



POLICY & PROCEDURES MANUAL

Updated: August 18, 2015

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I. BOARD POSITIONS & DESCRIPTION OF DUTIES

A. PRESIDENT

- Support Vice President, Secretary, Treasurer
- Appoint members of operating committees i.e. Finance, Marketing, Sports City, Tournament
- Support all committees as established by the President, as needed.
- Support Technical Director and Assistant Technical Director
- Support Club Manager
- Assist in Business Negotiations of contracts for CASA
- Attend meetings and communicate with CPYSL

B. VICE PRESIDENT

- Support Premier and Travel Director
- Review the performance of the Premier and Travel Programs
- Monitor and Maintain Long Term and Short Term Goals of the Organization
- Participate as a member of the Finance committee
- Provide support to the President at their request.

C. SECRETARY

- Support Recreation Director and Recreational Coordinators
- Review the performance of the Recreation Seasons
- Document and store all communications of meetings and minutes
- Participate as a member of the Marketing committee

D. TREASURER

- Presentation of monthly financial statements
- Oversight of the following accounting functions including:
 - Preparation of monthly Financial Statement
 - Annual budget
 - Bank Reconciliations
 - Payroll Tax Returns
 - Annual Tax Returns
- Work with Club Bookkeeper to approve all expenses of the club including payroll
- Serve as chair of the Finance Committee

E. IMMEDIATE PAST PRESIDENT

- Support President on matters as requested
- Support Vice President, Secretary and Treasurer on matters as requested
- Provide overall guidance on support on club direction and overall club matters as requested by the Executive Board.

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- Serve as Director of Tournaments

F. DIRECTOR OF PREMIER AND TRAVEL

- Coordinate advertising of premier program with President and technical director
- Assist staff with premier and travel tryout process
 - Be in attendance at tryouts to assist with registration, field setup and other functions as directed by the technical director
 - Assist staff to make sure necessary volunteers are assigned to check in players and to distribute tryout jerseys
 - Assist Technical Director and other coaches with communication needs to tryout participants.
- During the season, communicate with all Premier and Travel teams at least quarterly to assess
 - Any coaching or player needs
 - Competition levels within the league they are playing in
 - Any needs to change league or competition levels for each team
 - Any concerns with direction of the team or other CASA organizational concerns and matters.
- Attend all CPYSL and other League meetings as scheduled
 - Discuss and coordinate attendance with Technical Director and Club Manager
 - Participate in competition related meetings. Discuss competition levels per team with Technical Director before attending meetings
 - Provide update to the Board and staff on CPYSL and other League happenings or proposed changes/requirements.
- Attend all scheduled CASA monthly board meetings
 - Provide a report to the board on all happenings from both the boys and girls travel and premier teams
- Provide general club support as needed.

G. DIRECTOR OF RECREATIONAL PROGRAMS

- Responsible for all aspects of the Recreational Program
- Responsible for training and oversight of Boys & Girls Recreational Program ~~Directors~~ Coordinators
- Help Coordinators to attract recreational coaches
- Help Coordinators to create recreational teams
- Responsible for assisting in field management
- Responsible for assessing playing conditions on Game day
- Responsible for coordinating recreation coach and player clinics with the technical director.
- Responsible for the preseason Coach's meeting prior to each season.
- Responsible for coordinating CHLD (CASA Hershey and Lower Dauphin) for older age groups and attending CHLD meetings.
- Responsible for conflict resolution with parents, coaches and players.
- Responsible for Recreation Web page

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H. DIRECTOR OF REFEREES

- Responsible for scheduling and assigning referees for all recreational games
- Responsible for establishing training programs for referees to referee at different levels and age groups within the CASA organization.
- Responsible for handling referee complaints by coaches and parents
- Responsible for reporting all referee concerns regarding play, coaches and parents to the Director of Recreation and resolving all matters brought forth by the referees with the Director of Recreation.
- Responsible for coordinating payment of referees with the Director of Recreation and Concession Stand coordinator.

I. DIRECTOR OF TOURNAMENTS

- Responsible for all aspects of the Club's Tournaments
- Responsible for forming a committee to assist in planning and running events
- Responsible for setting price and format for the tournament
- Responsible for logistics of the tournament
- Responsible for the sales and marketing of the tournament
- Responsible for coordinating fields and facilities necessary to run the events
- Responsible for coordination of volunteers
- Responsible for developing a budget and maintaining costs in accordance with the budget

J. DIRECTOR OF TEAM MANAGERS

- Provide support to team managers
- Support CASA staff during annual team registration
- Provide support for Travel and CAPA tryouts
- Maintaining and updating the Team Managers Handbook
- Responsible for setting the standards for Team Webpages
- Responsible for monitoring team pages and upholding the compliance for standards set by the Club
- Responsible for coordinating the ordering of uniforms with Club Manager
- Coordinate CASA and CAPA wear merchandising
- Monitoring and purchasing of the CASA patches Monitor and purchase CASA magnets
- Work with Marketing Director to identify and purchase giveaways Support
- CASA Registrar during annual team registration
- Manage Team Sponsorship requests

K. DIRECTOR OF MARKETING

- Responsible for promotion of club programs
- Preparation of email blast schedule
- Preparation of emails to promote increased participation and awareness of CASA
- Preparation of website articles

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- Overall presentation and up keep of the website
- Serve as chair of the Marketing Committee

P. DIRECTOR OF GRANTS AND FUNDRAISING

- Responsible for researching and applying for applicable grant opportunities for the Club
- Develop ideas and research feasibility of potential fundraising opportunities for the Club
- Work directly with the President on grant and fundraising initiatives as outlined and directly by the President
- Provide guidance regarding club policies and other laws regarding fundraising to other teams within the Club who would like to do team fundraisers

Q. DIRECTOR OF SPORTS CITY

- Responsible for the overall operations of Sports City
- Serve as the Chair of the Sports City Operating Committee
- Assist Treasurer and President with preparation of annual budgets and business plans
- Work with Marketing Director and President on marketing and sales development of facility
- Work to secure other outside renters of time of Sports City Facility
- Ensure completion of sign contracts on leased time with outside renters
- Work with Technical Director of scheduling training time for Academy, Travel and Premier programs
- Work with Technical Director on scheduling all indoor related programs such as ADP, indoor recreation and other training programs
- Manage operational issues and concerns of the facility. Focus on operational improvements to reduce cost of utilities, time and other operating expenses

II. EMPLOYEES & DESCRIPTION OF DUTIES

A. TECHNICAL DIRECTOR

- Responsible for the curriculum for the club
 - Goals/Objectives
 - Measurements
- Responsible for hiring, assigning, and management of the professional trainers of the club
- Analyze programs, develop goals for each program. This should include number of participants for each program per season.
- Responsible for club wide training
- Responsible for skills clinics for recreational, travel and premier players Develop and publish a Calendar of critical events
- Develop a Coaching Manual and a Coaches Orientation Manual
- Develop Code of Conduct for players, parents and coaches
- Develop and execute a standard coaches evaluation process
- Develop and oversee the implementation of a standard player evaluation process
 - Recreational
 - Travel
 - Premier
- Develop and execute a parent education program
- Oversee tournament selections to ensure proper team and player development
- Develop a college recruiting program. Educate players and parents on college opportunities
- Tryouts
 - Establish dates, times and location
 - Assign evaluators
 - Assist in the selection of teams, if needed
 - Responsible for a meeting with the coaches, trainers, assistant coaches and team managers prior to the start of the new season
- CASA Tournament
 - Serve on the Tournament Committee
 - Assist with attracting teams to the tournament
 - Assist the director in the placement of teams
 - Present awards at finals
- CASA Camp
 - Determine weeks for camp
 - Administrate the program
 - Assign trainers, determine salaries
- Represent Club at functions, meetings and events as directed by the board Report to the board and attend General meetings

