time throughout the season. All 12U - 14U Gold and Silver teams, play time should be equal for all players.
4. For all U15 and older Platinum teams, playtime is at coaches discretion. For all U15 and older Gold or Silver teams, coaches are required to give all players 30% playtime throughout the season.

PLAYER / PARENT EXPECTATIONS

1. Parents and legal guardians are expected to complete required documents during registration and pay all fees by the posted deadline. Any parent or legal guardian who fails to turn in required documents or fails to pay their player's fees by the posted date may result in the player's suspension or forfeit of their player's placement on the roster.
2. Parents and legal guardians of underage drivers are responsible for getting their players to games, practices and team events on time. If you can't get them there, you're responsible for finding a responsible adult who can. Continued failure to attend practices and team events may result in reduced game time at the coaches discretion.
3. Any player or parent who falsifies player age / date of birth will be suspended from the competitive program for one year. No refunds will be given if any player information is found to be falsified.
4. Players are responsible to bring all necessary equipment needed for games and practices. Club issued uniforms, shin pads, soccer balls and water bottles are not the coaches or the parents responsibilities. **PLAYERS, YOU ARE RESPONSIBLE TO HAVE WHAT YOU NEED FOR ALL YOUR GAMES AND PRACTICES!**

5. Volunteer hours are key in order for North United to keep costs down for every player. Therefore we do require each family to contribute a minimum of **4 volunteer hours** regardless of how many players in the competitive program.
6. Parents are required to follow and abide by the North United Parent Code of Conduct.

PARENT CODE OF CONDUCT

Youth soccer is for the players. All parents associated with North United are invited to share in the pleasure of watching their children participate in the world's most popular sport, as long as their behavior does not distract the players and officials from the free flow of play which is the trademark of the sport. North United takes pride in having respectful and engaged families, and we ask that parents and guardians continue to adhere to these guidelines.

A parent or guardian should:

- Foster an environment of respect for referees, players, coaches, and spectators of BOTH teams through words of encouragement and support.
- Applaud superior play, effort, and sportsmanship by players on both teams.
- Support your coaches and managers consistently regardless of the results on the field. Coaches contribute many hours of their time to your children. They deserve your congratulations when the team wins and your encouragement when the team doesn't.
- Communicate any concerns to the coach at the appropriate time (recommended 24 hour cool off period) away from the playing location and players.
- Always remain at least two yards from the playing field so our young players have room to play and enjoy the game.

Your cooperation with these standards before, during, and after each game or practice will make North United games and events more enjoyable for everyone.

A parent or guardian must:

- Never use foul language or obscene gestures at a game or practice site.
- Avoid comments and gestures that express disagreement with referee decisions.
- Cooperate with any request by the game officials.
- Understand that the consumption of alcoholic beverages or use of tobacco (including Vape products) is strictly prohibited on any CR United field locations, including both practices and/or games.

A parent or guardian understands that:

- Any parent or spectator who fails to adhere to these standards will be required to leave the playing area, and play will be suspended until he or she does so.

North United reserves the right to suspend or terminate a player's enrollment for his or her parent's persistent or extreme sideline misbehavior, and there will be no refunds of player fees in such cases. In addition, parents or guardians are responsible for their guests' behavior and must inform their guests of the applicable rules of conduct.

Any breaches of this Code of Conduct may result in your child's suspension and a member's removal from North United. Comments and behavior of any member which contradict the mission statement or disrupt the functioning of a team can result in the suspension and/or removal from the North United.

COACHING EXPECTATION

1. All Coaches and Team Managers are expected to treat all players, parents, officials and spectators with dignity and respect at all times. You represent North United every time you step on the pitch and we expect all our coaches to act in a professional manner.
2. Coaches and Team Managers must communicate with teams on a regular basis, including items such as game and practice time, dates and locations, and team events.
3. Head coaches are allowed to pick their own assistant coaches and team managers. However, North United reserves the right to remove those individuals from the coaching staff if we feel it is necessary.
4. You are responsible for each player until they are picked up by their parents or guardian. Under no circumstance should a player be left alone or without proper supervision at any practice or field location.
5. Coaches are expected to follow USYS and US Club Coaches Code of Ethics
6. All coaches and Team Managers should be familiar with and be able to use and navigate any online scheduling program, electronic communication, and electronic team management systems from league governing bodies. For example; Affinity for MYSA.

