

# Prince Albert Youth Soccer Association

## Celtic Program GUIDEBOOK



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## 1.0 INTRODUCTION

The Prince Albert Celtic Soccer Club (Celtics) is one of the most respected soccer programs in the province and is under the governance of the Prince Albert Youth Soccer Association, PAYSA. The Celtics program was formed in 1989 to help those soccer players wanting to play highly competitive soccer rather than recreational soccer.

The Celtics soccer program is self supporting and members are expected to raise their own funds necessary to cover the cost of travel to tournaments, entry fees, uniforms and balls, etc. You must be prepared to support all the "Club's" activities and fund-raising efforts.

Playing "Celtics" will provide you with very qualified instruction as well as allowing you to develop new friendships, travel and above all, having fun both on and off the soccer field.

While the Celtic Soccer Club upholds the policy that soccer must always be fun; it is expected that Celtic Players will have the dedication to their sport and be prepared to demonstrate this dedication by attending all practices, games and tournaments. The coaches and team managers have been selected because they are highly qualified and have shown a commitment to the sport of soccer and the administrators of the Celtic program would hope that the players and their parents will also show a real commitment to this Club!

The following guidelines are proposed for all Celtic members and it should be understood that administrators of the Celtic program have the responsibility of dealing with any violators whether they are with players, parents, teams, coaches or spectators.

If you have any questions or concerns, please feel free to attend any Celtic Soccer Meeting, or to contact any of our committee members (listed under the Celtic tab on the PAYSA website at [www.princealbertsoccer.com](http://www.princealbertsoccer.com) or the PAYSA office directly at 922-2545.

Good Luck to you and remember;  
Always give your best effort both on and off the field!!

***Note: This guidebook is a dynamic document which can, and will, change over time. The intent is for this booklet to be a useful resource for new Celtic coaches and managers.***

## 2.0 HISTORY

The now famous Glasgow Celtic Football Club was begun by a Marist Brother, Brother Walfrid, in order to feed and clothe the children of Glasgow's east end. The charitable motives were repaid when figures in excess of 400 Pounds were raised annually from the very first year, 1888. On the football pitch also the team had soon earned notice as having a strong identity through their style and some notable early victories, including the first game – a 5-2 victory over rival Glasgow Rangers. Within the first five years Celtic had won the Scottish Cup once and was League Champions twice.

The founding principle of Celtic, far from being forgotten, has over the decades developed to keep pace with growing international needs. Some of their more notable soccer match fundraising events were; 1916 the Belgian War Relief Fund, 1962 the Jewish Charities, and money raised for U.N.I.C.E.F, Bangladesh, and Biafra. The tradition continues today.

It is the legends of the past and the thread of continuity running through the Club's astounding story which makes the Celtic Football unique. The Celtic's unrivalled success has been a product of only seven managers in over 100 years, and many of whom were also players. These notable gentlemen included Mr. William Maley, James McStay, James McGrory, Jock Stein, Billy McNeill (2 terms) and David Hay. The Club has always advocated loyalty and regarded it well.

History shows clearly why the Celtic name generates such respect. They won four Scottish Cup finals and six consecutive League Championship titles in the first decade of the century and the record was bettered in a nine year win ending in 1974.

The legend of Jock Stein's Celtic began in early 1965 and peaked in the 1966/1967 season when the team won every competition entered including the European Cup. They would go on to maintain their phenomenal record over the years, but not to win the European Cup although they were the finalists against Feyercord in 1970.

The Celtic pride continues with our own club today. When our Prince Albert Celtic club was formed in 1989 the Association sought and received permission from the Scottish Celtic Football Club to use the four leaf clover emblem.

## 3.0 CELTIC COMMITTEE

### 3.1 Objective:

To foster, develop and promote the skills of players and coaches in the competitive side of soccer in Prince Albert and area, as well as to represent Prince Albert Youth Soccer Association in all levels of Provincial competition.

PAYSA encourages, wherever feasible, the establishment of both male and female teams in U10, U12, U14, U16 and U18 age categories. These age groups could have players competing in Premiere/PSL, Div. 1, Div. 2 or Div. 3 depending on the skill level and number of athletes in each age group

### 3.2 Governing Body:

The Prince Albert Youth Soccer Association is the governing body which the Celtic Committee will report to.

