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# **TEAM MANAGER'S HANDBOOK**

**2019-2020**

## **GENERAL INFORMATION**

**By August 1<sup>st</sup> all Managers must complete a Background Check and CDC Heads Up Course. A Link will be sent to all new managers and returning managers will go through their managers account in Got Soccer.**

### **Team Involvement**

Try to get as many people involved with the management of the team. There are many tasks that can be delegated out to other parents. For example:

Treasurer

Volunteer Coordinator

First Aid Kit

Tent Transporter

Hotel Coordinator

Out of Town Dinner

Plans Scheduler

### **Communication**

Encourage parents to communicate to you any concerns or problems they may have. You will have contact with the coaches often and can often accumulate questions and avoid duplicate questions. However, please avoid dealing with individual player and parent problems with the coach. Direct these issues to the Coach or Director of Coaching (DOC).

If parents have questions or concerns regarding the development of their child, encourage them to call the Coach or a Director of Coaching.

**Managers are administrators not coaches. Managers should be in full support of the Players, Coach and Club at all times.**

Managers should coordinate with the team coach for player evaluations to be held between the end of the Fall season and the beginning of the Spring season.

**Managers and other parents should not be on the sidelines with the players and coaches.**

**HAVE FUN! A TEAM THAT IS HAVING FUN IS ALWAYS SUCCESSFUL!**

## **TEAM BINDER**

**Your team binder must go to every game your team plays. If you cannot attend, send it with someone. Your team can be forced to forfeit if the passes and other items in the binder are not available.**

Build a team binder. The binder should be approximately 11 1/2 x 8 1/2 inches and contain clear plastic page sleeves. It is helpful if the binder completely closes (for example zips closed) since the binder will be with you at the field with all of the elements.

You should have one plastic sleeve per player, facing the front should be the signed medical release form, in

the middle a copy of the Parent/Player Contract, facing the back will be your copy of players birth certificate. Player cards should be put in order of the roster, not alphabetical, if players were added at the bottom.

It is the manager's responsibility to collect these items for the team binder:

### **Medical Release Forms**

Make sure everyone has completed one of these forms. A player may not play in games without a medical consent form. You can obtain the form through the following link:

<https://usys-assets.ae-admin.com/assets/946/15/Medical%20Release%20Form.pdf>

If your team will be traveling out of Louisiana we suggest that you have the medical release forms notarized.

### **Contact List**

You can obtain a contact list for the team parents on your team page. Click on View/Print Team Contacts, print this page, and check with parents to make sure all information is correct. Keep a copy of this in your team binder.

### **Player Photo**

Obtain a recent picture of each player for the player pass and upload to your roster through your team page, or have the parents upload a **HEAD SHOT ONLY** into their child's individual account.

### *Player and Parent Contract*

Every player and parent must complete the contract found at this link:

[https://cdn1.sportngin.com/attachments/document/0131/3804/Contract\\_LA\\_Fire\\_Parent\\_Player\\_2017-2018.pdf](https://cdn1.sportngin.com/attachments/document/0131/3804/Contract_LA_Fire_Parent_Player_2017-2018.pdf)

### **Official State Roster**

Obtain a copy of the official state roster from the office. Check for spelling, date of birth and jersey # errors on roster.

### **Player Passes**

Obtain player passes from Club Office (1918 - 18<sup>th</sup> Street Kenner, LA). The Parent/Player Contracts and medical release forms will have to be viewed by the office staff before we will hand over the cards. The referee will request them before every game. **Ask for them after every game. Never leave the field without your passes or your league game card, if it is a league game!**

### **Uniforms**

The team manager will put out the uniform to be worn for each game. Please refer to LFSC Policy 500.6 Uniforms for uniform requirements.

HOME GAMES	AWAY GAMES
Red Jersey	White Jersey
Red Shorts	Red Shorts
Red Sock	White Socks

Parents will order uniforms via a link sent from [custserv@sportsendeavors.com](mailto:custserv@sportsendeavors.com). Contact the office at (504) 465-8224 or email the Club at [info@louisianafirejrs.com](mailto:info@louisianafirejrs.com) for any questions.