CODE OF CONDUCT VIOLATIONS

Any violation of code of conduct by board members, coaches, players, parents or expectations will be investigated with the guidelines of our procedures. After completion of investigation, corrective actions will be followed using the following procedures;

1. Any physical abuse will result in immediate dismissal from any and all North United events. This does include training sessions, games, and all team activities.
2. If after investigation a board member, coach, player or spectator is found in violation of code of conduct for any reason other than physical abuse, a written warning will be handed down by North United. Person in violation must acknowledge the receipt or written warning by signing. Failure or refusal to sign may result in immediate dismissal from all North United Activities.
3. If a board member, coach, player or spectator is found in violation of code of conduct for any other reason other than physical abuse for a 2nd time, violators will be suspended from all North United activities until a full North United board is able to complete a thorough investigation. A second violation will not have a time limitation from prior infractions. Infractions are cumulative and life long.
4. If a board member, coach, player or spectator is found in violation of code of conduct for any other reason other than physical abuse for a 3rd time, violators will be dismissed from all North United activities for a period of 12 months. 3rd violations will not have a time limitation from prior infractions. Infractions are cumulative and life long.
5. Any 4th violation of code of conduct by board members, coaches, players or spectators will result in a life long dismissal from any and all North United Activities.

UNIFORMS AND BRANDING

North United's official apparel and equipment sponsor is Adidas. This relationship is critical to the success of all North United Competitive programs and activities. As such, all uniforms, training gear and warm-ups should be Adidas branded as required in our contract with Adidas.

Players registered to North United's Competitive teams must purchase a uniform kit package at the beginning of the season from our retail partner. Players are required to wear appropriate North United issued gear for training sessions (if applicable) and games. There are no exceptions to this policy. Players are responsible for upkeep of this gear. Continuing players will have the opportunity to reuse last year's uniform if it is in the current style.

Competitive uniform purchases happen on a 2 year cycle. New uniforms must be purchased on a 2-year cycle regardless of need.

North United official game kits, training shirts and warm-ups may not be altered in any way unless approved by the Executive Committee. In addition, any teams wanting to design and purchase their own team leisure, spirit or fan gear, such as hoodies and t-shirts, must have designs approved by the Competitive committee.

Coaches and players MUST wear official North United gear for all team and player photos posted on any of the CR United official social media pages.

Custom trading pins are acceptable if you choose to do them on your own. However, we require that our club name 'North United' is included in the pin design.

Failure to follow these guidelines may result in players or coaches disqualification from games and events on a temporary or permanent basis.

Northern Lights Soccer Club Recreational Program Procedures

Recreational Program Procedures

Team Formation Procedures

1. Ideal team size allows each player to have at least one 1/2 game's worth of playing time. Ideal team sizes are as follows:

Age Level	Players / Team	Game Format
U4	8 players	4 v 4
U6	8 players	4 v 4
U8	9 players	5 v 5 with one being a goalkeeper
U10	11 players	6 v 6 with one being a goalkeeper

2. Teams shall be formed within each level using the following guidelines:
 - A. Coach and child
 - B. Player requesting coach or coach's child (maximum of 3)
 - C. Players requesting another player (maximum of 3)
 - D. Split ages and experience evenly at each age level (i.e., At U8; some 6 yr. olds, 7 yr. olds, and 8 yr olds on each team).
 - E. Co-ed teams at U4 and U6 levels and split gender evenly among teams (i.e., 4 girls with 4 boys).

Playing Season Procedures

U4 Season

1. Season begins the 1st week of June and ends the 3rd week of July, for a total of 6 or 7 nights. 2.
- Teams meet Mondays (unless a holiday) for practice or scrimmage at either 6:15 or 7:30 PM.

U6 / U8 / U10 Season

1. Season begins the 1st week of May, and ends the 3rd week of July
2. Season ends with a "Super Soccer Saturday" jamboree to be held the 3rd Saturday of July
3. Each team will meet twice each week (unless a holiday) either at 6:15 PM or 7:30 PM, as follows for each age level:

Age Level	Playing Nights
U6	Tuesday / Thursday
U8 Girls / U10 Girls	Monday / Wednesday
U8 Boys / U10 Boys	Tuesday / Thursday

4. Practice/game schedule is as follows:
 - A. Practices are the first two weeks of May.
 - B. Games start the third week of May.
 - C. Teams play in a rotation of two games (referee provided) followed by 1 practice. This rotation continues throughout the season.
 - D. There are 22 playing nights with 12 being games, and two additional games on Super Soccer Saturday. E.

U10 teams will also receive additional training from an outside vendor specializing in soccer skills. **Team**

Equipment / Material Procedures

Each team/coach will receive the following:

1. Team folder containing:
 - A. Rosters (3 ea.)
 - B. Schedule for each player
 - C. Guidelines/Welcome to soccer forms for each Player
 - D. MYSA Rec.Jamboree info. Packet (1 ea.)
 - E. Picture info.
2. One equipment bag containing:
 - A. 1 game ball
 - B. 1 first aid kit
 - C. 12 disks
 - D. 1 goalie penny for U8/U10 only
3. Coach's shirt
4. Player uniforms
 - A. U4 T-shirt only

- B. U6 / U8 / U10 jersey, shorts and socks (summer season)
- C. U7 / U9 / U11 T-shirt only (fall season)