### 3.3 Terms of Reference:

Day to day operation of the Celtics program will be administered by a committee as outlined in section 3.4 below. The Celtic Committee shall consist of 9 members: 3 will be PAYSA Board members and 6 will be elected out of the Celtic membership. All Committee membership is subject to approval of the Board. The Celtic Committee will decide on task assignments such as Chair, Vice-Chair and Secretary/ Treasurer positions -- (which ever positions desired) at the beginning of each year. These positions may carry forward for more that one year, depending on interest.

The Chair or a designate will attend the PAYSA Board meeting to table a Committee Report, communicate issues, and forward recommendations on behalf of the Committee. This designate will have a vote on Celtic matters pertaining to the Report recommendations.

### 3.4 Celtic Committee Responsibilities:

1. Coordinate and manage the seasonal activities of the Celtic Program (competitive) as per PAYSA Board approved Terms of Reference and policy guidelines.
2. Act as the liaison between the Celtic membership and the PAYSA Board.
3. Hold regular meetings including: pre-season planning; season start-orientation with coaches and managers; mid and end season- monitor/review/wrap-up.

4. Prepare a Celtic Budget at the beginning of each season and provide a Celtic financial statement to the Celtic membership.
5. Provide an updated operating guidebook for use by team managers, coaches and players outlining general standards, practices and expectations, and interpret and update manual as required.
6. Coordinate team scheduling for the Field House or the Outdoor fields at the beginning of each season.
7. Advise the coaches and managers of PAYSA requirements to wear the approved uniform, and ensure that only approved clothing is in use.
8. Provide information to members on pertinent issues such as PAYSA policies and rules, discipline, member conduct and attitude or drug & alcohol issues.
9. Promote mentorship opportunities with coaches beginning in the Celtic coaching program.
10. Deal with violations of responsibilities and expectations outlined in this guidebook and report to the Board on issues decisions and actions taken.
11. Organize tournaments and exhibition games in cooperation with coaches and managers.
12. Manage the Legacy Fund established to support teams attending National Competitions, including what it is used for and how much to donate.
13. Promote player participation in a range of soccer development and high performance programs in conjunction with the Technical Committee.
14. Provide information to the membership on Celtic tryouts, symposiums, Provincial training and tryouts, camps and group social events.
15. Promote public awareness as it pertains to the Celtic program.

***Each team can facilitate any fundraising that is required.***

## 4.0 PAYSА POLICY REQUIREMENTS

### 4.1 Player/Coach Documentation

- 1) All players in the Under 10 age division and older registered with PAYSА shall be eligible to try out for Celtic teams.
- 2) PAYSА registers all coaches with SSA. All coaches require a Current CPIC.
- 3) In order to move to an upper age group an athlete must fill out an application to do so, and must meet all the guidelines set forth by PAYSА.
- 4) In order to play out of the Prince Albert zone, an athlete must fill out a "Player Release Form" and submit to PAYSА. This is applicable for that season only.

### 4.2 Identification Cards

- 1) All youth players (Under 10 to Under 18), Coaches and Managers must obtain photo identification cards through PAYSА.
- 2) Identification Cards must include a copy of proof of age (hospitalization or birth certificate) and a recent photo.
- 3) The card must be updated every three years.
- 4) The card is the property of the athlete, but must be in their or the coaches/manager possession for all tournaments or Provincial competitions.

### 4.3 Team Clothing

PAYSА's aim is to have consistent team clothing so the club presents a coordinated image when on the field and when representing PAYSА in competitions and exhibition games. The club has chosen the Celtic colors of black/white/green.

Celtic apparel shall be worn by all teams, including soccer jersey, shorts and socks.

#### Soccer jersey:

- The Celtic program will provide all Celtic teams with **two** complete soccer jersey sets to wear for the season: The jersey sets will be Celtic dark green, and white. Players are responsible to care for the jerseys appropriately and return them in good condition at the end of the season. Names cannot be added. The coach will advise what colour is required before each game.
- The only exception to this is for PSL players who, in addition to the Celtic dark green and the white jersey sets, will be provided

a Celtic green and white hoops jersey set they can keep at the end of the season. Players are permitted to have their names on this jersey.

**Shorts and Socks:**

- Shorts and socks for the Celtic teams can only be black or white. Your coach will advise what is required for the team and which color to wear for the game.
- The only exception to this is for PSL players who, in addition to the black or white socks are permitted to wear green and white hooped socks that match the hooped jerseys.

