



BY-LAWS FOR REP TEAMS

Maple Leaf - Cavan FC

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1. IMPORTANT DATES

Flexibility given to new teams.

- a. Head Coach/Team Management should be identified by October 15th
- b. Winter training starts October 15th ends February 15th
- c. Player assessments to be submitted to Director of Coaching: by Feb 1st and October 1st
- d. Roster releases of trialing players done by February 15th
- e. Outdoor Season starts February 16th ends October 14th

2. TEAM FINANCES

- a. Fees should be divided into winter training (October 15th - February 15th) and outdoor season (February 16th - October 14th)
- b. All teams collect winter training fees AND outdoor season fees
- c. Develop and submit winter training budgets to MLSC executive before Oct. 15th
- d. Develop and submit outdoor season budget (may include spring indoor training, requires sponsorship information) to MLSC executive before ordering equipment/uniforms, etc. by Feb. 16th
- e. Full player fees should be paid for the outdoor season before May 1st
- f. Team pays fees to the Club (which in turn pays the district)
- g. Team is responsible for paying fees to the League in which they play
- h. A team must have their own bank accounts. Recommend name of team (see Team Identification). Fees stay with the team for the following season. In the event that a team folds any additional monies shall be returned to MLSC.
- i. All team bank accounts should be opened in the team's official name: i.e. Cavan FC yy Gender – *Cavan FC 00B*
- j. All team bank accounts must have three signatures. Two signatures mandatory on all cheques. The three signing authorities must not be immediate family and/or reside in the same household. One of the three signatures must be a person who is authorized to sign for the MLSC general account (i.e. club president/treasurer)
- k. Teams should produce quarterly account of finances to all parents
- l. Teams must submit semi-annual and year-end financial summaries to MLSC executive

3. TEAM PRACTICES

- a. Suggested two times a week

4. SUGGESTED OUTDOOR TOURNAMENTS GUIDELINES

U8 or below	3
U9 or above	5

Note: Registration fees should be budgeted to cover the above tournaments. These guidelines are what MLSC feels is optimum for player development.

5. REP TEAM MANAGEMENT

Any changes in team management must be communicated to MLSC Executive.

Each rep team is to consist of:

I. HEAD COACH

Responsibilities include:

- a. Training/player development
- b. Team budgeting with manager
- c. Tournament planning/selection
- d. Attend technical training courses/keep current
- e. Coordinate all practices
- f. Player assessments – twice a season: Feb. 1st / Oct. 1st (copy of assessments are to be given to Director of Rep. Coaching)

II. ASSISTANT COACH

Responsibilities include:

- a. Assists Head Coach with their responsibilities

III. MANAGER*

Responsibilities include:

- a. Team communication
- b. Ensures all team paperwork is completed
 - I. registration forms
 - II. all OSA/ECOSA forms i.e. travel permits, etc.
 - III. player books
 - IV. game sheets, incl. reporting to the league
 - V. collects coach/player/parent creeds
 - VI. ensure player assessments are completed Feb 1st and Oct 1st with a copy going to the Director of Coaching for MLSC
- c. Banking/tracking of team's financials (incl. ref fees, gym rentals and tax receipts)
- d. Updates website calendar with schedule
- e. Ensure that player books are handed in to the MLSC Registrar at year-end

- f. Assists Coach were necessary (gym rentals, player tryouts, etc.)
- g. Assigns duties to team volunteers for the following:
 - I. Corner flags, Sun Shades, Benches, Water/ice, First-aid, Snacks, Media – PR/Photos
 - II. Other duties as required

* The Head Coach and Manager cannot reside in the same residence.