Other Accessories: If you wish to order Sprit Wear please go to this link and send to your team parents as well: <https://www.soccer.com/club/6759101?clubShop=SHIRTS>

**UNIFORM NUMBERS, NO ONE SHOULD CHANGE A UNIFORM NUMBER IN THEIR GOT SOCCER ACCOUNT WITH OUT SPEAKING TO THE OFFICE FIRST.**

**Other Items**

These items are also helpful to have based on the team's tournament, league participation and travel requirements

*Tournament Information*

Copies of the team's tournament application

*Travel permits*

<http://www.playlouisianasoccer.org/assets/946/15/Notice%20of%20Travel%20US%20Youth%20Soccer%20Events.pdf>

OR if not USYSA sanctioned and you are not registered with US Club, you will need this permit which needs to be done 3 weeks prior to travel:

<http://www.playlouisianasoccer.org/assets/946/15/TravelNoticeforNonAffiliatedEvent.pdf>

*Louisiana Competitive Soccer League Information (LCSL)*

Louisiana Manager Contact (you will receive with your LCSL schedule)

## **TEAM FINANCES**

**Fees**

There are 2 types of fees paid to play competitive soccer for LA Fire Soccer Club:

*Club Fees*

Include professional training/coaching, LSA dues, field rental/maintenance and equipment which are paid by the parent(s) to the Club.

*Team Fees*

Include tournament fees, Coach's travel, Coach's per diem, Coach's hotel, and Referee costs which are paid by the parent(s) to the team checking account.

**UNDER NO CIRCUMSTANCES SHOULD A TEAM MANAGER MAKE AN INDIVIDUAL DECISION TO GIVE A FAMILY FINANCIAL ASSISTANCE FOR TEAM FEES.**

### **Team Budget**

The team budget includes all team fees tournament entry fees, referee fees, coaches per diem, mileage, and hotel expenses. The team budget, once compiled, is divided equally by all the team members. Each player's family contributes to the team budget.

Open a checking account (have more than one signatory on the account). You will probably have to open the account in your name and social security number and then reference the team name and year.

Prepare a reconciliation of expenses after each season (Fall and Spring) and distribute at your team meetings. You should have a team meeting in the beginning of the Fall and beginning of the Spring Seasons.

### **TEAM TRAVEL**

Managers and Coaches will comply with **LFSC Policy 406 Team Travel**.

The team's coach is reimbursed for his travel by the team.

Each family will have a room reserved for them by the team hotel coordinator for each out of town trip. The team hotel coordinator will provide the parent hotel information. It is up to each individual family to confirm or cancel their hotel reservation.

### **Coach Travel Reimbursement**

The Coach should receive his/her money by the last practice of the week before the weekend event or in some cases, the Coach will wait and submit the request the Monday following the event weekend and should be reimbursed that week. In the case of a Coach who is flying to a particular event, he/she may submit a reimbursement request for travel costs the week after the event. The Coach should not be paid his/her money at the game over the weekend unless arranged prior.

To avoid any misunderstanding or confusion, Coaches and Managers should always communicate prior to each travel weekend the Coach and team(s) wishes regarding hotel stay, mileage, and per diem. Always put the Coach's money in an envelope. The envelopes should be labeled detailing exactly what the envelope contains to avoid any confusion.

For example: Amount paid for (1) hotel, (2) mileage and (3) per diem.

Hotel	\$160
Per Diem	\$105
Mileage	\$ 67

Teams that share Coaches generally the initial budget will take this into account but always be conscientious of a shared Coach. If another team shares your Coach and goes to the same tournament or game location, each team splits the cost. The Coach never gets paid twice for per diem, hotel or mileage.

**Coach Per Diem**

Per Diem is paid for reimbursement of the coach's meals.

*Tournaments**In Town*

\$0.00 Tournaments in the Metropolitan area (which is New Orleans, Metairie, Kenner, Westbank)

*Out of Town*

\$35.00 per day for Saturday and Sunday

\$17.50 per day on days of travel (for example Friday evenings)

*Louisiana Competitive Soccer League Games and Training Matches:**In Town Games*

\$0.00 (no matter how many played in day)

*Out of Town Games where hotel stay is not required:*

\$17.50 (1) game (half day)

\$35.00 (2) games (full day)

*Out of Town Games where hotel stay is required*

Follow same procedures for Out of Town Tournaments

**Coach Hotel Reimbursement**

The Coach is paid for his hotel room when the team has to stay out of town for tournaments or premier league/training matches. If a Coach has 2 teams, the coach will stay at the hotel where the accommodations are the most reasonable. Generally the hotels will provide free rooms for Coaches when enough reservations are made.