Budget Procedures

1. Season budget is to be presented to the ARAA Vice President and Treasurer 60 days prior to ARAA board approval.
2. Season budget is prepared with input from NLS soccer committee, ARAA treasurer, also taking into consideration previous budget and registration fees.
3. Registration fees shall be determined by the following expenses:
 - A. Player expenses
 - B. General fund
 - C. MYSA player registration
 - D. Uniform
 - E. Trophies
 - F. Team expenses
 - G. MYSA coach's registration
 - H. Coach's shirt, appreciation and training
 - I. Miscellaneous office expenses
 - J. Referee fees
 - K. Equipment
 - L. Trainers
 - M. Capital expenses
 - N. Nets or goals

Timeline for Spring/Summer Season:

October

1. Prepare Spring/Summer budget and registration fees
2. Present preliminary budget to ARAA board

November

1. Spring/Summer budget approved by ARAA board
2. Set dates for spring registration
3. Reserve facilities for those dates with the city

January

1. Finalize registration fees, season dates, and age level playing ---nights
2. Reserve facilities for season (coach's mtg. and Super Soccer Saturday)
3. Order uniform samples from vendor
4. Mail out registration flyers
5. Update voicemail with registration information
6. Print registration forms and season information letter

February

1. Attend registrations; ensure registration of

players follows MYSA birth year guidelines.

2. Get registration forms to the registrar 3.

Set up trainer for coach's meeting

4. Set up trainer for U10 age level

March

1. Get registration forms to the age level directors (team formation to be completed by the 3rd week of March)
2. Order team uniforms and coach's shirts 3.
Get preliminary field requests to the city
4. Order needed equipment through equipment coordinator
5. Order first aid kits through ARAA Vice President
6. Set up notary for coach's meeting
7. Contact vendor for pictures

April

1. Finalize season schedules
2. Final field requests due to city April 15, provide dimensional diagrams for field striping.
3. Conduct coach's meeting
4. Set out goals and anchor
5. Verify fields are striped

6. Provide game schedule to Referee Assignor

May

1. Order trophies
2. Plan Super Soccer Saturday with Concession Coordinator and NLS committee
3. Set date and reserve facility for coach's dinner
4. Recruit, publicize and register teams for MYSA summer recreational tournament (if available).

July

1. Equipment turn in on Super Soccer Saturday 2.
Inventory equipment

August

1. Reconcile season budget with ARAA Treasurer 2.
Coach's dinner

Timeline for Fall Season

May

1. Prepare Fall budget and registration fees 2.
Present preliminary budget to ARAA board

June

1. Finalize registration fees
2. Set season dates
3. Reserve facilities for season (coach's mtg. and Super Soccer Saturday)
4. Budget approved by ARAA board
5. Set registration dates for July
6. Contact vendor for pictures
7. Print registration forms and season letter

July

1. Attend registrations and final registration on Summer Season's Super Soccer Saturday, ensure registration of players follows MYSA birth year guidelines.
2. Get registration forms to the registrar 3.
Contact notary for coaches meeting

August

1. Get forms to age level directors (team formation to be completed by 1st week of August)
2. Order team t-shirts and coach's shirts

3. Field requests to the city, provide dimensional diagrams for field striping.
4. Finalize schedules
5. Provide game schedule to Referee Assignor 6.
Order equipment through equipment director 7. Set out goals and anchor
8. Verify fields are striped
9. Order first aid kits through ARAA vice president
10. Conduct coach's meeting

September

1. Order trophies
2. Plan Super Soccer Saturday with concession coordinator and NLS committee
3. Set date and reserve facility for coach's dinner

October

1. Equipment turn in on Super Soccer Saturday 2.
Inventory equipment
3. Coach's dinner
4. Remove nets and store U6 nets and goals

November

1. Reconcile budget with ARAA treasurer

Northern Lights Soccer Club Competitive and Recreational Program Procedures

Prohibited Behavior and Discipline

The privilege of participating in Northern Lights Soccer includes the responsibility of adhering to the Policies and Procedures established by the Club. It is the intent of the NLS to ensure satisfaction and benefit to its members. The conduct of players, coaches, parents, referees and spectators is a direct reflection on Northern Lights Soccer, ARAA and

our community.

Any player, parent, coach, referee or spectator involved in disruptive, abusive or otherwise “bad” behavior will be disciplined by the appropriate person, be it the coach, Competitive or Recreation Commissioner, NLS Disciplinary Committee, or the ARAA Board of Directors if necessary.

