



# Parent Handbook

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(Must be turned in: a copy will be held by the coach and original with administration)

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## 1. Introduction

It is the belief of this club that one key ingredient in the success of competitive team sporting endeavors is clear, consistent and honest communication between coaches, players, and parents. This document is one way of explaining in detail the expectations competitive soccer will place on you as a member of Murrieta Surf. It will help clarify some areas of potential confusion and at the same time answer questions about the club and team's decision-making process.

As you have committed to become a member of Murrieta Surf, please take the time to carefully read this handbook.

The club and each team's success are dependent on a dedicated, knowledgeable and licensed staff. Murrieta Surf is comprised professionals and all coaching positions are paid W2 positions. Murrieta Surf fully complies with California labor laws with workman's compensation insurance coverage in force for our entire staff. The extent of each team's success depends on the work and dedication of the players, team administrators, parents, and the coaches. Talented players alone will likely achieve minimal results. It takes a combination of talent, hard work, and a little luck.

### Mission Statement

OUR MISSION IS TO BUILD COMPETITIVE SOCCER PLAYERS WITH SUPERIOR SOCCER SKILLS, TEAMWORK AND SPORTSMANSHIP TO COMPETE AT THE HIGHEST LEVELS OF THE SPORT.

*Murrieta Surf emphasizes player development above all else. Parents acknowledge and accept that players can be club passed to another Murrieta Surf team to facilitate player development and that initial team acceptance can change based on player performance.*



## 2. Club Chain of Communication

We want to make sure that we are aware of your questions or concerns so that we may address them. We have established, based on years of experience, a means of handling these issues effectively and efficiently.

Parents are asked to strictly adhere to the following Murrieta Surf chain of communication

- a. First - Discuss with the coach; follow-up with an email. Wait 48 hours following any incident. (This may not always be easy, but it must be the first step.)
- b. Second - Discuss with the Director of Coaches; follow up with an email.
- c. Third - Discuss with the Technical Director; follow up with an email.
- d. Fourth – Discuss with the Club President; follow up with email.

\*ALL players and parents should adhere to a 48-hour post-incident, "cooling off period," before initiating any discussion.



### 3. Club Membership Registration, Fees and Expectations

- The Surf Parent Portal is used for paying club or team fees.
- To facilitate better communication, we provide a Team communication network using TeamSnap premium platform.
  - a. Members will be asked to download a free mobile app. Club / Team SMS and email communications will be live for announcements, clinics, games, changes in games, practices, venues, times etc.
  - b. In addition, each team will create their own account to communicate specifically with their team, share calendar events, directions etc.
  - c. These communication streams are intended for communication of information and not intended as a parent social platform. Parents who use this platform other than the intended use, will be removed.
- Your registration fees will include all these features for the applicable season.

Murrieta Surf Membership dues are required to complete Registration and reserve the roster invitation.

- a. Payment includes the registrations fee
- b. You will receive online access to your account via team invitation email and corresponding link. It is easily accessed with mobile devices.

Fees are set by age groups and playing platforms –

Please visit the website for full documents –

<https://murrietasurf.com/resources/>

(Murrieta Surf Price Details 2021/22)

Membership fees are non-refundable.



#### 4. Financing Options provided online

- a. If parents need to use a payment plan, that option is available during the Registration process.
- b. A credit card will be required to enroll in a payment plan.
- c. These financial agreements are an obligation entered into by the parents with an electronic acknowledgement and signed contract.
- d. If financial obligations are not fulfilled monthly, player membership and participation will be suspended immediately.
- e. Uniforms will be available for purchase online: [www.soccer.com](http://www.soccer.com). Your team manager will provide the details.