The Coach should stay the same number of nights as the team(s) he is covering. For example, if a team should stay (2) nights, the Coach may be reimbursed (2) nights. If the team should stay (1) night, the Coach may be reimbursed for (1) night.

**Coach Mileage**

Any travel outside of the New Orleans area (bounded by New Orleans East, Westbank and Kenner) the coach should be paid \$.50 per mile for the 2017-18 soccer season.

If a coach intends to drive for travel where normally a flight would be required, the coach should not be reimbursed for mileage that would exceed the cost of a plane ticket.

**Travel Permits**

US Youth Soccer has strict guidelines to govern teams that travel out of state to attend tournaments and to address when a team wants to play in a tournament that has not been sanctioned by US Youth Soccer. LSA and all of our affiliated Clubs must adhere to these guidelines.

### **In-State US Youth Soccer (USYS) Sanctioned Tournaments**

If the tournament to which your team wants to travel is in Louisiana and is an LSA-sanctioned tournament, your team is free to attend the tournament and use its LCSL roster and passcards.

### **Out of State US Youth Soccer (USYS) Sanctioned Tournaments**

If the tournament to which your team wants to travel is outside Louisiana, but is a US Youth Soccer sanctioned tournament, all you need to do is fill out the *Region III Interregional Travel Notice* in GotSoccer.

1. Log-in to your Team Account.
2. Select "Events"
3. Select "Permission to Travel"
4. Select "eTravel - Search Events" (search for your tournament) OR, if your tournament is not listed there
5. Select "eTravel - Other Events" to search for your tournament.
6. Once you find your tournament, click on the "Request" button in the eTravel column to the right.
7. Hit "Submit Request"

Your team is free to use your LSA roster and passcards at any US Youth Soccer sanctioned tournament.

### **Tournaments NOT Sanctioned by US Youth Soccer**

If the tournament to which your team wants to travel is not a US Youth Soccer sanctioned event, whether in Louisiana or beyond, the *US Youth Soccer Travel Policy* prohibits your use of LSA passcards and rosters to register or enter the tournament. To attend any such US Youth Soccer unsanctioned event, a team must:

1. Submit a *Notification of Non-US Youth Soccer Travel*.  
This form must be submitted to the LSA Office by email to [LSASoccerOffice@yahoo.com](mailto:LSASoccerOffice@yahoo.com) or by fax at (225)-766-0623 on or before 9:00 AM on the Friday before the tournament commences.

NOTE: Because US Youth Soccer has no control over the administration, rules or operation of a tournament it has not sanctioned, certain benefits of US Youth Soccer and of LSA, will not be available to your team. This may include insurance coverage.

2. Alternate Team Roster and Player Passcards. US Youth Soccer Travel Policy prohibits teams participating in a non-US Youth Soccer sanctioned event from using either a US Youth Soccer roster or passcards. Teams traveling to such a tournament therefor must create an alternate roster and alternate passcards.

*Alternate Roster* – simply print out a copy of your official LSA roster, cut the block of players' names from the roster, attach the block of names to the *Alternate Roster Template* and copy it.

*Alternate Player Passcards* – simply contact your club registrar and ask them to print out player passcards on blank card stock. The procedure to do so is

1. Login to GotSoccer Team Account

2. On Home Page locate your "Home Association" under "Event Registration History".
3. Go to the "Roster" column and login to "Frozen Roster"
4. To print Alternate Player Passcards, use plain white card stock (not US Youth Soccer passcard stock) and go to "Cards Print".
5. To print an Alternate Player Passcard for a single player – go to "Print" next to the player's name.

In an emergency situation, your club registrar may give you temporary access to download your team's Player Passcards and you will be able to find them under "Documents" in your team's GotSoccer account.

### **Tournament Applications**

Complete applications as soon as the schedule is approved. If the team is traveling to a tournament out of state, see the section below regarding obtaining travel permits.

Pay tournament fees out of the team account.

Check the tournament website to make sure that there are not any special rosters or release forms that need to be completed prior to the tournament.