The following are the expectations and disciplinary actions NLS will take:

1. Inappropriate or disrespectful behavior by or towards players, coaches, parents, referees or spectators will not be tolerated. Inappropriate or disrespectful behavior includes but is not limited to Assault, Harassment, Racial & Religious Violence, Sexual Harassment, Sexual Violence, Taunting, Showboating, Vandalism, Inappropriate Language as well as Tobacco, Alcohol or Drug Use. Further definition of these terms can be found in the MYSA Rules Manual.
2. Players, parents/spectators, coaches and referees shall abide by the Positive Checklists found in this policies manual.
3. Prior to the beginning of each season of play, the parent(s) or legal guardian of each participating child will be required to sign the ARAA/NLS Code of Conduct. Players will be considered ineligible to participate until completed forms have been turned in to the age level director (recreational soccer) or to the boys/girls district representative (competitive).
4. Violations of these policies may result in the imposition of any of the following sanctions: verbal or written warning; game(s) suspension; partial or full season suspension; suspension for a defined period of time; temporary or permanent banishment.
5. Any individual that has received a sanction from ARAA/NLS shall be considered ineligible to participate in any soccer related event until he/she has met with the NLS Disciplinary Committee and/or the ARAA board of directors.
6. Violation of these policies may also result in sanctions by the Minnesota Youth Soccer Association above and beyond the sanctions imposed by referees and/or NLS Club officials.
7. Hearings and appeals will be handled by the NLS Grievance Committee and/or Minnesota Youth Soccer Association.

Discipline - Competitive

1. Inappropriate or disrespectful behavior toward other players, coaches, parents, referees or spectators will not be tolerated.
2. Display of temper or other emotional outburst will not be tolerated.
3. Inappropriate talking or disruptive behavior will not be tolerated.
4. A player or coach is warned, then dismissed for these types of behavior if determined necessary by the Grievance / Disciplinary Committee.

Playing time - Competitive

1. Poor practice or game attitude, or poor effort may result in reduced game time.
2. Missing practice or game may result in reduced game time.
3. When possible, there is equal playing time for recreational players. Injuries, illnesses and roster size will be taken into consideration. Coaches will make all efforts to ensure fair playing time.
4. Any player who participates in practices and games on a regular basis and shows a positive attitude must be allowed to play no less than half the game time.
5. Exceptions are limited to C1 teams and pre-agreed upon arrangements requested from the parents for disciplinary reasons, disciplinary actions taken at the time of the game as a result of disrespect or tardiness, or if a child wishes to be played less due to health conditions or injuries.
6. Each coach may have their own expectations of respect and tardiness that would result in disciplinary actions and may consult the Director of Coaches for Club approval if they are unsure if they fall within the Clubs policies. Coach's expectations must be made clear to all parents/players at the team meeting, prior to the beginning of the season.

Playing Positions - Competitive

1. Give players alternative rotational starts.
2. Play players in all positions, with equal time to each throughout the season, especially during the U9 through U12 developmental years.

Northern Lights Soccer Club Positive Behavior Checklist

Positive Behavior Checklists

“Positive behavior checklists” are used to encourage positive behavior of our constituents – coaches, players, parents, referees, and board-of-director members. Behavior contrary to these lists is not acceptable.

The following Positive Behavior Checklists are documented on subsequent pages:

- Positive Coach Checklist
- Positive Player Checklist
- Positive Parent Checklist
- Positive Referee Checklist (Referee positive behaviors cannot be enforced by the Club, but are communicated to referees trained within Northern Lights)

Positive Coach Checklist

The primary roles of the youth soccer coach are teacher, motivator, and communicator. The coach must fulfill all three roles in order to provide a successful soccer experience for all involved.

- I praise players just for participating, and am generous with praise when it is deserved. I am positive and I look for positives in my players.
- I give positive guidelines to my players and their parents / guardians.
- I stay calm when my players make mistakes, helping them learn from their mistakes.
- I have reasonable and realistic expectations.
- I treat my players with respect, avoiding putdowns, sarcasm, and ridicule.
- I remind my players not to get down on themselves and to keep playing hard
- I remember not to take myself too seriously during the game.
- I maintain a “Fun is #1” attitude.
- I emphasize teamwork, and help my players think “we” instead of “me”.
- I am at practices and games on time.
- I assure that the affairs of the team are managed properly.
- I communicate with players and parents / guardians as needed. Examples include pre-season team meeting, distribution of practice, tournament, and game schedules.
- I communicate and administer an appropriate and consistent playing policy, consistent with the Club’s. I communicate and administer an appropriate and consistent discipline policy, consistent with the Club’s. I help each player reach his or her full potential and be prepared to move to the next stage of development. I keep informed on coaching sound principles and best practices
- I know, understand, and abide by the rules of the game.
- I have and know how to use a properly supplied first aid kit.
- I inspect field conditions for safe usage.
- I supervise and control my players so as to avoid injury situations.
- I develop the player’s appreciation of the game.
- I educate the players to the technical, tactical, physical, and psychological demands of the game for their level. I provide the appropriate number of training sessions.
- I know and follow Club rules and policies.
- I discipline inappropriate or disrespectful player behavior.
- I am a role model of good sportsmanship
 - I win without gloating
 - I do not run up the score.
 - I control my temper
 - I accept the decisions of officials with good grace
 - I tolerate defeat without complaining

- I treat coaches, parents, opponents, and officials with fairness, generosity, courtesy, and respect • I develop team respect for the ability of opponents and for the judgment of referees and opposing coaches • I discourage unfair gamesmanship.
- I will not use profanity, abusive language or negative personal remarks.

Positive Player Checklist

I praise my teammates just for participating.