B. ASSISTANT TECHNICAL DIRECTOR

- Report to Technical Director (TD)
- Assist TD with curriculum for the club

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- Goals/objectives
 - Measurements
- Recreational Program
 - Analyze programs, develop goals for the Recreational Program
 - Identify, train and evaluate professional training staff working with recreational program
 - Develop a recreational coaching manual and a coaches orientation manual in cooperation with TD
 - Develop and implement a standard and ongoing player evaluation process in conjunction with the TD
 - Schedule professional trainers for regular interaction with all segments of the recreational program.
 - Develop and run skills and other program related clinics for recreational players
 - Develop and publish calendar for events for recreational program
 - Develop and execute a Parent Orientation Program for parents of players in the Recreational Program:
 - Manage Parental expectations
 - Define desired experience for the players
 - Define age-appropriate behavior for adults in an environment designed to meet the needs of young children
- Academy Program (U9/U10)
 - Contribute to and help implement standard player evaluation process with TD
 - Tryouts
 - Establish dates, times and locations with TD
 - Take lead in evaluation process
 - Assist in selection of teams
 - Develop a standardized program of events for Academy players
- Advanced Development Programs, Camps and Clinics – Recreational and Academy Programs
 - Assist TD in determining those programs
 - Assist TD in setting dates and times for programs
 - Assist in identifying and assisting in administering programs
- Represent club at functions, meetings and events as directed by TD
- Report to the board and attend general membership and board meetings.

C. CLUB MANAGER

- Promote a positive atmosphere in which youth and families enjoy and learn the game of soccer
- Supervise, coordinate and assist Registrar, Facilities Manager and office staff. Support Technical Director
- Promotion of the club
 - Drive promotion of each program via email and website
 - Responsible for the growth of the club
 - Responsible for registration of players
 - Creation of new events or programs for the club
 - Contact potential participants or parents
 - Outside sales to develop new relationships

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- Recruit volunteers for organization
- Support of Board Members and Directors
 - Develop Calendar for all programs
 - Respond to all inquiries of the Club by players, parents and board members
 - Analyze programs, assist in the development goals for each program
 - Monitor registration
- Management and maintenance
 - Coordination of all club programs
 - Maintain schedules for all programs
 - Coordination of all uniforms for both travel and recreation programs.
 - Order office supplies
 - Maintain computers
- Field Management
 - Lay out and rotate game fields.
 - Schedule maintenance of the fields including aeration, watering, seeding and top dressing of fields.
 - Work with township and private contractor with fertilization and maintenance.
 - Maintain all CASA equipment, order parts and material as needed. Supply personal tools, trailer and truck as needed
 - Order supplies, as needed.
 - Ensure fields are ready for play.
- Accounting
 - Open bills, authorize payment and deliver to bookkeeper
 - Maintain insurance policies.
- Technology- Club manager should have a full understanding of:
 - GotSoccer
 - Website software
 - Constant Contact
- Communication
 - Answer Phone calls and email and coordinate with proper employee or director.
 - This includes covering phones during non-office hours.
 - Responsible for opening and directing the mail to the appropriate person.
- Website
 - Responsible for website content
- Make sure policies and procedures of the club are updated.

D. CLUB REGISTRAR

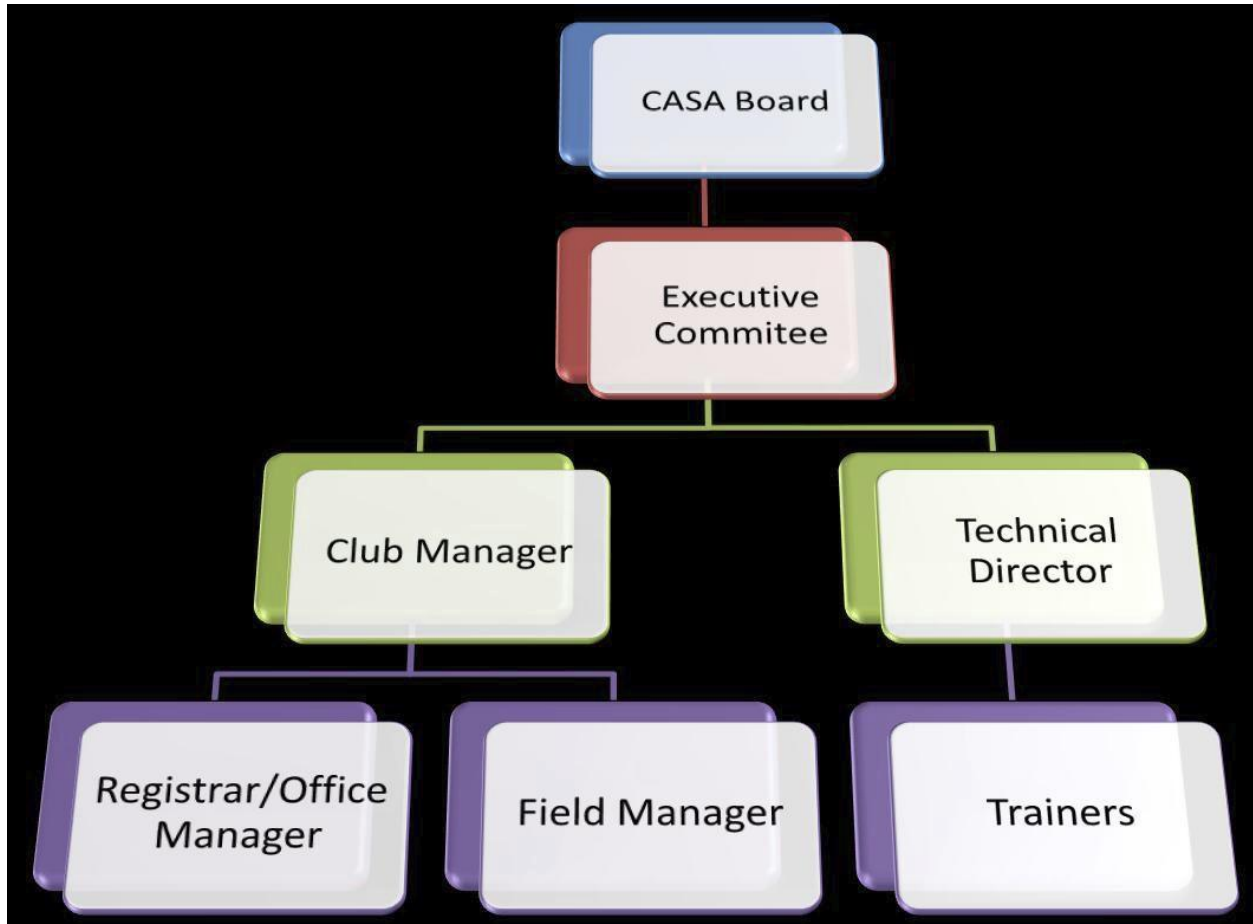
- Promote a positive atmosphere in which youth and families enjoy and learn the game of soccer
- Sets up registration system for all CASA programs Recreation:
 - Assign late registrations
 - Assure proper status of registrations (Complete, Unpaid, Wait list)
 - Assist in any refunds necessary.
 - Track Candy/Financial assistance program
 - Inventory recreation uniforms
 - Teach directors online system and process for placing on teams and generating rosters