## **TYPES OF GAMES AND COMPETITIONS**

**(LCSL, GSPL,LPDL, MID SOUTH CONF, Training Matches and Tournaments) :**

### **LCSL**

Around mid-August teams that compete in the Louisiana Classic Soccer League (LCSL) will receive a schedule from LSA detailing a basic framework of LCSL league games to be played by your team. This schedule will show what division your team is placed in. Placement is based on previous year State Cup results. In the case of U11, placement is determined at the sole discretion of the DOC's and LSA.

After the schedule is obtained, it is your responsibility to review the proposed schedule with the manager of your coaches shared team, if applicable, to determine if there are any conflicts. If there are conflicts, either manager has the option to try to reschedule the league game on another day that is agreed upon with the opponent's manager. Directions on how to reschedule, follow the link below.

For all information regarding LCSL Game procedures; league game rescheduling, game reporting, game day procedures, etc. Please review the LCSL Managers Notebook at the following link:  
<http://online.flipbuilder.com/nyxs/jndq/mobile/index.html#p=1>

### **GSPL**

Some teams will be entered in the GSPL league (Gulf States Premier League). This league is registered through US Club. A link for Background and Sideline Sports Course will be sent in August. There is a fee for both courses totaling around \$23.00. US Club Passes are \$25.00 per Player, Manager and Coach. For all information regarding GSPL Game procedures, follow this link:  
<http://www.nationalpremierleagues.com/gulf-states-premier-league/league-information>

### **LPDL**

For all information regarding LPDL follow this link:



[http://www.playlouisianasoccer.org/programs/louisiana\\_player\\_development\\_league\\_lpd/](http://www.playlouisianasoccer.org/programs/louisiana_player_development_league_lpd/)

### **MID SOUTH CONFERENCE**

The US Youth Soccer National League Mid South Conference is one of 13 Conferences under the US Youth Soccer National Leagues Program in the Multi-State Tier. The Mid South Conference consists of teams primarily from Alabama, Arkansas, Mississippi, Louisiana and Tennessee. The top teams in the Conference will earn advancement to the US Youth Soccer Regional Championships, part of the US Youth Soccer National Championship Series, as well as a chance to earn a coveted spot in the National Tier of the Leagues Program, the US Youth Soccer National League.

For all information regarding SRPL Game procedures, follow this link:

<https://www.usyouthsoccer.org/mid-south-conference/>

### **TRAINING MATCHES**

During the season, you will be asked by the Coach to schedule games that are not LCSL league or tournament games. The following procedures should be followed:

1. If your team does not share a Coach, a training game can be scheduled on any day that is agreeable with the Coach.
2. If your team shares a Coach, both managers must coordinate to have the least amount of game conflicts as possible throughout the Fall and Spring seasons.
3. Payment of Referees: During the process of setting up the game, confirm with the manager who will pay the referees. Generally the teams split the referee costs.

### **INFORMATION DISTRIBUTION**

#### **(Tournament/LCSL League and Training Matches)**

Use email, text and/or TEAM SNAP for distribution of information.

Copy your Coach on all team emails. If you feel there is a problem arising, then also copy the Competitive Director to get him informed and also to help resolve the situation.

Also copy the manager of your Coach's other teams, if applicable, to make sure if there are any scheduling conflicts, they are resolved quickly.

Make sure before all games the team and coach has the following information:

1. Games times for the weekend
2. Location of games, including field numbers
3. Which uniform players should arrive wearing
4. Map to the fields
5. Note the arrival time for each game (1 hour for all LCSL League Games and 1<sup>st</sup> game in a tournament and 45 minutes before subsequent games in a tournament).
6. If a hotel is involved: the hotel information detailing hotel name, address, phone number, confirmation number, cancellation policy and map.

## RESERVING FIELDS

Use of Club Fields: Before you begin the scheduling process, check the availability of fields.

Fields for home games need to be scheduled with the **Field Scheduler Jason Dormady** via email at **fields@louisianafirejrs.com** and confirmed at least by the Sunday (at 6:00 pm) prior to the weekend of the game. If the game is being played during the week, one week's advance notice is needed.

The field scheduler will handle getting the referees assigned for games played at the Club.

### Field Request Steps

- **Request fields by email to [fields@louisianafirejrs.com](mailto:fields@louisianafirejrs.com)**
- A confirmation email will be sent to the team manager/scheduler confirming the game time and field.
- If required, changes to requested game times and fields will be made and noted in the confirmation email.
- A confirmation email indicates that your field request has been placed on the calendar and referees are assigned.