I look for positives in my teammates.

I stay calm when my teammates make mistakes and encourage them to keep playing hard without yelling at them. I have reasonable and realistic expectations of my teammates.

I treat my teammates with respect, avoiding putdowns, sarcasm, and ridicule.

I remind my teammates not to get down on themselves or others, but to keep working hard. I maintain a “Fun is #1” attitude.

I emphasize teamwork, and help my teammates think “we” instead of “me”.

I realize my commitment to the team and make every effort to be at all practices and games on time. I play my best efforts, working equally hard for my team and myself

I do not use drugs, alcohol, or tobacco products any time during the season.

I come prepared to practices and games and with proper equipment.

I know, understand, and abide by the rules of the game.

I take proper care of my uniform.

I follow the MYSA rules before, during, and following games and practices.

As needed, I notify the coach when practices or games will be missed or arrived late.

I am a role model of good sportsmanship

- I win without gloating
- I accept the decisions of officials with good grace
- I control my temper
- I tolerate defeat without complaining
- I will not use profanity, abusive language or negative personal remarks.
- I treat players, parents, opponents, and officials with fairness, generosity, courtesy, and respect

Positive Parent / Guardian Checklist

The parent or guardian plays a key role in the development of the soccer player. Obviously the parent or guardian has tremendous influence on the values, attitude, and outlook on life that a child develops, including those related to the playing of soccer.

I provide positive support and encouragement to my child, other players on their team, and to opponents I promote practice at home.

As needed, I bring my child to practice (typically 15 minutes early) and games (typically 30 minutes early) on time.

As needed, I notify the coach when practices or games will be missed or arrived late.

I allow the coach to coach.

I allow the players to play.

I allow the referee and linesmen to call the game.

I will remember my child made the team, not me.

I support the team by volunteering with telephone calls, etc.

I support the Club by volunteering at signups, tournaments, etc.

I am positive and I look for positives in the coach, players, and referees.

I have reasonable and realistic expectations.

I remind my child not to get down on themselves and to keep playing hard.

I remember not to take myself too seriously during the game.

I maintain a “Fun is #1” attitude.

I know and understand the rules of the game. If I don’t understand a rule or call, I ask someone who knows. I know and follow Club rules and policies.

I help my child fulfill their obligation to the team.

I encourage my child to talk to the coach as needed.

I am a role model of good sportsmanship and expect my child to be the same:

- I control my temper
- I accept the decisions of officials with good grace
- I treat players, coaches, other parents, opponents, and officials with fairness, generosity, courtesy, and respect • I develop my child's respect for the ability of opponents and for the judgment of referees and opposing coaches
- I discourage unfair gamesmanship
- I will not use profanity, abusive language or negative personal remarks.

Positive Referee Checklist

I will know the rules of the game.

I will be professional; i.e. on time, in proper uniform, prepared, fit, etc. I will attend the necessary and appropriate meetings, clinics, and seminars. I will show respect to players, coaches, parents and spectators. I will explain rules, when needed and when necessary.

I will help less experienced referees.

I will play the game if appropriate to better understand it.

I will smile and enjoy the game.

I will be firm, consistent, fair and honest.

I will accept only the number and level of assignments that can be done well. I will be neutral.

I will know and use proper procedures.

I will always remain calm.

I will take each game seriously.

Northern Lights Soccer Club Player Assessment Frequently Asked Questions

Player Assessment Frequently Asked Questions (faq's)

What is the purpose of assessments?

The objective of assessments is to place players at the most appropriate playing level for their ability, giving them the greatest opportunity for success, improvement, and enjoyment. This is a difficult task, for several reasons: • No evaluation system is perfect

- We are bound by roster sizes, and sometimes have more players than spots at a given playing level •
- Players want to play with friends
- Players don't want to change teams

What teams use this process?

Traveling boys and girls team's, ages U9 through U19

Can anyone attend assessments?

NLS holds open assessments; anyone can participate in player assessments that are interested in playing soccer with NLS. No roster spots are held or guaranteed for team members from the previous year.

Who decides how assessments and team formations are executed?

The Northern Lights Soccer Committee has responsibility for creating, modifying, and communicating the *processes* and *policies* that govern assessments and team formation. The Coaching Director, along with many volunteers, is responsible for executing these processes.

Who will be assessing the players?

The Northern Lights Soccer Committee outside contractors to evaluate our players during assessments so as to remove all bias, real or perceived, from the process.

How are assessment policies communicated?

This document will be published on the ARAA/NLS website.

Why are assessments held in August?

August assessments give us several advantages:

- Assessments are held early, so we don't lose players to other Clubs
- Team formation can be completed so that players can play in winter leagues together. Teams may wish to begin indoor training programs during the winter.
- Assessments can be held outdoors, on natural grass, which keeps the cost down and allows kids to play on a surface they are familiar with
- Team meetings can be held over the winter, to start preparing for tournaments, and we can get a head start on uniforms orders.
- Players are in good physical condition immediately following the soccer season, and are not "rusty" after the winter.
- To avoid conflicts with Minnesota State High League rules and regulations.