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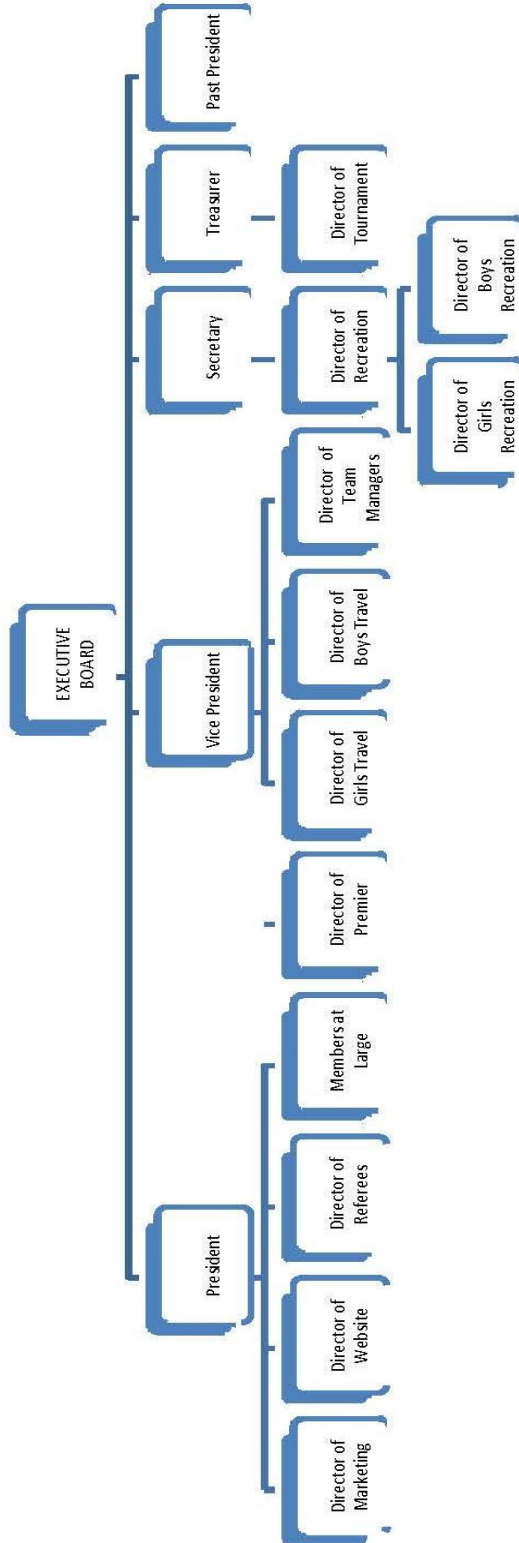
- o Make candy forms and track who's paid
 - o Coordinate with directors coaches meetings
 - o Coordinate picture day
- Travel:
 - o Input CASA teams into EPYSA data base
 - o Communicate with Coaches and Team Manager the registration process for all teams.
 - o Assemble complete registrations which include photo, birth certificate and payment.
 - o Assist Team mangers with process.
 - o Maintain accuracy of records with EPYSA and CPYSL
 - o Provide CPYSL with team counts as scheduled
 - o Submit travel roster changes to appropriate league
- Make sure Risk Management Procedures are followed.
- Update and maintain links and programs on the CASA Website associated with registration into programs.
- Answer Phone calls and email and coordinate with proper employee or director. Responsible for opening and directing the mail to the appropriate person.
- Log and stamp checks received.

III. ASSOCIATION ORGANIZATIONAL CHARTS

A. Organizational Chart.



B. Board of Directors Organizational Chart



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IV. EXPENSE REIMBURSEMENT

The club will reimburse employees or volunteers for qualified business expenses made on behalf of the club.

Expenses

Expense need to be justified by invoice or receipt form a vendor and submitted with an Expense Report (Attachment D) to the Club Manger.

Mileage

The club will reimburse employees for mileage while doing business on behalf of the organization. This does not include travel to games, tournaments, practices or travel from home. A request for mileage must be submitted to the Club Manager and include: destination, miles driven and reason for meeting.

All Expense Reports must be approved by the Club Manager and Treasurer.

V. ACCOUNTING PROCEDURES

Funds Received

The cash receipt policies are designed to protect and safeguard the revenues of the Club. Cash or Checks will be accepted from participants for payment of outstanding fees.

Procedures:

- Mail should be opened by Registrar/Office Assistant.
- Upon receipt of deposits, the Registrar will credit the player accounts for the appropriate amounts amount into the Registration System. Other receipts (sponsorships) should be appropriately coded.
- A breakdown of the checks should be prepared and sent to the Bookkeeper via email.
- All checks should then be provided to the Club manager, who will prepare a deposit slip and deposit the funds into the Bank with 24 hours.

Fund Disbursements

The fund disbursement policies and procedures are designed to ensure that disbursements are properly made based on adequate documentation and proper authorization.

Each year the Association will approve an Annual Budget. Expenses incurred during the normal course of business and approved in the Annual Budget should be coded with the appropriate Accounting code by the Club Manager and then Approved by the Club Manager and Treasurer. Expense not approved in the Budget or is determined to be extraordinary need approval from the Association Board of Directors or Executive Committee.

Procedures:

- Mail should be opened by the Registrar/Office Assistant. All Bills should be stamped with an Approval Stamp (Approval Signature Line and Accounting Code Line). All bills received should be given to the Club Manager.
- The Club Manager should review bills to ensure they are acceptable expenses of the club and fall with in the Budget.
- The Club Manager, for all acceptable budgeted expenses, will initial the invoices to be paid and list the appropriate accounting code.
- The Club Manager will submit all invoices to the Treasurer Weekly for approval.
- The Treasurer will review the expenses to ensure they are acceptable expenses of the club, fall within the Budget, accounting codes and approvals have been executed.
- The Treasurer will deliver to the Bookkeeper the Bills to be paid. The Bookkeeper will record all the transactions and print off necessary checks.
- The checks will be signed by the Treasurer. If the Treasurer is unavailable, the Past President or President may sign the checks to be paid.

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Note:

- Credit Card Expenses - The use of the Associations Credit Card shall be limited. The use of the Credit Card requires prior Approval from the President of the Club prior to any use and should be documented. This documentation should be submitted with the Bill when it is received in the mail.

Payroll

These procedures are designed to assure that payroll is based on proper authorization and required documentation, is paid at the approved rate, is only paid to actual employees, and to assure that proper and timely reporting is made to federal, state, and local taxing authorities.

- Payroll for the Club Manager and Technical Director will be determined and approved by the Board on an Annual Basis.
- The Registrar/Office Manager will submit a timecard to the Club Manager for approval. The Club Manager will provide the Bookkeeper the Approved Timecard so payroll checks can be issued.
- The Technical Director will provide bi monthly Trainer payments to the Bookkeeper. The Technical Director is responsible for making sure the payments are consistent with the Budget.
- Upon preparation of the payroll checks by the Bookkeeper, the payroll checks will be executed by the Treasurer.

Authorized Signors for the Association:

The Association shall have only 3 Authorized signers. Authorized signers for the Associations shall be:

- Treasurer
- President
- Past President

The Treasurer should sign all checks, unless they are not available. A substitute signer should be used only in the event of conflict of interest.

Bookkeeper

The Bookkeeper shall be responsible for:

- Preparation of monthly Financial Statements
- Reconciling the monthly bank statements
- Preparation of checks to be paid
- Recording of monthly receipts
- Preparation of payroll checks
- Preparation of monthly payroll tax returns
- Preparation of Annual Payroll Tax Returns

The Bookkeeper will be required to provide a backup copy of the financial files (quick books) on a quarterly basis.