**Additional Apparel:**

- Other apparel worn by Celtic players on the field of play, prior to-during-or after the game shall be standardized by PAYSA. This may include but is not limited to long-sleeved warm up T-shirts, hoodies, jackets, sweatpants, toques or wind suits. This additional apparel will be available from the PAYSA store.
- Long-sleeve warm-up shirts worn under the soccer jersey during the game must be the same color as the soccer jersey.
- Teams or players are responsible for the cost of these items.
- Only approved clothing and articles will be crested with the CELTIC/PAYSA insignia.
- Teams choosing to purchase non-standardized clothing will not be able to crest the items and coaches and managers are responsible to ensure they do not wear these items on the field of play either during the warm-up or game or after-game period.

Proposed changes in uniform or gear must be approved by the Board.

## **4.4 Out Of Province Travel**

A team wishing to compete in an out of province tournament must complete and submit a current Travel Permit Form to the PAYSA office. This permit must be accompanied by a list of players.

PAYSA office must request permission of the SSA on behalf of its registered teams to attend the tournament. The team is responsible for any fee charge for this permit or any other expenses incurred.

## **4.5 Discipline Procedures**

All discipline matters will be forwarded to the PAYSA Disciplinary Committee.

**Any team or PAYSА member can be sanctioned by the Celtic Committee or the PAYSА Board if they do not follow established policy.**

## **5.0 FINANCIAL COMMITMENT**

### **5.1 General Fees:**

Celtic program fees will be collected for each season to purchase new uniforms, balls, first aid supplies, other equipment and pay for field/facility rental. There will also be a post-dated uniform cheque collected, **from each team**, for each season and returned once the uniform has been returned in good condition as set out by the Celtic equipment manager.

### **5.2 Team Fees:**

Each team will determine a budget for the season and require each player to contribute a specific amount for a start up fee. This fee will be based on number of tournaments the team is registered in and also fundraising commitments. The Manager of that team will be required to log the fees and present a budget at a team meeting. Individual teams may organize fundraisers but must keep strict financial records to be provided to all parents of that team and to the Celtic Committee.

### **5.3 NSF Fees:**

Once the Celtic player fee has gone NSF the parent/guardian will be advised and have 30 days to bring their account current. In the mean time the player can still attend practices and tournament play. After 30 days if the NSF fee has not been paid the parent/guardian & player will be advised by PAYSА that the player can remain practicing with the team but will not be allowed to play in tournaments until the fee is paid in full.

### **5.4 PSL Fees**

All Celtic players will be registered with PAYSА. Players playing on PSL teams will pay a Celtic fee.

## 6.0 CELTIC PLAYERS

### 6.1 Celtic Player Selection:

*The Technical Committee has determined a process for team selection for each of the different divisions.*

### 6.2 General Responsibilities:

Athletes who are selected for a Celtic team are required to maintain the highest standard of conduct at all times. They must be highly committed, motivated athletes who are prepared to work unselfishly to represent their Celtic team to the best of their ability.

Athletes who represent Celtic teams must strictly adhere to the following guidelines concerning practice, game day and conduct.

### 6.3 Attendance:

1. Attendance at all practices is mandatory.
2. Athletes who cannot attend practice must inform the coach prior to the practice.
3. The duration of the practices is 1 to 2 hours in the indoor season depending on facility availability. Frequency of practices may be limited to once a week.
4. In the outdoor season there may be two or more practices per week based on field availability.
5. Celtic Athletes shall notify their Head Coach in advance of any scheduled vacations which may conflict with Celtic responsibilities.

### 6.4 Punctuality:

1. Coaches, trainers, and athletes must be punctual.
2. Athletes shall be dressed and ready to participate 10 minutes prior to the start of practice and on game day meet at the designated time as instructed by the coaching staff.

### 6.5 Attitude:

1. Celtic Athletes shall complete and return all forms in a timely manner as requested.
2. Athletes shall discuss concerns with coaches and/or managers as soon as they arise.
3. Athletes shall treat coaches, managers, trainer and administrators with the utmost respect.

4. Athletes who travel to represent Celtics at National Championships and/or tournaments shall conduct themselves in a businesslike manner, as they are representatives of their Club as well as their City and Province.
5. Celtic players, coaches and team managers will be responsible to the Celtic Committee, for their conduct and discipline notwithstanding rules superseded by another governing agency, PAYSA, SSA or CSA.