What happens if a player misses assessments?

If a player misses assessments due to:

A major injury (e.g. broken bone) or a major illness

The player may be placed on a team at the discretion of the Coaching Director. This action will not count as a Coach's Pick (see #21 below). The player must have contacted the Coaching Director or other committee member about their injury or illness in advance of assessment day. The player will still be required to register for assessments and pay the assessment fee. The player may also have the option of waiting until spring and completing player assessments if such assessments are held.

A minor illness (e.g. cold, allergy)

The player may be placed on the lowest level team, room permitting. The player may also have the option of waiting until spring and complete player assessments if such assessments are held. A Coach's Pick may not be used, team placement will be determined by the NLS committee.

Other reasons (forgot, vacations, conflicts)

The player may be placed on the lowest level team, room permitting. The player may also have the option of waiting until spring and completing player assessments at that time if such assessments are held. A Coach's Pick may not be used, team placement will be determined by the NLS committee.

New registrations (throughout fall and winter)

The player must attend player assessment in the spring if such assessments are held. A Coach's Pick may not be used, team placement will be determined by the NLS committee.

What if a player arrives late, leaves early or can only attend one portion of the assessments?

Missed skill drills

If a player misses the entire set of skill drills, they will be assigned an overall skill score equal to the lowest score of all assessment participants minus 1, for the purposes of player ranking.

If a player begins the skill drills, but becomes injured or otherwise unable to finish, for the drills they did not complete, they will be assigned a score equal to the lowest score of all assessment participants (for that specific drill) minus 1.

Missed small-sided games

If a player misses the entire set of small-sided games, then they will be deemed to have missed assessments entirely, even if they attended skill drills.

If a player arrives late or leaves early, they must have attended at least 2/3 of the games to be deemed present. Their scores from those games will be averaged for the games missed.

Can a player be assessed for an older age group ("playing up")?

The Club will create whenever possible pure age group teams. There are a few situations that would be an exception to this rule. Examples of such situations include:

- Blending two ages because of insufficient numbers at each age group to create a team.
- A player playing with their school grade (i.e. a U13 who is in 8th grade).

The vast majority of players are better served by playing with their age group. However, players not meeting the above exceptions may apply for permission to try out at an older age group by contacting the Coaching Director

prior to their age-appropriate assessments. Be prepared to tell the Coaching Director:

- Player name, age, current team, current coach
- Reason for request (exceptional ability, August birthday, etc.)

Important: If the player does not make the top team at the older age group, would they still desire to play at that age group (i.e. on a C2 or C3 team)? Or would they prefer to remain at their age-appropriate level? Players must answer this question in advance of assessments, when they apply for permission to try out at an older age.

Permission to assess at an older age level will be considered on a case-by-case basis by the Coaching Directors. The Coaching Directors will consider several factors:

- Parent and player wishes
- Opinion of current coach regarding players' ability
- Competitiveness of teams at each level
- Size of player pool at each level

The Coaching Director will inform the player if they have been granted permission to attend the upper level assessments. Players assessing at an older age group will be notified of their team placement in the same manner as all other players.

What will I need when I check in for assessments?

Upon arrival you will need to complete a player assessment registration form and pay the assessment fee unless previously registered online. Players should not wear a Club jersey, Northern Lights or otherwise. Players must wear shin pads. Players should wear cleats; bring a ball, and plenty of water.

What types of evaluations are covered in assessments?

Evaluations are based upon a combination of Skill Drills (40%) and Small-Sided Games (60%). Please see number 13 and 14 for more details.

What is involved with Skill Drills?

Five drills have been selected by the company hired to oversee our assessments. Drills will cover such things as running, dribbling, shooting and 1 v 1 play to assess offensive and defensive skills.

Drill layouts are measured and set up in advance. All drills consist of an objective measurement (i.e., a timing, count, etc.) rather than a subjective evaluation. If weather forces a cancellation, Northern Lights will attempt to hold a make-up date.

For each drill, a relative ranking of player scores will be calculated. The player's average rank over all drills generates an overall Skill Drill score, which constitutes 40% of their overall ranking.

What is involved with Small-Sided Games?

These games provide players the opportunity to show technical ability, tactical understanding, athleticism, and attitude.

Players will play short games (less than 10 minutes). Each team will have three to five players. If an uneven number of players are in attendance, one game may have an uneven match (i.e. 3v4).

Evaluation is subjective. All evaluators of Small-Sided Games are independent, qualified, paid evaluators. Two evaluators watch each grid (one team each).

Northern Lights volunteers will participate to handle such logistics as check-in, field marking, player rotation, and so forth. Northern Lights coaches may attend, and may take notes privately, but may not provide instructions or feedback during assessments.

Players will be rotated through games using a pre-defined rotation system. It is our intention that players play with and against many different assessment participants, and are seen by different assessment evaluators.