#### 5. Fundraiser (Player) Golf Tournament

- a. Murrieta Surf Golf Fundraiser is June 26, 2021. The money raised goes directly to players for registration and/or team fees.
- b. Participation is voluntary for all members and the level of participation is decided by each player.
- c. Players will receive 100\$ of golf round proceeds after course fee is paid. This can vary depending upon the actual number of rounds sold.
- d. Players will receive a minimum of \$12 per Helicopter drop ball sold.
- e. Players will receive a minimum of 50% of sponsor money collected.
- f. We use a 3rd party vendor and website for all sign ups and payments, [www.charityvalet.com/murrietasurf](http://www.charityvalet.com/murrietasurf).
- g. Money can be collected and turned in to Rob Hawkes.
- h. Volunteers for the event are needed and can be served as community hours. Sign-ups also done on website.



## 6. Galaxy Game Event

Players receive 2 tickets to the Annual Murrieta Surf LA Galaxy game. To receive these tickets, players must be fully registered and current with fees on. Included are Player Experiences that will be handed out to randomly selected teams to use. Details for 2021 to be confirmed.

## 7. Delinquent Player Accounts

- a. Players with past due balances from previous seasons are ineligible to register for this year's season.
- b. Past due reminders are automatically sent out after 2, 5, & 7 days. Suspension occur 48 hours after 3rd reminder email.
- c. Players with past due fees will be suspended. Suspensions will be reported to each coach and TM on a monthly basis who will notify players immediately.
- d. Players whose Membership is suspended and inactive, will not be able to practice with their team, attend skills, GK training sessions or any other club activity.
- e. Player cards for inactive members will be held by the President until cleared.
- f. Once all financial obligations are met, player restrictions will be lifted, cards will be issued and player membership will become active.



## 8. Parent Code of Conduct

Parents are not only a supporter of their son/daughter, but also a role model. Your actions reflect upon the player, the team and the club. Parent expectations:

- a. Seating for observation of practices is restricted to outer periphery of the fields. Parents are not allowed to on the training pitch.
- b. Parents are restricted from the field of play and absolutely cannot line or sit on the perimeter of the team's designated area.
- c. Remember that practice and games are for your son/daughter and their development: instructed by licensed coaches.
- d. See to it that players attend all possible team functions (practices, games, meetings, club events, etc.) Please encourage and support your son/daughter in meeting his/her obligations.
- e. Set a good example by your conduct and good sportsmanship.
- f. Allow the coach to direct the play of the game.
- g. Absolutely no coaching from the sideline. Please refrain from standing in or right next to the coaching and team area.
- h. Be your child's fan. Win, lose or draw, we all want to support the team.
- i. Remember that your son's/daughter's career is a long-term growth process and not an end unto itself.
- j. Good communication, planning and understanding minimizes conflict.
- k. Take the initiative to teach your son/daughter to speak up and communicate for themselves whenever possible.
- l. Follow the rules established by your team and the club.
- m. While a member of a Murrieta Surf team, there shall be no recruiting of other Murrieta Surf players or teams to move to another club. Such activity will be grounds for immediate removal from Murrieta Surf.

It is the responsibility of parents to hold friends and family members accountable to this code of conduct



Parents play a critical role in all facets of their child's development. At Murrieta Surf we encourage you to support your child's interest in the game in a manner that supports the spirit of sport and fair play. For the purposes of this club and the positive impact you can have on your child's experience, we encourage you to consider the following recommendations.

Communicate responsibly and in the spirit of the game

- a. Be your child's best fan and support him/her unconditionally. Don't withdraw your love when he/she performs below their standard.
- b. On transporting your child home, please be supportive and always place primary focus on the positive aspects of their game.
- c. Parents must not coach from the sideline during matches and training.
- d. Refrain from criticizing your child's performance; when appropriate, the coach will offer constructive criticism in support of your child's development.
- e. Do not criticize your child's coach to your child or other parents. If you are not happy with the coach you should raise the issue with the coach.
- f. Support all the players in your child's squad. Do not criticize any player.
- g. Do not criticize the opponents, their parents, coaches or the referee.

