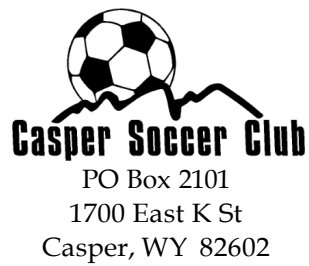




Casper Soccer Club, Inc  
Blades Policies and Procedures



## Casper Soccer Club

### Vision

The CSC, Central Wyoming's premier soccer organization, provides lifelong opportunities for challenge and growth - both on and off the pitch.

### Mission

The Casper Soccer Club provides soccer programming and opportunities for all ages and abilities to enhance soccer skills, promote a healthy lifestyle, and help teach valuable life lessons.

### Core Values

Teamwork, Integrity, Respect, Excellence, Personal Development

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## CSC BLADES PROGRAM

The Casper Soccer Club (CSC) is a club member of Wyoming Soccer Association (WSA) and affiliated with US Youth Soccer (USYS). CSC Blades programs come under the direction, constitution, and By-Laws of the CSC. All rules found within this document shall be superseded by the CSC Constitution, By-Laws, and the CSC Board decisions and complies with the rules and policies of the Wyoming Soccer Association (WSA), US Youth Soccer (USYS), and US Soccer Federation (USSF). The content of this material shall be made available to the players, parents, and volunteers of the CSC organization. The competitive teams of the CSC consist of the Blades, Blades United, and Jr Blades travel teams.

## DEFINITIONS

**CSC Blades** - The CSC Blades is for competitive level players, between the ages of 9U and 15U, who demonstrate the desire and ability to learn and play soccer at the next level. This competitive travel program is designed to develop each individual player to their fullest potential while at the same time inspiring responsibility and commitment to a team. The Blades program selects players to participate in a competitive team environment. The CSC Blades program is an annual commitment. The CSC Blades teams participate in USYS and/or WSA and other USSF sanctioned tournaments, games, and events.

**Blades United** - The CSC Blades United is for the advanced competitive level players between the age of 15U and 19U. Players demonstrate the desire and ability to play soccer at a higher level with a focus on appropriate competition.

**Jr Blades** - The CSC Jr Blades is a bridge from the recreational program to the CSC Blades program for the 8U players. It is designated as a rec-plus program as outlined by US Soccer and US Youth Soccer (USYS) focusing on the 8U age of development. Players will train on a weekly basis and travel as teams to compete in a limited number of weekend events within the state of Wyoming. Jr Blades is an annual program and participates in the fall and spring season.

**Director of Coaching (DOC)**- The DOC will oversee all activities of the Blades programming and curriculum as outlined by the CSC Board of Directors in the rules,

policies, and procedures. The DOC and/or the Executive Director will set tournament participation at the beginning of the soccer year. All practices and travel must be cleared through the DOC prior to participation.

**Electronic Media-** Transmission media include, for example, the Internet, extranet or intranet, leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media.

**Executive Director (ED)-** The ED will oversee the Director of Coaching and all the activities of the Blades programing as outlined by the CSC Board of Directors in the rules, policies, and procedures.

**Members** -includes parents, players, coaches, staff, and volunteers.

**In Good Standing** - The status of a member. A member who consistently complies with the expectations as outlined in Blades policies is in good standing. A player must be current with club and team fees and is expected to attend trainings, and tournaments as scheduled by the club.

## **SECTION I - Club Operational Procedures**

### **A. CSC CODE OF CONDUCT**

All members of this organization, parents, spectators, and other invitees, are expected to observe and adhere to the following guidelines:

- Abuse of any kind is prohibited within the organization.
- Adults and people in positions of authority must be aware that physical contact can be misinterpreted. Physical contact should be limited to that necessary to teach a skill, treat an injury, or console or congratulate a player.
- Physical intimidation, punishment, or threatening a player with physical harm are not appropriate behaviors and will not be tolerated.
- To further protect the youth participants, as well as CSC coaches, officials, and volunteers, no adult will allow him/herself to be alone with a child. It is recommended all CSC staff and/or other adult members of the CSC avoid such situations as listed below:
  - Do not be alone in a vehicle with a child participant, other than his or her own child, without permission from the other child's parent or guardian, except when required by medical or another emergency.
  - Do not take a child alone to a locker room, bathroom, or any other private room.
  - Do not provide one-on-one training or individual coaching unless another adult is present.
  - Have all conversations with youth participants within view of others, on the

field, not in a secluded location or office.