What are evaluators looking for?

Technical skills

- Individual ball skills, passing, receiving, shooting, jockeying, tackling

Tactical ability

- Movement with and without the ball, vision, decision-making, speed of play, transition play, communication

Athleticism

- Speed, quickness, aggressiveness, “heart”

Attitude

- Sportsmanship, respect for others and the game

NOT

- Who wins the games, who scores the goals

Scoring:

Players will be scored in 4 categories with the maximum points for each being 15.

- Passing Skills
- Speed & Agility
- Anticipation & Awareness
- Defensive Skills

Do defenders score poorly in Small-Sided Games?

Good defenders score well in Small-Sided Games, because good defenders have good skills, and tactical ability. Players who “hang way back” and do not engage in play do not score well, but this is not the behavior of good defenders. Players who simply “boot” the ball will also score poorly; again, this is not what good defenders do. Defenders need the same ball skills as forwards and midfielders. Defensive skills (including jockeying and tackling) are needed by all positions, and are part of what is being looked for by evaluators.

What happens to the assessment score data?

After assessments, the independent evaluators tally all scores and generate a report for our Club. This information will be confidential and will not be shared until the team selection process begins.

Northern Lights Soccer Club reserves the right to not publish raw data.

How are Goalkeepers evaluated?

It is our belief that goalkeepers should possess the same foot skills as field players; in addition, the goalkeepers should be skilled at duties pertaining to their specialized position. At younger ages we will not be evaluating goalkeepers because we feel that almost everyone should be trying to play this position. As our youth get older and as teams are promoted, we will incorporate goalkeeper skills into our assessment package. For example, at the ages of 10 or 11 there will be no goalkeeper assessments; at ages 16 and 17 or at Classic 1 and Premier divisions we will have goalkeeper assessments. At this time, Goalkeeper skills will be included with coaches’ input for the younger ages and lower divisions.

How are coaches chosen?

The Coaching Director will ask coaches if they desire to continue coaching. The selection of coaches is made at the discretion of the Coaching Director, with final approval required by the NLS Committee. The coaching director will consider several factors when selecting coaches:

- The desire of last year’s coach
- Input obtained from parents and players throughout the year
- Coaches evaluations
- The results of assessments, if the coach is a parent at the age group
- Number of players from previous year’s team

- Coaching experience and education

Each position will be considered on a case-by-case basis. Coaching a particular team or level one year does not guarantee that a coach will be asked to coach the team in following years. It also does not guarantee that the coach's child will automatically make the team. However, in some cases, a player may be elevated to a higher team in order to have a highly-regarded coach continue working with an existing team (which counts as a Coach's Pick, see #21).

How are teams formed from the assessment results?

Team Formation for U10 players at the Maroon and Gold Levels

- The evaluators will determine how many players are qualified to play in the maroon level. If at least 8 players qualify as maroon players, a maroon team may be formed of the top 8-10 players from the evaluation rankings.
- The coach may then pick 1-2 players from the group of true age players.
- The coach will pick no more than 2 players and the maximum roster size is 12.
- Players not assigned to a maroon team will be distributed equally between gold teams by the Coaching Director. Adjustments to gold teams may be made to accommodate coaching assignments and siblings. Players who wish to play-up will be assigned to teams if space allows.
- All team formations are subject to MYSA policies & rules and may be altered to adhere to MYSA changes.

Team Formation for U11 players for Classic Maroon and Classic Gold Levels

- The top 10 players from the evaluation rankings automatically make the Classic Maroon team. • The coach may then pick, from the evaluation ranking list, 1 to 4 players depending upon how many s/he chooses to carry, up to a maximum roster size of 14.
- Players not qualifying for the Classic Maroon level team will be equally distributed between the Classic Gold level teams by the Coaching Director.
- All team formations are subject to MYSA policies & rules and may be altered to adhere to MYSA changes.

Team Formation for U12 players for Classic 1, 2, and 3 Level

- The top 8 players from the assessment rankings, who were on last year's U11 highest-level team roster, automatically make the highest-level U12 team no matter where they scored. If there were 2 teams at the same level, the highest team will be determined by highest points in league play from the previous summer. This ensures the core group returns and rewards their efforts from the previous year.
- The next highest ranking 3 players from assessments will make the highest level U12 team whether or not they were on the previous year's roster of the highest U11 team
- The coach may then pick, from the evaluation ranking list, 1 to 3 players depending on how many s/he chooses to carry, up to a maximum roster size of 14.
- Players not qualifying for the highest-level team at U12 will be placed on the next level team(s) based on their ranking by the evaluators, and the coaching director.
- The Coaching Director will form the initial roster with the next 10 highest ranked players, allowing the coach 1-4 picks from the remaining players
- All team formations are subject to MYSA policies & rules and may be altered to adhere to MYSA changes

Team Formation for U13 – U19 players for Classic 1, Classic 2 and Classic 3

- The top 12 players from the evaluation rankings, who were on last year's highest-level roster, automatically make the team no matter where they scored, per MYSA policies & rules. This ensures the core group returns and rewards their efforts from the previous year.
- The coach will then pick, from the evaluation ranking list, the next 4 to 6 players depending on how many s/he chooses to carry, up to a maximum roster size of 18.
- Players not qualifying for the highest-level team at U13-U16 will be placed on the next level team(s) based on their ranking by the evaluators and the Coaching Director. The Coaching Director will form the initial

- roster with the next 11 highest ranked players, allowing the coach 1-7 picks from the remaining players
- All team formations are subject to MYSA policies & rules and may be altered to adhere to MYSA changes.