Nurture Independence and Responsibility

- a. Foster responsibility in your player to pack their own uniform, clean their soccer shoes and bring a water bottle.
- b. Appropriate for the age of your child; encourage him/her to communicate issues, concerns and/or conflicts with the coach.
- c. If your child is having difficulties in training or games, or can't attend training etc. encourage him to speak directly to the coaches.
- d. Encourage your child to take responsibility for his own performance and to not place blame on others.
- e. Allow your child the freedom to practice without your active presence and evaluation.
- f. If you must stay at the field, please find something else to do.
- g. You will provide your child with another opportunity to behave independent of your scrutiny.
- h. This "responsibility taking" is a significant part of maturing. By handling these tasks, your child is claiming ownership of all aspects of the game.



Murrieta Surf is committed to ensuring a safe and positive environment for our team, players, and coaches. Parents violating the above rules will be subject to suspension and removal. Furthermore, the following conduct will result in automatic suspension and club review:

- a. Cautioned by the referee – minimum 2 game suspension
- b. Sent off by the referee – minimum 4 game suspension
- c. Entering the field of play – minimum 6-month suspension
- d. Antagonizing opponent players and/or parents – minimum 2 game suspension



## 9. Evaluations

### Coach Evaluation

Prior to or during the December break, the club asks players and parents to participate in a coach's evaluation. The sources of input are confidential and we encourage parents and players to participate: [it is a critical way for our club to help improve our coaching staff](#). This will give our Technical Staff an opportunity to analyze the satisfaction of players and/or parents in their coaches. These evaluations in conjunction with our formal reviews, are key factors in determining whether a coach will be retained with the team and/or club. Be aware that any coaching change is made by the club: it is not the parent's choice or by group consensus.

### Player Evaluation

The player evaluation is a formal communication between player and coach. The club provides coaches with guidelines to follow, suggesting that more information provided in a thoughtful manner is best. As with most communications, each individual coach may approach this differently. These evaluations serve an important role in determining the placement process. Any player who is unhappy with an evaluation should discuss details with the coach. This is a two way street and the player needs to assume responsibility for knowing their status.

Parents may choose to meet with the coach to find out where their child fits and what areas of development they need to concentrate their efforts on. Moreover, what the coach expects of your player going forward. Perhaps contracting for extra training sessions is a solution. We will help arrange for such sessions, but extra training will not ensure your child of making a team.



## 10. Sportsmanship & Parent Agreement: Acknowledgement Form

We ask your cooperation in abiding by the rules and guidelines that player, coaches, referees, and spectators are required to follow. **To help us provide a fun and positive experience for everyone, we ask that you sign this agreement:**

**I WILL BE POSITIVE** --- I will express support and encouragement for my child and teammates --- nice pass, good job.

**I WILL RESPECT THE COACH** --- I will support the coach and help out when asked. I understand that any coaching or instructions from the parent's side of the field is not allowed. I will let the coach do the coaching without my interference.

**I WILL RESPECT THE REFEREE** --- I will give professional respect before, during, and after the game to the referee. I will refrain from criticizing referees. I will accept official decisions without anger no matter how unfair they may seem.

**I WILL RESPECT CLUB OFFICIALS** --- I understand that soccer has rules and guidelines, such as player placement on a team and recruitment of players, and all decisions are based on those rules and guidelines.

**I WILL BE A GOOD SPORT** --- By my example I will teach my child good sportsmanship toward the opposing team and parents and respect for the property owned by the school district and property owned or leased by the club or others.

**I WILL RECOGNIZE THE VALUE AND IMPORTANCE OF OUR VOLUNTEERS** --- Coaches, referees, and club officers give of their time and resources to provide recreational activities for my child.

**I WILL ACCEPT THE CONSEQUENCES IF I BEHAVE IMPROPERLY** --- These consequences may include my being told by the referee to leave the field; my being suspended from attending games; possible disciplinary actions against the head coach.



## 11. Club Organization Structure & Responsibilities

The President, Directors and Registrar are here to support the coaching and team administrative staff, who will in turn utilize their expertise to develop a high level program for our competitive youth athletes. Decisions will be made with a quality over quantity concept in mind. The link between the players/parents, coaches and club will be the foundation of Murrieta Surf.