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VI. TEAM SPONSORSHIP POLICY

The CASA/CAPA program welcomes sponsorships for its teams. Please refer to the following guidelines and complete the form (Attachment C) for consideration. The Sponsorship Committee will review all submissions. This Committee is composed of the club Secretary, Director of Team Managers, and the Past President. ***Please note: all application communication must be made through the Director of Team Managers.***

1. CASA/ CAPA logos can only be placed on Adidas only products.
2. Team Sponsors may not be Clothing, Sports Merchandisers, or Insurance (and related) entities.
3. No Sponsor name or logo is permitted on game uniforms.
4. Sponsors can have a logo on the team webpage or related organizations webpages/Facebook, but it must receive prior approval by the Sponsorship Committee. Team Sponsors may not appear on the C ASA /CAPA organization's home webpage.
5. Sponsors may have their name or logo on the arm of warm-ups. No sponsor logo or name may be on the front (chest) or back of the warm-ups.
6. Sponsorships will be granted approval for no longer than 1 year.
7. CASA will not provide refunds to unsatisfied Sponsors. Any disagreements must be settled between the Team and the Sponsor.

VII. CODE OF CONDUCT

All Capital Area Soccer Association Board Members, employees, trainers, or players may be removed from their duties by a two-thirds vote of the Board for violating one or more of the following:

Board Members:

- Convicted of a felony or a crime against another person.
- Encouraging CASA players, other than your own child, to leave CASA and play for a club that is not supported or approved by CASA
- Serving as a coach, officer, board member, or any official capacity for a youth soccer organization that would create a conflict of interest.
- Consistent failure to perform duties of the office or position.
- Failure to attend four consecutive Executive Board Meetings.

Players, Coaches, and Parents:

Each member will be required to abide by the CASA's established Code of Conduct (as stated in Attachment A).

Non-compliance shall result in suspension or disciplinary action as detailed in Attachment A.

VIII. COACHES, PLAYERS AND PARENTS BEST PRACTICES AND STANDARDS

The Association has created Best Practices and Standards for Coaches, Players and Parents to follow while participating at all CASA events. These have been created as brief guide for everyone to follow and to create a positive environment to follow. A copy of the Best Practices and Standards can be found in Attachment B. **These practices do not replace the Code of Conduct.**

IX. TEAM AGE REQUIREMENTS

A travel player may be moved to the next older age group with the recommendation of a Technical Director. A Technical Director must approve a registered travel player to be registered as a secondary player on any CASA team. To roster as a secondary player with another club requires notifying both the CASA Technical Director and the CASA coach.

At the parent's request, a recreational player may be moved from his or her age appropriate group to a different age group with the approval of a Technical Director.

X. CAPA & TRAVEL PAYMENT POLICY

CASA is committed to financial responsibility to the organization and all teams. The Association has developed a Payment Policy to ensure all participants are accountable to the financial responsibility of the team. The view of the Association is: We are all in this together-Organization, Team, Team Manager, Team Treasurer and Trainer.

Payments:

- All fees are considered paid upon receipt by CASA Association
- A tryout fee of \$10 and a registration fee of \$100 will be collected at or before the time of tryouts. The tryout fee is considered a non-refundable player processing fee. The \$100 registration fee will be considered a player's acceptance to a CAPA or travel team. In the event that a player trying out for a CAPA or Travel team is not offered a spot on a team, this \$100 processing fee will be refunded. If a player is offered a roster spot on a CAPA or travel team and wish not to accept this roster spot, CASA must be notified in writing within 72 hours of being offered a roster spot in order to receive a refund of the \$100 player processing fee. All refunds will be issued within 7 days of request.
- Commitment fees (CAPA teams only) are due 15 days after the date a player is notified of acceptance to a team. In the event the fee is not received, the team member's spot on the team will be offered to the next person on the waiting list.
- Individual player payments are due to the Team Manager.
- Team Payments for teams are due by the last day of the month.
- Team payments should be delivered to the CASA office no later than the last day of the month. If you do not live near the CASA office then you must mail your payment to the office so that they are received by the due date.
- Older teams need to pay on the same schedule as the younger teams. The older teams will pay a reduced rate prior to start of the season. There will be no delay in payments.
- New players added during the season will pay the following registration fee:
 - From start of season through November 30th - \$100
 - From December 1st through February 28th (29th if leap year)- \$75
 - From March 1 through end of season - \$50
- Number of player minimums need to be established for each team. 8 vs. 8 = 10 11 vs. 11 = 14

Financial Delinquency Policy:

CASA adopted this policy to identify players not making payments. Players not making timely payments will be subject to the following:

- 30 Days past due- Warning Issued
- 60 Days Past Due- Suspended from Practice and all activities Club will place delinquent players in bad standing with EPYSA.
- Placed for collection

The family/players should reach out to the organization to make alternative arrangements.

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XI. REGISTRATION AND REFUND POLICIES

Camps, Clinics, ADP Registration Policy

CASA offers many camps, clinics and Advance Development Programs (ADP) throughout the year. Organizing these programs requires planning and coordination between the CASA office and registrar, instructors, players, parents and facilities to be used. In order to provide the best available programming for all participants all registrations and payments are due 10 days before the start of any stated program. Registrations will be accepted after the registration deadline with an additional fee of \$15 on the registrant.

Recreational Player Refund Policy

Parents requesting a refund must request the refund before the start of any season. All request for a refund before the start of a season will be granted less a \$25 processing fee. No refunds will be granted after the first game of the start of a season other than for medical reasons. A refund will be granted for medical reasons and will be determined by the percentage of the season that the player as played. This refund will be assessed a \$25 processing fee as well.

XII. INJURY POLICY

In the event of an injury to a player, the Club (at its sole discretion) can choose to waive training fees. Players are responsible for all training fees up until the injury occurred and a decision is made on the Waiver of fees.

In order to qualify for relief:

- All previous balances are paid; including Registration Fee and Commitment Fee. The player must be current with the team expenses.
- A medical note is delivered to the technical director describing the injury and recovery time. Waiving of any fees occurs 4 weeks after the date of the injury that keeps the player out of training and/or games.

Other Notes:

- Registration fees are not subject to the waiver.
- Commitment fees are not subject to the waiver.
- Thereafter, training fees will be waived based on the amount still owed over the remaining training period.
- The Club will not refund for training periods retroactively.

Note: The club can only waiving the training fees. Tournament fees and other expenses of the Team are handled by the individual team.

XIII. DISCOUNT POLICY

CASA is a volunteer driven organization and their assistance is essential to the success of Club. The Association recognizes their volunteer time and offers the following discounts.

Team Managers:

- Team Managers handle organization, accounting for teams and coordination of schedule with the players and Coach. Team managers receive a 37.5% discount on training fees for CAPA, Travel and Academy (U9 through U12 Developmental Program. No discounts are offered to age groups younger than U9.

Sibling Discounts:

Current Policy

- Families with multiple children playing are offered a discount. The first child will pay the full amount of the fees. Thereafter, the Club offers a 37.5% discount on all additional siblings in the CAPA or U9/U10 developmental program.

Approved Policy Effective for 2016/2017 Season – August 1, 2016

- Families with multiple children playing in the Academy, Travel and CAPA program are offered a discount. The first child will pay the full amount of fees. Thereafter, the Club offers a 37.5% discount on all additional siblings in the CAPA, Travel and Academy program. (The first child is the one with the highest fees).