What are Coach's Picks, and how do they work?

A Coach's Pick is a change that a coach is allowed to make to the assessment-produced roster. Coach's Picks are not required; they are optional for coaches.

Coach's Picks are intended to be used to:

- Use the coach's knowledge of the players, including attributes such as cooperation, attendance, and so forth
- Allow the coach to select a player who missed assessments
- Allow the coach to select a player who simply had a bad day during assessments

- Allow the coach to add players from late registrations
- Allow the coach to select a particular keeper, or part-time keeper

What constitutes a Coach's Pick?

A single Coach's Pick could be used to:

- Add a player to the roster who was not placed there as a result of assessments (i.e. increase the roster size). For example, to add a player who was ill or absent.
- Remove a player from the roster who was placed there as a result of assessments (i.e. decrease the roster size). For example, to remove a player who the coach knows has a very poor attendance record.
- Swap one player for another (essentially adding one player and removing another player at the same time). Note that both parts of this swap (the adding and removing) must be done at the same time. If a coach removes a player, then adds another at a later date, it would count as two Coach's Picks.

Each of the above constitutes a single Coach's Pick.

Can a Coach's Pick be used on late registrants?

Yes. The coach may desire to leave roster spots open and save one or more Coach's Picks for late registrations. If the coach has used all available Coach's Picks, then late registrants will be placed at the discretion of the NLS Committee or spring assessments.

Can a Coach's Pick be used on the coach's child?

Yes, on occasion. Coach selection is made at the discretion of the Coaching Director, subject to approval by the NLS Committee. If the Coaching Director decides that a particular coach would be the most appropriate selection for a particular team, then the coach may use a Coach's Pick on their own child if necessary. The player must have participated in assessments.

Can Coach's Picks be used on players from different age groups?

No. Coach's Picks may only be used for players at the age group of the team; except as described in #10.

Can the coach replace players who leave the team after it's formed?

If a player decides to leave the team (and is released by NLS) after the team is formed:

- If that player was a Coach's Pick, then the coach "recovers" the pick and may use it again on a different player
- The player can be replaced by the next player in the ranking from the assessments, subject to the discretion of the Coaching Director (this depends on when the player leaves; the Coaching Director needs to ensure the viability of the lower team). The player may be replaced by a Coach's Pick, if the coach has any

unused picks remaining.

When will I be notified of my team placement?

It is our desire to notify players of their status as quickly as possible. Results will be published on the Northern Lights website when the entire age group is completed (not just one team). Individual scores are not published, and player listings will be in alphabetical order (not rank order from assessments). Under no circumstances are Coach's Picks revealed.

What should I do if I think my child should have been placed on a higher-level team?

First, recognize that the assessment process is not perfect. However, parents and players must recognize that every effort has been made to remove bias from the process. We have many examples of players who were placed on a lower level team for a year, then re-made on the top team in subsequent years. While this can be distressing to players and parents in the short-term, sometimes players in this circumstance have their most enjoyable years, as they play significant minutes and assume leadership roles. Players at all levels receive the same curriculum of professional training.

It is often easy (and natural) for parents to view their own child in an overly optimistic light. In the long run, it is much better for a player to play at a level commensurate with their ability than to be elevated beyond their current skills.

We had fun this year. Can't we keep the team together for next year?

While we're glad that your current season was enjoyable, we are committed to our philosophy of open assessments. Players develop at different rates, and movement between teams from year-to-year is common. We also have new players in the community every year. Hopefully, as players play with different teams from year to year, they will develop even more friends.

If I volunteer for the board, or other NLS positions, will my child be shown any preference? No.

As much as we'd love for you to volunteer, it doesn't change your child's evaluation or team placement. No preference is given to children of committee members or other NLS volunteers. Committee members' children are currently playing at all levels within the Club.

***Please Note:** Northern Lights Soccer Club continues to grow and face challenges while our efforts are focused on providing our membership with a quality soccer experience. We have implemented this process because we feel it is in the best interest of all players in the Northern Lights Soccer Club. This document is a work in progress. Our Club must abide by mandates established by MYSATCSL and its policies and rules, therefore MYSATCSL rules and regulations as well as ARAA policy will always supersede this document. Northern Lights Soccer reserves the right to change this document at any time without notice and/or deviate from published policy if the committee feels it is in the best interest of the club and/or our membership to do so.*