## 6.6 Drugs & Alcohol:

1. Possession and/or consumption of any drugs or alcoholic beverages by a minor (under age 19 years of age) is prohibited. There shall be no supplying of alcohol to minors. Being impaired or intoxicated is prohibited.
2. The use of banned substances for enhancing performance is prohibited by the Saskatchewan Soccer Association and our members shall abide by Sport Canada's doping control policies, procedures and practices.
3. Athletes/parents of athletes must report prescription medications needs to the team manager so that appropriate medical attention can be provided in necessary.

## 6.7 Curfews:

1. Curfews shall be established by the Head Coach.
2. Curfews shall be set at appropriate times and shall be based on the age of the athlete, practice and competition schedules, and scheduled events such as banquets and ceremonies.
3. Athletes who ignore curfew shall accept discipline set forth by the Head Coach.
4. Curfews shall be enforced by the team coaches, manager, and/or assigned representative.

## 6.8 Celtic Athlete Expectation

1. **Personal Discipline:** Celtic Athletes shall be disciplined at all times by:
  - a) Maintaining a clean well-groomed appearance
  - b) Being punctual
  - c) Being dedicated to a soccer lifestyle
  - d) Adopting a well-balanced diet
  - e) Getting adequate rest
  - f) Respecting the rights of others
  - g) Playing by the rules, and in the spirit of the game

2. **Goals: *The goals of Celtic Athletes shall include:***
  - a) Maintaining self-control and composure at practices and games
  - b) Maintaining improvement of skill and technique at practices and games
  - c) Improvement of skill, fitness, flexibility, and quality of play year-round
  - d) A commitment to making Saskatchewan a leading Soccer Province
  - e) A commitment to share your positive Celtic experiences with others and remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important
  - f) To remember that coaches and officials are there to help and their decisions are to be respected.
3. **Dedication:**
  - a) Celtic Athletes should strive to train and compete to the best of their ability
4. **Team Spirit:**
  - a) Celtic Athletes shall demonstrate an eagerness to sacrifice personal interest or glory for the welfare of the team
  - b) Will do the best to be a true team player
  - c) Will acknowledge all good plays/performances, those of my team and of my opponents.
5. **Pride:**
  - a) Celtic Athletes must be proud to be a member the Prince Albert Celtic Soccer Club
6. **Competitions:**
  - a) Celtic Athletes participating at National Competitions shall adhere to the Canadian Soccer Association's (CSA's) published Code of Conduct.
  - b) Celtic Athletes shall adhere to the travel and behaviour Codes of Conduct of the host organization.
7. **Sanctions for poor conduct:**
  - a) Failure to follow appropriate codes of conduct will result in disciplinary action and possible suspension

## 7.0 CELTIC COACHES

### 7.1 Selection of Coaches

*The Technical Committee has determined a process for coach selection for each of the different tiers. The selection process is detailed in the PAYSA Rules and Regulations.*

### 7.2 Celtic Coach Responsibilities

1. Coach according to the Rules and Regulations of the Celtic club and PAYSA
2. Strive to **inspire** players to be excited about the sport. In order to do so, you as a coach must constantly let your players know by your enthusiasm of word and action that:
  - a) Soccer is important to you.
  - b) Players are important to you as both players and people.
  - c) Your role as a coach is important to you.
3. EXPAND your knowledge of coaching and on an ongoing basis, try to build your knowledge base. By talking to other coaches and people knowledgeable about the game and by accessing information from books, videos and websites as your knowledge builds, you will be able to challenge your players to improve accordingly.
4. Appreciate and teach skills and skilful play. Let there be no mistake that teaching technical and tactical skill is the centre piece of your coaching priorities. Always coach within the rules of the game.
5. Always remember that you are a role model and conduct yourself accordingly in all situations with players, parents, referees, coaches, and anyone else you might come into contact within your coaching role and in the community.
6. All Celtic coaches have been appointed for a one-year term. This appointment is made in the indoor season and will be carried forward to the outdoor season. There will be two exceptions to this rule:
  - a. If there are concerns that are deemed valid in relation to a coaches performance from the indoor season the review and a change may be made,
  - b. If a coach fulfilling the position chooses to resign. In the event of either of the above scenarios, a replacement will be sought. This replacement would be handled through an application process.

ABOVE ALL, PLEASE REMEMBER THAT THESE ARE YOUNG PEOPLE WITH YOUNG MINDS AND BODIES WHO LOOK UP TO YOU FOR LEADERSHIP AND FAIRNESS.