Board Member Discount:

- Board members, if requested, can receive either a CASA Recreational registration fee waived or one CAPA/ Academy/Travel Registration fee waived each year. (maximum fee waive value \$100)

Note: Discounts cannot be combined. Only one discount is available per family. A family cannot collect both a sibling discount and a Team Manager discount, nor can they collect both a Board member and a sibling discount, nor can they collect Team Manager and a Board member discount.

XIV. COACHES EDUCATIONAL POLICY

Coaches are encouraged to pursue certification and educational opportunities. These opportunities are available through the NSCAA, USSF and other Soccer Educational Entities worldwide. The club, CASA, has the following policies regarding educational allowances to coaches:

- Club will cover 25% of the cost of the course/certification upon successful completion
- Coach to work exclusively with CASA for a minimum of 2 years after completion of the course
Coach to reimbursement the club in the event of leaving prior to the 2-year period
 - Within the first year 100% of allowance
 - Within the second year 50% of allowance

- Club will cover 50% of the cost of the course/certification upon successful completion
- Coach to work exclusively with CASA for a minimum of 3 years after completion of the course
Coach to reimbursement the club in the event of leaving prior to the 3-year period
 - Within the first year 100% of allowance
 - Within the second year 75% of allowance
 - Within the third year 50% of allowance

- Club will cover 100% of the cost of the course/certification upon successful completion
- Coach to work exclusively with CASA for a minimum of 5 years after completion of the course
Coach to reimbursement the club in the event of leaving prior to the 5-year period
 - Within the first year 100% of allowance
 - Within the second year 100% of allowance
 - Within the third year 75% of allowance
 - Within the fourth year 50% of allowance
 - Within the fifth year 25% of allowance

- Requests to be submitted a minimum 60 days prior to course
- Allowances to be reviewed on a case by case basis
- Allowances need to be approved by the Technical Director

XV. COACHES PER DIEM POLICY

Per Diem/Coaches' Competition-Related Travel Expenses

Despite the previous lack of a written policy, teams have traditionally covered their coach's travel expenses for tournaments and games taking place away from the Club's home facilities. In order to make the manner of handling these expenses more standard for the teams and the team managers, we have drafted the following guidelines to follow with respect to coaches' travel expenses.

Teams will pay coaches directly for their expenses according to the following guidelines:

- Per diem/expense coverage is not provided for home games or for indoor league games.
- Per diem/expense coverage may be provided for:
 - Tournaments
 - State Cup Games (over 40 miles away)
 - Away Games (over 40 miles away)
 - Indoor State Cup (over 40 miles away)

Guidelines for Event-related Coaches' Expense

Hotels

When hotel accommodations are necessary, the team will pay for the coach's hotel room for the appropriate number of nights for the competition.

Note: Depending on the distance and event schedule, a coach may mandate hotel stay for players in the team on the night prior to the beginning of the event with the Technical Director's Approval.

Additional Expenses

Neither the team nor Club will reimburse the coach for mileage related to coaching at an event.

Teams should provide expense-related funds for the Coach according to these guidelines relating to the distance traveled to the event:

- **Under 40 miles - \$0**
- **41-80 miles - \$20**
- **81-120 miles - \$40**
- **121-160 miles - \$60**
- **161+ miles - \$80**

Note: The distances above should be considered as 1-way distances and should be measured from the Club's home field at Ranger Park. In other words, a game measured at 30 miles from the club's home field would actually be a 60 mile round trip.

Coach with Two (2) Teams at an Event

Coaches with multiple teams playing in the same tournament will receive an expense-related stipend for one of their teams at the event. That stipend should be equal to the amount indicated in above guidelines.

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Coaches with two or more teams playing at an event should arrange assistance from an additional member of the staff to provide extra cover for the event with the following considerations:

- Can additional coaching cover be attained from a staff member already attending the event?
- Is another staff member from the same age group, who has knowledge of the team and players available to attend?

In the event that the best choice (from a technical perspective) is to bring an additional staff member to the event, each team should already have funds budgeted for a hotel room and per diem/stipend that can be used for each coach. That is to say that if the situation dictates a second coach attends, each team should cover the expenses of one coach from funds already set aside.

Note: It is often very beneficial to have the second coach in attendance, particularly if driving distances or traffic is of concern. This is particularly true if the coach is from the age group's staff and already knows the players in the team.

In the event that an additional member of the staff cannot attend the event (or coverage is found from a coach already in attendance with their own team), the regular coach's two teams should each assume half the cost of the coach's hotel and per diem/expense stipend. The amount of the expense-related stipend/per diem for each coach should be equal to the amount indicated in the above guidelines.

Hotels for League Games

Higher level leagues such as the EDP League, the ASL, Region I Premier, and some of the sub-regional leagues sponsored by Region I may routinely involve significant travel and/or hotel accommodations. These competition days should be treated as tournaments in terms of handling expenses.

XVI. RISK MANAGEMENT AND CONCUSSION POLICY

Risk Management

Every coach and manager must complete their Risk Management every year before they can be approved as a member of EPYSA. Without a completed and approved Risk Management application, an adult coach/manager cannot be put on a team roster. The club pays \$4.00 for each application.

Risk Management link:

<http://www.youthleaguesusa.com/epys/13-14/RiskManagement.html>

Concussion Policy

EPYSA Board of Directors approved a policy on Concussion Procedure and Protocol. EPYSA adopted the Pennsylvania Safety in Youth Sports Acts signed into law in 2011, to help address the issue.

CASA, who is an affiliate member of Eastern Pennsylvania Youth Soccer Association, has adopted a concussion policy in order to provide a safe playing environment for its athletes. It will provide educational materials to the coaches, players, and parents. Materials may be in electronic or traditional formats. Our club will educate and test all coaches via options available by the Center for Disease Control (CDC). The testing and education of our coaches, players, and parents will fall under the direction of the Club Concussion Officer or Club Registrar.

There are 4 basic steps:

1. Educating and certifying all of the coaches annually.
2. Educating all of the parents and players participating in our program annually.
3. Complying with the return to play protocol as set forth in the policy, always.
4. Annual certification of compliance sent to EPYSA.

Pre-Season Requirements

Coaches are required to take the free CDC online training course, Concussion Training for Coaches (which takes approximately 30 minutes) every year thereafter. There is a certificate issued at the completion of the course which must be turned into the Club Concussion Officer. This is required for all head coaches and assistant coaches. Click the "Launch the Training Course" See the link below:
www.cdc.gov/concussion/headsup/online_training.html

Parents and players are required to sign off on a concussion education fact sheet, developed by the CDC and available on their website at:
www.cdc.gov/concussion/headsup/pdf/Parent_Athlete_Info_Sheet-a.pdf

The player and parent concussion fact sheet will be part of the registration packet each year. It will be required to complete annually. All players and parents will be required to complete and return it prior to

Updated: August 18, 2015

the fall season and all new players/parents each spring will be required to complete and return the form to the team manager.

Season Requirements

Any player exhibiting the signs or symptoms of a concussion or traumatic brain injury while participating in a sanctioned soccer activity (training, games, tournaments, and scrimmages) shall be removed by the coach from participation at that time. In addition, coaches should not allow a child to participate if they are aware of a concussion received from another activity, outside of their direct authority.

The same day of the injury, the head coach will complete the **"Possible Concussion Notification"** form providing page 1 immediately to the parents and page 2 to the Club Concussion Officer within 24 hours of the incident.

The Club Concussion Officer will forward page 2 to EPYSA within 48 hours of receipt of the form.