IV. ASSISTANT MANAGER

Responsibilities include:

- a. Assisting the Manager with above duties

V. FUNDRAISING/SPONSORSHIP REPRESENTATIVE

Responsibilities include:

- a. Work with the Executive Director of Fundraising to ensure the team is represented
- b. Find \$1,500 in team sponsorship across 1-3 corporate sponsors
- c. Gather and organize sponsorship logos and information for communication to equipment manager and webmaster.
- d. Co-ordinate/obtain and deliver appreciate plaques to sponsors at year-end
- e. Ensure weekly write-ups with corporate sponsors mentioned *** very important **
- f. Ensure that the required number of team volunteers participate in the Cavan FC golf tournament
- g. Act as a liaison between Maple Leaf – Cavan FC Executive and their team to explain proposed fundraising events from either side

6. TEAM IDENTIFICATION

All Rep teams under Maple Leaf – Cavan FC will hereby be identified as Cavan FC 'yy Gender (B/G) Reserve ; where yy is the year of the player's birth. i.e. Cavan FC '99B Reserve

7. UNIFORMS

- a. Game uniforms are to remain consistent across the Cavan FC teams:
 - i. Red and Black striped jersey (home) & White Jersey (away)
 - ii. Black shorts with red stripe
 - iii. Red socks (home) & Black socks with red stripes (away)
- b. Uniforms are to be paid for by the individual rep. teams and ordered through the Rep Director of Equipment

8. REGISTRATION PROCESS

- a. Registration process is set by Maple Leaf – Cavan FC Executive
- b. Players are to complete registration paperwork and pay applicable fees before receiving a Cavan FC uniform
- c. Tax receipts will be issued by Maple Leaf – Cavan FC Treasurer

9. TEAM FUNDRAISING

- a. Each team must appoint a mandatory fundraising/sponsorship coordinator that reports to the executive
- b. All fundraisers must be approved by the MLSC executive
- c. Each team member is required to dedicate a minimum of one (1) day during the season to assist with fundraising events. If for unforeseen circumstances parents are unable or unwilling to assist for the minimum time they may choose to make a onetime payment at the time of registration of \$xxx to supplement the cost of team equipment such as sun shelter, benches, equipment bag, practice jersey, individual balls additional training and team events.
- d. Teams will be permitted to operate their individual fundraising events, up to (2) and use any money raised for team events
- e. Individual fundraising events must be approved by the executive and consist of a minimum outline including the event specifics, naming of a chair, co-chair, and three volunteers for the day of the event. Within 30 days upon completion the team must submit a balance sheet to be reviewed by the executive contain all receipts for expenses and a record of any donations
- f. Fundraising events must not provide any personal gain for any team members or associate. Any suspected wrong doing will be investigated

10. COMMUNICATION OUTSIDE THE LEAGUE

- a. Tournaments, exhibition games, etc. must be approved by Club Rep. Registrar/Club Administrator before being announced
- b. All communication outside the league, media write-ups, etc. should be respectful in nature and hold the values of Maple Leaf – Cavan FC
- c. It is recommended that teams subscribe to the Millbrook Times.

11. GUIDELINES AROUND PLAYER ASSESSMENTS – STANDARD MEASUREMENTS

The philosophy of Cavan FC is focused on player development –both physically and emotionally. Player assessments are very personal and should take the following into consideration:

- a. Assessments are a very important communication tool. They help players and parents understand why they have been released or receive limited playing time
- b. Coaches and coaching staff/team manager should determine how a player’s skill is ranked prior to doing the assessments
- c. Player assessments should be collaborated with coaching staff/team manager before being reviewed with individual players
- d. Assessments are meant to empower players by affirming their strengths and helping them understand areas for development/improvement
- e. Suggestions of what a player needs to do to achieve the next level should be made available
- f. The Director of Rep Coaching may chose to arrange a coach’s meeting to discuss best practices in regards to player

assessments

12. GUIDELINES AROUND PLAYER TRYOUTS

Cavan FC strives for clear communication to Players and Parents. Fall tryouts should result in one of three things:

1. The player is part of the team (core player)
2. The player is on the bubble and invited to winter tryout (trialing player)
3. The player is not part of the team (cut)

To help facilitate the communication of this Cavan FC has three form letters available. These letters DO NOT TAKE THE PLACE OF A PERSONAL DISCUSSION - they are designed to be used as a *follow-up* after the personal discussion.

The three result letters will be emailed to each Head Coach before tryouts.