### **7.3 Coaching Philosophy: A COACHING CREED**

- 1.** Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- 2.** Recognize individual differences in athletes and always think of the athlete's long-term best interests.
- 3.** Aim for excellence based upon realistic goals and the athlete's growth and development.
- 4.** Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment.
- 5.** Make sport challenging and fun. Skills and techniques need not be learned painfully.
- 6.** Be honest and consistent with athletes. They appreciate knowing where they stand.
- 7.** Be prepared to interact with the media, league officials and parents. They too have important roles to play in sport.
- 8.** Coaching involves training by responsible people who are flexible and willing to continually learn and develop.
- 9.** Physical fitness should be a lifelong goal for all Canadians. Encourage athletes to be fit all year, every year and not just for the season.

## **7.4 Integrity Makes True Champions: THE COACHING CODE OF ETHICS**

### **1. Integrity**

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

### **2. Competence**

The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.

### **3. Athlete's Interest**

The coach must act in the best interest of the athlete's development as a whole person.

### **4. Respect for the Rules**

The coach must accept both the letter and the spirit of the rules that define and govern sport.

### **5. Respect for Officials**

The coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

### **6. Responsibility to Other Coaches**

The coach's conduct toward other coaches must be characterized by courtesy, good faith, and respect.

### **7. Personal Conduct**

The coach must maintain the highest standards of personal conduct and support the principles of fair play.

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## 8.0 CELTIC MANAGERS

### 8.1 Selection of a Team Manager:

*The selection of a team manager shall be made from those interested and by consensus of each team.*

### 8.2 Celtic Managers Responsibilities:

1. The Manager or an alternate from each team shall attend every Celtic Committee meeting. They will act as the liaison between coaches, players & parents.
2. Any money received from the Celtics or from separate fundraising should be deposited into an account under the team's name. ie: U12Boys Div I Celtic Indoor 2010/11. This account must have two signing officers, one being the manager.
3. Keep all receipts, bills and income associated with the team and present a financial statement to the parents.
4. Collect from all families the following:
  - Celtic fee.
  - Postdated cheque for uniforms (date set at meeting) returned when uniform returned at season's end.
  - A cheque for a start up fee (determined by each team according to plans for season)
  - Player identification card.
5. Keep a written record of the uniforms assigned to each player including the number, size, colour and style.
6. Compile a list of players including parent's names and phone numbers/ email addresses to be handed into the Celtic Committee.
7. Provide tournament information, schedules, entry forms and hotel bookings.
8. Provide Out of Province travel forms or information pertaining to any tournament entry to the Celtic Committee.
9. Ensure all forms, game sheets, registrations, transfer forms, sanctions, affiliation sheets etc. are properly filled in and in by the required deadlines.
10. Book practice times outside of Soccer facility.
11. Organize or help prepare a wind-up for the team.
12. The manager of the Celtic team must have a valid CPIC on file with the PAYSA office.
13. The duties of PSL Managers more extensive. The responsibilities for these teams can be accessed at the PAYSA office.

## **9.0 PARENT PARTICIPATION**

All Parents are encouraged to participate in their athlete's Celtic experience keeping in mind that they must respect the Rules and Regulations as set out by PAYSAs and the Celtic Committee.

Parent Volunteers are vital for fundraising, Manager positions and assisting the Manager in organizing transportation, organizing and wind-ups or any other activities planned by the team.

## 10.0 APPENDICES

### Appendix I PARENTS CODE OF CONDUCT FORM

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of the game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.
11. I understand that failure to follow this Code of Conduct will result in disciplinary action and possible suspension.

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

## **Appendix II COACHES CODE OF CONDUCT**

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes, ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I understand that failure to follow this Code of Conduct will result in disciplinary action and possible suspension.

Coaches Name: \_\_\_\_\_

Coaches Signature: \_\_\_\_\_

### **Appendix III ATHLETE CODE OF CONDUCT FORM**

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper - fighting and foul language can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances - those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect
9. I will attend all team games, practices, functions and meetings as requested.
10. I will notify the Head Coach, in advance of any scheduled vacations which may conflict with team commitments.
11. Failure to follow these codes will result in disciplinary action and possible suspension.