See the link below for the form:

http://www.epysa.org/assets/947/15/Concussion_Notification_Form_11-20-12_.pdf

The coach shall not return the player to soccer participation until the player is evaluated and cleared for return to participation in writing by a license physician who is trained in the evaluation and management of concussions or a licensed or certified health care professional trained in the evaluation and management of concussions and designated by such licensed physician.

The coach must notify the Club Concussion Officer by phone or email that the player has been released to play and turns in the written clearance to the Officer immediately upon receipt.

Disciplinary Action for Violating the Concussion Policy

In accordance with the bill, CASA shall institute minimum penalties for a coach found in violation of the policy.

1. For a first violation, suspension from coaching for the remainder of the season.
2. For a second violation, suspension from all soccer activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from all soccer activity.

CASA will use an Executive Board hearing to review and enforce punishment for violations for the policy with the coach in question. The disciplinary action is put in place by EPYSA and will be followed by our club in an effort to keep our players safe.

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Attachment A

CASA Code of Conduct

PLAYERS:

All players participating in CASA shall:

- Demonstrate good sportsmanship by example and encourage it from fellow players, coaches, officials, and parents. Play by the laws of the game.
- View soccer as an opportunity to learn and to have fun.
- Remain respectful toward other players, coaches, referees and spectators. Never argue or complain about referees' calls or decisions.
- Make every effort to be at ALL practices and games on time.
- Maintain an even temperament and resist retaliation.
- Concentrate on playing hard for both themselves and their team.
- Focus on doing their best in school.
- Not partake in drug, alcohol or tobacco use.
- Not participate in conduct detrimental to the Club, Team or player.

PARENTS/GUARDIANS:

ALL parents/guardians shall:

- Encourage good sportsmanship and self-discipline by demonstrating positive support for ALL players on both teams.
- Make athletic participation for their child and others a positive, fun experience. Give encouragement and show interest in their child's teams'
- Help their child work toward good sportsmanship in every game.
- Attempt to relieve the pressure of competition and place the emotional and physical wellbeing of players ahead of a desire to win.
- Be respectful toward coaches, referees and other parents.
- Alert coaches of any player's health conditions which may impact his or her participation. Support all efforts to remove verbal and physical abuse from youth sports activities.
- Refrain from coaching and refereeing from the sidelines.
- Make every effort to drop off and pick up players at designated practice times. Not encourage players from CASA to leave the association.
- Not participate in conduct detrimental to the Club, Team or player.
- Abide by all EPYS, Soccer League and CASA's rules and regulations'

COACHES:

All recreational coaches shall:

- Encourage good sportsmanship by example; refrain from making negative comments about other coaches, players and referees.
- Learn the rules of soccer and participate in training sessions provided by the CASA technical directors

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- Maintain the safety and wellbeing of their players; be prepared to deal with injuries in a timely manner by reviewing first aid policies
- Explain to parents/guardians what is expected of them and their children.
- Provide a positive, enjoyable atmosphere for the players and parents/guardians. Refrain from open arguments with referees and other coaches.
- Encourage parents/guardians to support the team with their presence as much as possible. Ensure equitable playing time for ALL players.
- Provide necessary guidance and equipment at games and practices. Discipline players in a FAIR and CONSISTENT manner.
- Maintain a consistent practice schedule that is fun and challenging for the players. Not participate in conduct detrimental to the Club, Team or player.
- Be positive in public in their support of CASA programs and policies

ALL TRAVEL COACHES SHALL:

- Encourage good sportsmanship by example; refrain from making negative comments about other coaches, players, and referees
- Refrain from open arguments with referees and other coaches
- Participate in the training sessions according to the guidelines provided by the technical directors
- Maintain the safety and wellbeing of their players; be prepared to deal with injuries in a timely manner by reviewing first aid procedures
- Communicate goals and expectations of the players with their parents Encourage parents/guardians to support the team in positive ways Be fair and consistent
- Be positive in their public support of CASA programs and policies
- Provide required paperwork and monies to CASA in a timely manner
- Not recruit players from other clubs to join CASA in accordance with EPYSA policy nor encourage players from CASA to leave the association
- Not participate in conduct detrimental to the Club, Team or player.
- Set goals for the team that are consistent with CASA travel philosophies, i.e. the priority is development of the player

All participants of CASA shall abide by the club's "Code of Conduct" at all times. Inappropriate behavior that violates this "Codes of Conduct" shall result in Disciplinary Action by the CASA Board of Directors.

PENALTIES:

All members shall be subject to the penalties stated below and in addition to other remedies set forth in herein. Player penalties are in accordance with the age group in which they are registered rather than the player's chronological age. Penalties for non-players are stated "Non Player" is defined as club officer, coach, team official, parent or guardian.

- 1) Use of "Ineligible Players"
 - a) A coach who fields a player, without CASA or League sanction, who is ineligible because of improper or non-registration shall be suspended for four (4) games and shall be responsible for all fines assessed to the CASA by a higher authority.

b) A player who, during a given registration year, registers to play for a second club without first having obtained a release from the first club shall be suspended for four (4) games and shall be responsible for all fines assessed to the CASA by a higher authority.

2) Suspensions for Misconduct Toward Game Officials

a) If serious injuries are inflicted to a game official due to an assault the minimum suspension will be at least five (5) years.

b) Deliberately striking or kicking or attempting to kick a referee, Assistant Referee (AR):

	Under 14	14&Over	Non Players
1st offense:	1 year	1 year	1 year
2nd offense:	2 years min.	2 years min.	2 years min.

3) The throwing of a soccer ball or any object and hitting a referee or AR:

	Under 14	14&Over	Non Players
1st offense:	1 year	1 year	1 year
2nd offense:	2 years min.	2 years min.	2 years min.

4) The throwing of a soccer ball and other objects at a referee or AR:

	Under 14	14&Over	Non Players
1st offense:	3 games	3 games	3 Games
2nd offense:	1 year min.	1 year min.	1 year min.

5) The spitting on a referee or AR:

	Under 14	14&Over	Non Players
1st offense:	1 year	1 year	1 year
2nd offense:	2 years	2 years min.	2 years min.

6) The verbal threat of bodily harm or property damage directed at a referee or AR:

	Under 14	14&Over	Non Players
1st offense:	3 games	3 games	3 games
2nd offense:	1 year min.	1 year min.	1 year min.

7) Gesturing or signaling obscenely at a referee or AR:

	Under 14	14&Over	Non Players
1st offense:	3 games	3 games	3 games
2nd offense:	4 games min.	8 games min.	8 games min

8) Abusive language directed at a referee or AR:

	Under 14	14&Over	Non Players
1st offense:	3 games	3 games	3games
2nd offense:	4 games min.	8 games min.	8 games min.

9) Dissent:

	Under 14	14&Over	Non Players
1st offense:	1 game	1 game	1 game
2nd offense:	2 games	2 games	2 games

10) Suspensions for Misconduct Toward an Opponent, Coach, Colleague, or Spectator

- a) Fighting (i.e. engaging in combat with an opponent, coach, colleague or spectators by means of the mutual exchange of blows delivered by hand, head, foot or other portions of the body).

	Under 14	14&Over	Non Players
1st offense:	2 games	4 games	4 games
2nd offense:	4 games min.	8 games min.	8 games min.

- b) Deliberately attempting to strike or kick an opponent, coach, colleague or spectator:

	Under 14	14&Over	Non Players
1st offense:	1 game	2 games	2 games
2nd offense:	4 games min.	8 games min.	8 games min.