### A. Club President & Director of Business Operations: Rob Hawkes

- a. Formulates Strategic Partnerships, Alliances and Sponsorships
- b. Implementation, management and monitoring of program systems to manage registration, payments and club communications.
- c. Support and assist team management to maximize club efficiency, growth and success.

### B. Club Director: Director of Soccer, Operations and Staff: Steve Myles

- a. Oversees the entire club's soccer operations. Establishes clear goals and expectations for each program and staff member.
- b. Directs the Program Directors to attain goals and expectations as they manage staff, communications and implement program directives.
- c. Meets with Program Directors monthly and communicates weekly/daily, to maintain and fortify program progress, staff and player development.
- d. Attends meetings, events and conferences to represent the Club.
- e. Attends coaching meetings and coach reviews, monitoring the development of each program, coach and team in pursuit of the Club's goals.

### C. Club Registrar: Gladis Rada

- a. Responsible for registration of players, administrators, and coaches into CYSA (Cal South) and US Club Soccer.



## D. Program Directors

Boys 2009-2003: Matt Hocking

Girls 2009-2003: David Parker

Boys 2015-2010: Adam Kramer

Girls 2015-2010: Hector Garcia

- a. Manage the growth and development of the Boy's and Girl's programs.
- b. Coordinate with management staff to assure club goals are being met on a Club, Team and Individual basis.
- c. Maintain an open dialogue with coaches.
- d. Attend games and practices as required for evaluation, to ensure coaching staff is adhering to club curriculum and policies.
- e. Guidance on development: Team and Coach.
- f. Coordinate meetings: Club, Coach, Team and Parent.
- g. Facilitate evaluations for: Team, Player and Parent.
- h. Oversee team finances in coordination with coach and club administration.
- i. Coordinate tryouts for specific programs and age groups.

## E. Coach

- a. Responsible for player and team development, including the following key player characteristics
- b. Technical (soccer skills).
- c. Tactical awareness (knowledge of the game).
- d. Physical (endurance, strength, speed).
- e. Psychological (character, discipline, leadership)
- f. Conducts team tryouts and player selection with assistance of the Program Directors and Recruiters
- g. Recruit
- h. Develops a team/season plan as well as finalize team roster, schedule, and overall objectives (level of play).





#### F. Team Manager (Volunteer Position)

- a. Manages all team administrative functions and ensures that they are performed in a timely manner.
- b. Represents team parents regarding coach and player issues.
- c. Interface with club Registrar and Treasurer.
- d. Prepares the team fees.
- e. Responsible for team expenditures.
- f. Delegates certain responsibilities to team parents.

#### G. Parents

- a. Agree to all terms and conditions of the Parent Code of Conduct.
- b. Encourage you child throughout their development process, with positive feedback.
- c. Support guidelines, events and fundraisers presented by the club.
- d. Participate whenever and wherever you can.

#### H. All Club Members

The following code of ethics applies to all club and team members (coaching staff, team administrators, parents, and youth players):

- a. Act in the club's interest: Members will work for the common good of the club and its teams.
- b. Comply with the laws of the State of California, cities, school districts, leagues and tournaments where FCGS meets, practices and plays.
- c. Conduct of members, family, friends and supporters must be above reproach and avoid even the slightest appearance of impropriety.
- d. Refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other coaches, players and members.
- e. This includes referees, league and tournaments agents, or the opposing team's coach, parents, and players.
- f. Absolutely no drinking of alcohol or smoking is allowed on any school campus, field or park where the team is playing.
- g. Respect for Process: perform duties in accordance with the processes and rules of order established by the club.
- h. Conduct of Club and Team Meetings: listen courteously and attentively during all discussions.
- i. Refrain from interrupting or making personal comments that are conducive to the orderly conduct of meetings.



I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Murrieta Surf Parent Handbook.

\_\_\_\_\_  
Parent 1 / Guardian Name                      Date

\_\_\_\_\_  
Parent / Guardian Signature                      Date

\_\_\_\_\_  
Parent 2 / Guardian Name                      Date

\_\_\_\_\_  
Parent / Guardian Signature                      Date