Athlete Signature: \_\_\_\_\_

Athlete Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

## **Appendix IV    TEMPLATE AGENDA FOR TEAM MEETING**

1. General introductions of coaches and welcome parents and players
2. Team Development Objectives:
  - PSL/Div I or Div II
  - Physical/Technical training plans (age appropriate)
  - Practices/game plans – keep attendance
  - Team spirit/special expectations
  - The 4 “C’s”: coachability of player, compatibility, commitment and character (personal strengths)

Note: Be sure to discuss “playing time” explicitly for games/Tournaments/Playoffs

3. Team competition Plans
  - Democratic/consensus decision as to which and how many tournaments the team will attend
4. Review Roles and Responsibilities
  - Head coach/Assistant coach/Manager. There should be an emphasis on the “Coaching Team” concept.
  - Player roles and expectations
  - Parents

Note: This is where the Codes of conduct should be signed.

5. Budget and Fundraising
6. Communication Approach Parents/coaches/players
  - How and when to discuss issues
  - How to handle concerns and complaints

Note: Conflicts can be expected. The management team should document as they occur

## **Appendix V GUIDELINES FOR CELTIC MANAGERS**

### **1. PRE-SEASON PREPARATION**

Before the team is even selected, check the Saskatchewan Soccer Association (SSA) website for upcoming tournaments. It is recommended this is done before the team is picked because the deadline to have the entry fee in is usually very early and can even occur before your first parent meeting. If you are prepared with a list of available SSA Sanctioned tournaments you will at least be prepared when you discuss tournament costs at the parent's meeting.

### **2. PARENT/COACH MEETING**

It is recommended that the coach and Manager hold a parents meeting as soon as the team is selected; that same night or on the night of the first practice. Make sure that the coach announces and schedules a parents meeting and have the following ready:

- The coach can explain how often they will have practice and he/she or the manager will have to arrange a field location with the Celtic Field scheduler (this year it is Ron Harris).
- Ask parents how many tournaments they are willing to go to and add up the costs and divide total by the # of players (add extra for coaches/manager gift and a little wind up party).
- Inform parents that they need to provide a small photo & a photocopy of their child's health card for player cards (proof of age at tournaments if you get asked)
- Ensure the coach has a coaches card (small photo, and they must be certified by SSA to coach & have a current CPIC)
- You must obtain a manager card as well (small photo) (Mitzi has these forms in the PAYSA office and will laminate all cards for you)

### **Fees:**

- U10 - U12 players must pay \$50 for the Celtic fee.  
All U14 - U18 players must pay \$65 for the Celtic fee-  
cheques must be made payable to PA Celtic
- All players must pay \$75 for Celtic jersey deposit-  
made payable to PA Celtic-post-dated to the end of  
the season (July). Gather all jersey cheques & give  
them to Celtics equipment manager in charge of  
Celtic Uniforms, (currently Helen Ramji) along with  
team list. Inform all the parents that their cheques  
will be cashed if the jerseys are returned or if they  
are returned soiled/damaged!!!
- Tournament fees (total divided by # of players) made  
payable to you (the manager) so you can issue a  
cheque to the appropriate tournament organization

### **3. FOLLOW UP ADMINISTRATIVE DUTIES**

1. Provide a team list to the office and submit Celtic  
fees together
2. Email a reminder to parents for Celtic practices
3. Accommodations while away - either inform all  
parents that they are responsible for their own  
hotels or you can try booking the team in at a hotel  
and ask for a team rate. Ensure you get people to  
inform you if they are staying with friends or family  
so you know how & where to contact them.
4. When you get the tournament schedule, rules etc  
emailed to you, forward the information directly to  
the coach and send the schedule & field location to  
the parents.
5. Ensure you know where tournament headquarters  
are as you will be responsible for filling in the game  
sheet **at least 30 minutes prior to each game.**
6. Sit on the bench with the coaches & players to  
provide assistance as necessary.
7. It is recommended that you keep a spreadsheet that  
indicates which tournaments you attended;  
associated costs; player fees and jersey deposits paid  
etc. With this documentation you can track

expenditures so that if parents wish to know where their money went you have a documented record to show them. A copy of this documentation can also be provided to PAYSА if they request one.

8. At the end of the season, ensure all jerseys are washed and returned, in good condition, to the Celtic equipment manager (currently Helen Ramji).

Not all managers ask other parents for their input; however this is very important. It is recommended that the team manager secures the help of another parent for assistance in case the manager is sick or unable to attend a tournament and the assistant can help perform the duties at tournaments or in emergencies fill in for the absent manager.