- c) The throwing of objects (i.e., soccer balls, snow or ice balls, stones, rocks, dirt, mud, sand, etc.) at an opponent, coach, colleague or spectator:

	Under 14	14&Over	Non Players
1st offense:	1 game	2 games	2 games
2nd offense:	2 games min.	4 games min.	4 games min.

- d) The spitting at or on an opponent, coach, colleague or spectator:

	Under 14	14&Over	Non Players
1st offense:	1 game	2 games	2 games
2nd offense:	2 games min.	4 games min.	4 games min.

- e) The verbal threat of bodily harm or property directed at an opponent, coach, colleague or spectator.

	Under 14	14&Over	Non Players
1st offense:	1 game	2 games	2 games
2nd offense:	2 games min.	4 games min.	4 games min.

f) Gesturing or signaling obscenely at an opponent, coach, colleague or spectator:

	Under 14	14&Over	Non Players
1st offense:	1 game	2 games	2 games
2nd offense:	2 games min.	4 games min.	4 games min.

11) Suspensions for Serious Foul Play and Persistent Misconduct

a) Serious foul play shall be understood to be play characterized by fouls, as defined by Law XII of the Laws of the Game of an aggravated nature committed with such fervor as to threaten an opponent with serious physical harm:

	Under 14	14&Over	Non Players
1st offense:	2 games min.	2 games min.	2 games min.
2nd offense:	4 games min.	4 games min.	4 games min.

b) Suspensions for Abusive Language directed at an opponent, coach, colleague or spectator:

	Under 14	14&Over	Non Players
1st offense:	1 game	2 games	2 games

c) Persistent Misconduct (i.e., Unsporting behavior, persistent infringement of the Laws of the Game, unauthorized entry onto the field of play, etc.):

	Under 14	14&Over	Non Players
1st offense:	1 game	1 game	1 game
2nd offense:	2 games	2 games min.	2 games min.

d) Dissent:

	Under 14	14&Over	Non Players
1st offense:	1 game	1 game	1 game
2nd offense:	2 games	2 games min.	2 games min.

12) Accumulation of Cautions

A player, coach, or team official who, in a given registration year, accumulates three (3) cautions shall be suspended for one (1) game. The second accumulation of three (3) individual cautions within the same registration year shall result in additional suspension equivalent to two (2) games. Further misconduct on the part of the individual during the same seasonal year shall be sufficient cause for the CASA board to consider additional penalties of increased severity. In each case, action against the individual is automatically initiated by the referee's game report.

13) Accumulation of Red Cards

Any player earning two red cards during a season shall be prohibited from participating in the CASA program for the remainder of the season or a minimum of six (6) games.

14) Refusal to Play

coach or team official who refuses to play a scheduled game or games as directed by “higher authority” shall be held liable for payment of all applicable referee fees and fines assessed to the club by the higher authority.

15) Player Transfers

- a) An individual who intentionally submits false information relevant to his past player record or past or present club affiliation in order to register as a player or to effect a player transfer shall be suspended for four (4) games and held liable for payment of all applicable fees and fines assessed to the club by the higher authority.
- b) A coach who intentionally submits false or inaccurate information to affect a player registration or to transfer shall be suspended for four (4) games and held liable for payment of all applicable fees and fines assessed to the club by the higher authority.

16) Misconduct and Tournament Rules Violations During Privately Sponsored Play

- a) Incidents of misconduct or tournament rules violations occurring during the playing of any privately sponsored competition shall be penalized as the Sections of these rules provide for such misconduct or rules infractions.
- b) Where misconduct or rules violations have been displayed by a club official, coach, player, or team official not playing within the jurisdiction of the CPYSL at the time, but during a tournament sanctioned by the EPYSA or USSF shall be penalized in accordance with these rules. A report from the appropriate authority may initiate disciplinary action.

17) Conduct Detrimental to the Good and Welfare of Soccer

Any player, team official, coach or Club officer whose conduct is considered to be detrimental to the good and welfare of soccer shall be suspended for one (1) game for the first offense and for a minimum of two (2) games for the second offense or more within two (2) year period. Such misconduct shall include but shall not be limited to misbehavior while a player, team official, coach, Club officer or a spectator at a USSF sanctioned event.

18) Conduct Detrimental to the Club, Team or Player

Any player, parent, team official, coach or Club officer whose conduct is considered to be detrimental to the Club, Team or Player shall be suspended for an amount to be determined by the CASA Executive Committee or Board. It shall be at a minimum: one (1) game for the first offense and for a minimum of

two (2) games for the second offense or more within two (2) year period. The Executive Committee or Board may suspend players, parents or coaches as they deem appropriate. This conduct shall include but shall not be limited to misconduct, recruiting and other acts committed by a player, team official, coach, Club officer or a spectator as determined by the Executive Committee or Board.

PAYMENT OF FINES

- 1) Unless appealed, fines not paid within the time limits stipulated by the CASA board shall cause the delinquent member to be declared in poor standing. Members in poor standing shall be ineligible to participate in further competition until the proper financial obligation has been fulfilled.
- 2) The time limit for the payment of fines or the reporting of forfeit bonds shall be thirty (30) days from the date a fine is imposed or a bond is declared forfeited.

GLOSSARY OF TERMS

Suspension: The withdrawal of rights and privileges such as, but not limited to: the right to play, coach or otherwise administer or participate (directly or indirectly) in the game of CASA affiliated soccer. Any person that has been suspended shall be in less than good standing for the entire term of the suspension with rights and privileges withdrawn unless specifically stated otherwise by the PSC.

Second Offense: Except where stated otherwise, it shall be understood to mean the recurrence of a stated offense for the second or more times during a registration year. This definition shall not apply to an offense against a referee which shall remain a permanent part of a player's or member's official record.

Ineligible to Play/ Ineligible Player: This means a player not officially registered or is registered and under suspension.

Year/Registration Year: August 1st through July 31st of the following year.

"Interested party" or "party of interest": May include, a club or association president, team official, coach, player, Referee or Assistant Referee, tournament official, and any other representative of the CPYSL, EPYSA, or USSF on behalf of their respective organization, or any other person or organization recognized by the AD Chairman, committee, or panel.

"Higher authority": May include the Referee, Assistant Referee, CPYSL, EPYSA, USSF, or any governing body with jurisdictional authority over the CASA.

Attachment B



Capital Area Soccer Association

P.O. Box 6236
Harrisburg, PA 17112-0236
(717)-652-3676



Coaches, Players and Parents Best Practices and Standards

Capital Areas Soccer Association (CASA) & Capital Area Premier Academy (CAPA) strive to provide a positive environment for players to develop their soccer skills and compete at the highest levels. In order to accomplish this goal, the organization expects coaches, players and parents to follow the CASA Code of Conduct.

The Code of Conduct is designed to ensure coaches, players and parents set standards for practice, games and conduct. It is expected that all players and parents have first reviewed all CASA Code of Conduct Rules and Penalties. These rules and penalties are distributed and signed at the beginning of each soccer season (August 1st to July 31st of the following year). They are also available on the CASA web site at www.capsoccer.org. These need to be kept throughout the year as a reference and guideline for parents and players.

In addition to the Code of Conduct, the organization has developed Best Practices and Standards Guidelines to help coaches, players and parents discuss the development process. These have been designed to:

- Promote positive discussion
- Allow adequate time to discuss important issues
- Remove the emotions that can exist on game days
- Ability for coaches, players and parents to understand and develop a plan for the future

Updated: August 18, 2015

The Association recognizes challenges can exist within any organization and want to develop solutions.

I. **Players:**

a. **Training Session:**

- Players are expected to be fully equipped, dressed, and ready to begin the training session at the assigned starting time.
- The coaching staff reserves the right to ask any player to step out of training if the player's clothing can become harmful to them or any player on the field.