PLEASE COPY ALL TEAM MANAGERS INVOLVED WHEN PLAYING AGAINST OTHER LA FIRE TEAMS.

### Cancellations

On days of inclement weather, games must be canceled 2 hours prior to the start of the game with the **Field Scheduler**. For regularly scheduled games or league games, individual teams are responsible for referee fees if games are not canceled within 48 hours prior to the scheduled game with the field and referee assignor.

- **GAMES MUST BE CANCELED NOT LATER THAN 48 HOURS PRIOR TO GAME TIME.**
- Teams who cancel games after the 48 hour deadline are responsible for all referee fees.
- If another club's team (not a LA FIRE team) cancels the game with you, you should inform them of our game cancellation policy and ask for their half of the referee fees.
- If the office is notified that your team has not paid referee fees and has to pay for your referees, no fields or referees will be scheduled or assigned until the Club is reimbursed.

### Deadlines

- Weekend game requests must be emailed by the Monday prior to the weekend.
- Weekday game requests must be emailed (5) working days prior to the game day.
- Requests after the deadline may not have time to have referees assigned.

### Game Times

All *FULL-SIDED* games are scheduled on even hours:

8am - 10am - 12pm - 2pm - 4pm - 6pm - 8pm

All SMALL-SIDED games will be scheduled as follows:

9am - 10:30am - 12pm - 1:30pm - 3pm - 4:30pm - 6pm - 7:30pm

These start times are used to maximize field usage and referee scheduling

### **Field Names**

#### CITY PARK FIELDS

8v8 Fields: CP2 - CP3

11v11 Fields: CP2 - CP3

#### JAY CARISELLA (AUDUBON) FIELDS

8v8 Fields: JCA - JCB1 - JCB2

11v11 Fields: JCB - JCC

#### LAFRENIERE PARK FIELDS

8v8 Fields: LAF5A - LAF5B - LAF6A - LAF6B

11v11 Fields: LAF1 - LAF2 - LAF3 - LAF4

#### LaSALLE PARK FIELDS

11v11 Fields: LAS5 - LAS6 - LAS7

### **Referees**

**NO GAMES WILL BE PLAYED WITHOUT REFEREES.**

Referees are a requirement to have an officially sanctioned game. Games that are not officially sanctioned have no insurance coverage and are not permitted by the Club, LSA or USYS.

- U9-U12 small sided games will be provided (1) referee.
- U9-U12 teams may request (3) referees.
- U11/12 league games will be assigned (3) referees.
- U13-U19 games will be assigned (3) referees.

It is Club policy that all full sided games must have (3) referees.

All Louisiana Premier League games will have (3) referees.

The referees should be paid cash before each game.

### **Referee Fees**

#### **LCSL, LPDL, AND FRIENDLY GAMES**

Age Group	Duration	Game Cost	Center Ref	Asst Ref
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U9/10	50 Minutes	\$25	\$25	n/a
U11/12	60 Minutes	\$70	\$30	\$20
U13/14	70 Minutes	\$85	\$35	\$25
U15/16	80 Minutes	\$100	\$40	\$30
U17/18/19	90 Minutes	\$130	\$50	\$40

#### GSPL

Age Group	Duration	Game Cost	Center Ref	Asst Ref
U13/14/15/16	80 Minutes	\$105	\$45	\$30
U17/18	90 Minutes	\$130	\$50	\$40

#### FORMAT FOR GAME REQUEST

The following are examples of how to request games:

Date: August 28th

Desired Field: CP3

Desired Time: 9am

Teams: U11B-01B LA Fire Green vs U12B-00B Mandeville Black

Type of Game: Friendly, League Game or Training

OR

8/28 CP3 9AM

U11B-01B LA Fire Green vs U12B-00B Mandeville Black (Friendly/League Game)

8/29 LAF4 10AM

U14G-98G LA Fire Purple Training

There are approximately 70 teams in the club scheduling games and we do not have time to find out the RPL team's color, the Competitive 2 team's color or the team with Coach Marvin. Therefore, any field request from this point forward that is sent in incorrectly WILL NOT be scheduled.