“Early is On-Time, On-Time is Late, and Late is Unacceptable”

b. **Attendance:**

- By the standard and integrity of holding a position on the roster, every player acknowledges their commitment to the team by attending all training sessions and games.
- Attendance will be taken each training session and absences will be dealt with on an ad-hoc basis
- Absence from a training session before a game may mean not starting and decreased time
- That includes league and tournament games
- Player/Parent should notify the coaching staff why the player cannot attend the training session or game

This is not commitment through convenience!

c. **Social Behavior:**

- Players are expected to attend training sessions with the intent to focus on the instruction of the coach/trainer
- Players are expected to attend games focused on their performance, the team's performance and the instruction of the coaching staff
- Building team spirit is encouraged under the guidance of the coaching staff

d. **Disrespect:**

- Any act of disrespect will not be tolerated
- Any player engaging in disrespectful acts towards coaches, teammates, referees, opposing players/parents will be removed from the game or training session
- At the very least, the offending player will make a sincere apology. Depending on the level of the incident, the player may have to offer a hand written apology and possibly include forfeiting future game minutes
- Players are not to use profanity at games or in any public setting
- The CASA organization expects the players to act with the highest level of class on and off the field.
- Any player that has been sent home or removed from a training session/game because

Updated: August 18, 2015

of behavior issues will be required to apologize to their teammates before the player is allowed to participate in any team based activity (Training Session, Game, Tournament, Social Outing, Etc.).

e. Pre-Match/In-Match:

- Players will organize themselves and warm up based on what and how the coaches deem appropriate for a pre-match warm up.
- During the match all players will be in dressed in full-uniforms with shirt tails tucked in. When being subbed the bench player will hand off a training bib to the player leaving the field. This is to speed up the subbing process.
- The coaching staff expects each player to be at each of the games. If there is a family issue where a player needs to leave early, there needs to be communication from the parent or guardian at least 24 hours in advance of the game.
- The only persons to address the referees will be coaches and the speaking captain. No other player or person should be making any type of verbal or nonverbal communication with the officials.

f. Post-Match

- Players will shake hands with the other team's players and coaching staff.
- Players will also shake hands with the Referees without saying a word besides "Good Game"

II. Parent:

a. Contact:

Every decision made by the coaching staff is to ensure the best possible outcome for the team as a whole. No decision is made with one specific player in mind.

Should concerns arise from the decisions of the coaching staff, the hope is that parents will first look at the situation from the standpoint of the entire team and give plenty of time to come upon a logical conclusion. On these issues, we feel that the players need to be the first to communicate and work through the difficult times; let the player talk to the coaching staff about understanding the decision and finding a solution. All parents and players should keep in mind that the coach's decision was made in an effort to create success for the entire group of players, whether during a match or a training session.

If, after such a conclusion, the concerns are not satisfied, the parent should seek out the coach at a reasonable time.

Just before, during, or just after a match/training session is not a reasonable time to seek out a coach. Any such attempts will be respectfully denied.

Updated: August 18, 2015

If concerns do arise;

Parent can request a meeting or communication with the coach to discuss. The meeting or communication will come at a minimum 24 hours after the request. The request needs to be in written form to ensure better preparation.

At the appropriate age, U-12 and older, the player is first responsible for initiating communication of the issue. It is in the coaching staff's strong opinion that players U-12 and older can handle these tasks themselves and need to take responsibility for their play.

Any incident (match or training session) that would like to be discussed with the coaching staff must be submitted by parent or player and emailed or written at least 24 hours before the meeting time to discuss the event. Players are welcome to talk about any team/individual based topic during training session hours.

Order for Communicating Issues:

Player to Coaching Staff — Parent/Player to Coaching Staff — Parent/Player to Director of Program

The coaching staff will make time for any parent whose approach is respectful and solution-oriented. Tempered, accusatory, demanding or heat-of-the-moment discussions or approaches are inefficient and will be denied.

Items Coaching Staff will have the final decision:

- Playing Time
- Positions
- Training
- Game Tactics
- Starting or Not Starting

b. Game Day:

Match days are your time to relax, watch, & enjoy the efforts of the players and coaching staff. The coaching staff is more than able to handle events that arise throughout the duration of a game. Refrain from giving any instructions to our players, the opposing team, or the referees. Our players understand and know their roles and responsibilities.

Our players do not need any additional specific instructions projected from the sidelines. Examples: Yelling... Shoot, Run, Kick, Faster, or any instructions, verbs, or adjectives.

Positive encouragement is always welcome.

III. “Coaching Rules of Thumb:”

More things players and parents may or may not realize?

Updated: August 18, 2015

If a player is not at practice, the coaching staff can't evaluate that player in terms of earning playing time.

If a player is not working a peak performance; the coaching staff can't evaluate that player in terms of playing time.

Missing a game or practice may result in reduced or no playing time in the future.

Players are required to compete hard against their mates each day because; competing every day makes the players around you and the team better.

Leadership is action, not position.

Playing time is earned.

Players cut themselves.

Determined, disciplined, and dedicated players will always be welcomed!! If you're not playing as much as you think you should, work harder.

Attachment C

CASA / CAPA Team Sponsorship Policy and Request Form

The CASA/CAPA program welcomes sponsorships for its teams. Please refer to the following guidelines and complete the form for consideration. The Sponsorship Committee will review all submissions. This Committee is composed of the club Secretary, Director of Team Managers, and the Past President.

Please note: all application communication must be made through the Director of Team Managers.

1. CASA/ CAPA logos can only be placed on Adidas only products.
2. Team Sponsors may not be Clothing, Sports Merchandisers, or Insurance (and related) entities.
3. No Sponsor name or logo is permitted on game uniforms.
4. Sponsors can have a logo on the team webpage or related organizations webpages/Facebook, but it must receive prior approval by the Sponsorship Committee. Team Sponsors may not appear on the CASA /CAPA organization's home webpage
5. Sponsors may have their name or logo on the arm of warm-ups. No sponsor logo or name may be on the front (chest) or back of the warm-ups.
6. Sponsorships will be granted approval for no longer than 1 year.
7. CASA will not provide refunds to unsatisfied Sponsors. Any disagreements must be settled between the Team and the Sponsor.

CASA/CAPA TEAM

Head Coach / Team Manager

Sponsor

Details of Sponsorship

Approval of Sponsorship Committee - Sec. _____

Dir of Team Managers _____

PP _____

Attachment D

CASA Expense Report

CAPITAL AREA SOCCER ASSOCIATION					
NAME:	John Doe				
DATE:	1/16/2013				
1	DATE OF EXPENSE (Date)	Description/Destination for mileage	Account Dept/Code	Amount	Miles Driven
1	1/1/13	Stamper for expenses	Operations/ 5380	\$ 22.00	-
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
			Total:	\$ 22.00	-
				Mileage Rate	\$ 0.57
					-
			Total expense reimbursement		22.00
Note:					
1) Invoices or receipts must be submitted with the expense report.					

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	2) Mileage will only be paid for trips from the office to the destination. This does not include training sessions or games.				
	3) Mileage reimbursement will not be paid unless a location of the event is provided.				
		Club Manager Approval:			
		Club Treasurer			

Attachment E



COACH'S EDUCATIONAL ALLOWANCE APPLICATION

Hosting Organization: _____

Course Level: _____

Location: _____

Cost: _____

Reason for taking the course:

Coach's Name: _____

Date: _____

Date Received by TD: _____

Approved: Yes ___ No ___

Amount: _____

Technical Director