## **Louisiana Fire Youth Soccer Child Protection Policy**

Each person applying to volunteer to coach, assistant coach, or take on any volunteer role with LOUISIANA FIRE shall authorize LOUISIANA FIRE to conduct a criminal background check (via the Louisiana Soccer Association (LSA)).

Before beginning work with children, each volunteer will sign a statement that they have read, understood, and agree to abide by this Child Protection Policy and that they have received and read the publication referenced in #4, below.

Only those persons who have met #1 and #2 will be allowed a position as a coach, assistant coach or any other volunteer role in the organization. Only these screened adult volunteers are allowed on the sidelines or may run practices.

In order to assure a minimum amount of knowledge for all Adult Screened Volunteers, LOUISIANA FIRE will provide to each screened volunteer a copy of "7 Steps to Protecting our Children; A Guide For Responsible Adults."

Where it has been determined that an applicant should not work with children, the LOUISIANA FIRE Board President or his or her designee should inform the applicant of the reason.

The organization shall ensure that training focused on current issues of child protection is available to and received by those working with children. Attendance at this training (in person or online) shall be required of all LOUISIANA FIRE Board members. Screened adult volunteers will be strongly encouraged to receive this training. Training, approved in advance, by the LOUISIANA FIRE President, should include:

- The definition and recognition of child abuse.

- The organization's policy and procedures on child abuse and the reasons for having them.

- The appropriate behavior for those charged with the care of children.

- Definition of appropriate interpersonal boundaries.

All activities involving children will be supervised by at least one screened adult. Only designated screened adults may provide instruction and act in capacity representing LOUISIANA FIRE. Any absence of the designated screened adults, resulting in a substitution (another coach covering practice, for example), will be done only with the approval of the appropriate LOUISIANA FIRE age coordinator. Notification to parents must be given at least 24 hours in advance. The covering coach must be a LOUISIANA FIRE designated screened adult.

The "Two Person Rule" shall be used, which is defined as striving to have at least two people in *any* setting with a child, one of which must be a screened adult volunteer. This would include at initial drop off, pick-up, and any carpool arrangement. While not always possible, the preference would be that the second person is an adult. Reasonable effort should be made to ensure that no registered adult is in a situation where he or she is alone with a player (other than his or her child), nor should he or she facilitate or allow that situation with any other adult/player.

LOUISIANA FIRE maintains an open door policy for all activities. Parents or other volunteers shall be allowed to visit any game or practice at any time announced or unannounced.

Adult Screened Volunteers will not:

- Offer “one on one” training sessions outside of practice.
  - Give special treatment to one player over another.
  - Engage in rough or physical or sexually provocative games.
  - Make sexually suggestive remarks to a child – even in fun.
  - Taunt, demean, badger or intimidate players or child referees.
  - Physically or verbally abuse or demean a child.
  - Knowingly foster a relationship with a player outside of games and practices that may not be known to the player’s parents. This is to include personal contact, email, phone, texting, and social networking internet sites.
  - Disperse the game or practice until he or she has supervised the safe dispersal of the children.
- A child in a U10 league or below should not be allowed to leave a coach’s care alone or with another minor without written/emailed notification.

Adult Screened Volunteers will not allow players:

- To exhibit inappropriate physical contact between other players or coaches. Contact outside the normal definition of soccer should be deemed inappropriate (for example: wrestling, boxing).
- To use inappropriate language, or let such language go unchallenged.
- To taunt, demean, badger or intimidate other players or child referees.

Any older child or teen helping with younger children will be closely monitored by an Adult Screened Volunteer and will be held to the same standards as outlined in this policy.

**Reporting Abuse**

Everyone in the organization has a moral responsibility to report suspected abuse whenever it comes to their attention, regardless of where that abuse takes place. Reporting abuse is a form of assistance to those crying out for help. Therefore, immediately notify the President or Director(s) of Coaching of Louisiana Fire Youth Soccer. The President, or Director(s) of Coaching, will then notify the proper authorities. The authority may be a parent, a community help organization, the Department of Social Services, or the local parish Police Department. LOUISIANA FIRE will leave it to the discretion of the appropriate authority to determine the validity of the allegation.

The President or Director of Coaching, in conferment with and/or at the direction of the authorities, will take immediate action up to and including removing the accused from further involvement with children in the LOUISIANA FIRE program, if warranted.

All allegations will be taken seriously. LOUISIANA FIRE will reach out to the victim and the victim’s family to show care and support to help prevent further hurt. LOUISIANA FIRE will extend whatever resources are needed. The care and safety of the victim is our first priority.

LOUISIANA FIRE will keep a written report of the steps taken by the organization in response to the reported abuse. The report will contain only factual information relevant to the situation. It will be kept in a secure place. It will be sent electronically whenever possible, or written in ink or typed to prevent it from being altered.

Any contact with the media is handled exclusively by the President. If the President is not available, his duties will fall to the Vice President and then to a Director of Coaching.



### **Louisiana Fire Refund Policy**

If a player has registered, but *HAS NOT ATTENDED A PRACTICE OR A GAME*, CFJ-LA will refund the registration fee LESS:

- *Competitive:*                *\$250 registration deposit*
- *Cadet/YDP Metro:*      *\$150 registration deposit*
- *Recreational:*            *\$35 registration deposit*
  
- Once a player has practiced with the team or played in a game (even once), only half of the registration fees may be refunded.
- NO REFUNDS will be issued for any player on a competitive team dropping after November 1st.
- NO REFUNDS FOR UNIFORM COSTS
- Refunds for players with injuries will be decided on a case by case basis.

### **Delinquent Payment Policy**

Payment to participate with the Louisiana Fire requires payment in full or set up a FACTS payment plan account. The Louisiana Fire office will notify the parents and team manager of players with outstanding fees. Once the parents and team manager are notified and fees due are not paid, players will no longer be in good standing and not covered by insurance. Managers must turn in player passes to the office or DOC. Once payment is made in full, players will be reinstated and player passes returned to team managers.

### **Pool Player Policy**

The main focus of a pool player is to continue to improve and maintain their skills by gaining the benefit of practicing and training with a competitive team and coach. Pool players do not participate in games with the team. A pool player pays half of the club competitive registration and training fees.

A pool player may be granted full team status at the discretion of the coach if a roster position is available. In order for a pool player to be granted full team status he/she must pay the remaining half of their Club competitive and training fees. Pool players must also pay any pro-rated team fees. (referees, tournament and coach travel reimbursement)

### **Alternate Player**

A player listed as an alternate player is on a waiting list for a roster position on a team that has a full roster. If a rostered player does not accept their roster position, a roster position may be offered to a player listed as an alternate player. Alternate players will be selected to fill roster positions on a team based on the players playing position or other needs of the team.

Alternate players may be offered to participate with a team as a pool or a fully rostered player.

## **Red Card / Send-Off Policy**

Players receiving a Red Card or a Coach or a spectator, being "Sent Off" (they are not usually shown a card), are considered serious offenses by Chicago Fire Juniors of Louisiana Soccer Club. The club's Red Card / Sent Off Policy is applicable regardless of the location or the nature of the match (RPL, Premier League, LSA State Tournament, Club Tournaments or Friendly).

Any player, coach or spectator receiving a red card or being sent off during a match shall be penalized as set out below without exception and regardless of the nature or reason for the red card or send off.

Penalty in a seasonal year:

- First Red Card / Send Off: Suspension for next match of similar competition level following the red card or send off. No Appeal.
- Second Red Card / Send Off: Suspension for the next (2) matches of similar level following the red card or send off.
- Third Red Card / Send Off: Suspension for the remainder of the seasonal year. Appeals for this suspension may be directed to the Club's Directors of Coaching, in writing, within (5) days of the occurrence. The Club's Directors of Coaching shall respond within (10) days of receipt of the written appeal.

All game suspensions are to be enforced in the next match of similar competition level following the send-off. For example, if a player is sent off in a friendly, the suspension will be enforced for the next friendly that the team plays. Likewise, if a player is sent off in a league match, the suspension will be enforced for the next league match(s) the team plays. If the rules governing a match (e.g., tournament rules, LSA rules, etc.) mandate a suspension of equal or greater duration or severity than the CFJ-LA policy, serving the suspension mandated by such rules shall be deemed to satisfy the CFJ-LA policy.

When a coach is sent off, any costs incurred by the Club for cover will automatically be deducted from the next paycheck. The fine will be \$75 for the second offense, \$150 for the third, \$300 for the fourth, along with any game suspensions above.

IT IS THE RESPONSIBILITY OF THE COACH TO ENSURE THAT THE CLUB'S RED CARD / SEND OFF REPORT IS SUBMITTED TO THE CFJ-LA OFFICE WITHIN (3) DAYS OF THE MATCH IN WHICH THE OFFENSE OCCURS. IT IS ALSO THE RESPONSIBILITY OF THE COACH TO ENSURE THAT ALL SUSPENSIONS ARE SERVED. THE FAILURE OF THE COACH TO FILE THE REPORT OR ENFORCE SUSPENSIONS WILL RESULT IN THE SUSPENSION OF THE COACH FOR THE NEXT MATCH AND A \$100 FINE.

## **Louisiana Fire Youth Soccer Cover-Coach Policy**

The head coach of each team is responsible for all training sessions and all scheduled games. The head coach is responsible for contacting other Louisiana Fire staff coaches and finding coverage for all training sessions and games he/she is responsible for.

If the head coach of a team cannot attend any of the regularly scheduled training sessions agreed upon and set by the Club, he/she must find a cover coach and will be fined \$50 for that training session. If the head coach of a team cannot find coverage for the training session and cancels, or a DOC is required to find a cover or the team must double up with another team, the coach will be fined \$60.

If the head coach of a team cannot find coverage for games, he/she should notify their team manager, find another staff coach to cover, or contact a Director of Coaching to assist in providing coverage. Failure to find another staff coach to cover a scheduled game is a fine of \$75.

If the head coach of a team is / or must be absent for a game due to a conflict and the game is covered by another Louisiana Fire staff coach, there is no penalty. If the head coach of a team is / or must be absent for a game and the game is not covered, he/she will be fined \$75 for each occurrence.

Parents are not allowed to cover training sessions or games. Training sessions or games must be supervised by a staff coach or other official who has completed the online risk management through the Club.

### **Louisiana Fire Youth Soccer Private Lesson Policy**

Louisiana Fire staff coaches are encouraged to work with Louisiana Fire players throughout the year. Louisiana Fire staff coaches may charge for private lessons, \$40 per hour divided by the number of players (Club standard rate), throughout the year. For example, (1) player - \$40 per hour; (2) players - \$20 per player per hour; (4) players - \$10 per player per hour.

Louisiana Fire staff coaches should not charge any player(s) or team(s) they work with during the soccer season.

Louisiana Fire staff coaches may charge a player(s) or team(s) during the summer at the Club standard rate of \$40 per hour divided by the number of players.

Louisiana Fire staff coaches may participate in Louisiana Fire Club camps and clinics. Louisiana Fire staff coaches may conduct school camps and clinics under their school name at their discretion. Usage of Louisiana Fire soccer fields must be reserved through the Club.

For our younger players, U10-U14, we offer winter clinics in November, December and January which is included in the registration fees. We strongly encourage our members to maximize this opportunity for the player(s).

Louisiana Fire staff coaches may charge players who are not on their teams during the soccer season and throughout the season at the Club standard rate. Louisiana Fire staff coaches should not conduct private lessons during any scheduled or assigned team training sessions or games.

Louisiana Fire staff coaches should not charge any Louisiana Fire players or teams once the season is over without DOC approval.

### **Coaching Education Reimbursement Policy**

Louisiana Fire staff coaches seeking continuing education reimbursement must be under contract for the Club.

Louisiana Fire staff coaches may request participation and reimbursement for coaching education courses pending approval by the Directors of Coaching.

Louisiana Fire staff coaches may be reimbursed for coaching course registration fees only. All travel expenses and room and board are paid by the staff coach. Reimbursement will take place over a two-year period and reimbursements in three installments. One installment will take place at the completion of the course. A second reimbursement will take place at the sixteenth month. The final reimbursement will take place at the twenty-fourth month.

If the Club Directors allow a coach to participate in a coaching education course within the twenty-four month period, the reimbursement period of twenty-four months will restart from the time of course completion.

(A) If any player receives a RED CARD, the referee notes the suspension on the game card. Players and/or coaches receiving a RED CARD must sit out the next similar type game such as: Friendly for Friendly, LCSL for LCSL, etc. It is the team manager's responsibility to report all cards when uploading the score to Got Soccer for league games.

(B) For all Competitive league games the referee costs will be split between the two teams and paid at the field.