- Emotional abuse or verbal abuse is prohibited. These include, but are not limited to insulting, threatening, mocking, demeaning behavior, or making abusive statements regarding a person's race, gender, religion, nationality/ethnicity, sexual orientation, or age.
- Offensive or vulgar language is unacceptable and is not permitted at CSC events.

## 1. MISCONDUCT DISCOVERED WHILE AFFILIATED WITH CSC

CSC will respond quickly to all allegations of abuse or misconduct within the organization. If any member learns of an allegation that could potentially disqualify a current serving player coach, trainer, administrator, or other volunteers from further participation in CSC activities, that allegation must be reported immediately to the CSC staff or Board of Directors. The alleged offender will be notified of such allegations promptly. Any person accused of misconduct that would result in disqualification from participation in CSC activities, or who engages in inappropriate behavior, may be suspended by CSC until the matter is resolved.

## 2. TYPES OF DISCIPLINE AND SANCTIONS

Members of the CSC Programs are expected to conduct themselves in accordance with the Code of Conduct in such areas as behavior, speech, and action, as well as to follow all the rules and regulations of the CSC Program. If members do not conform to these expectations of conduct, then the CSC has the right and duty to impose sanctions. Such sanctions may include but are not limited to forfeiture of game(s), suspension, or dismissal from the CSC Program.

## B. DISCIPLINE COMMITTEE

The Discipline Committee (DC) operates under the guiding principle that the safety, welfare, and moral development of the youth participating in activities sponsored by CSC depend primarily on the ethics, integrity, and trustworthiness of the officers, managers, coaches, and other CSC volunteers and affiliates.

- Any member showing continuous disregard for the rules, policies, and procedures of the CSC, may be instructed to appear before the DC.
- The DC is to conduct hearings to determine and enforce sanctions for continual violations of the CSC rules, policies, and procedures or for violations of the Laws of the Game, beyond those issued by referees.
- The DC has the right to impose sanctions on players, coaches, parents, and teams in CSC who engage in misconduct.
- For continued significant misconduct, and when no resolution for acceptable conduct can be achieved, the CSC Board of Directors, upon recommendation of the DC, will disbar, disqualify, or suspend the member from CSC.
- The decisions of the DC may be appealed to the Board of Directors.

## C. APPEAL

Persons who are barred, disqualified, or suspended from CSC activities may appeal to the Board of Directors in writing. After considering all the evidence, which may include recommendations of the Executive Director, Director of Coaching and the Discipline Committee, the Board of Directors may, upon majority vote, grant the appeal and allow participation in CSC activities. The Board of Directors' decision, including limitations, will be binding.

Any decision may be appealed to WSA and USYS.

## D. REINSTATEMENT

Reinstatement is not a right and no guarantee is made that he or she will be reinstated to his/her former position. The affected party may appeal to the Board of Directors for reinstatement. A majority vote of the Board of Directors is required for reinstatement. The Board of Directors' decision will be final.

## E. GRIEVANCE POLICY

Should a parent or other party have a grievance or a concern within the team environment, the steps to address the concern are as follows:

- Step 1: The concern/issue is addressed to the Head Coach.
  - No one-on-one confrontation.
- Step 2: Meeting coordinated with the team manager and/or assistant coach, the head coach, and involved parties to work towards a resolution.
  - DOC will be notified of the meeting.
  - Minutes will be taken of the meeting and made available.
- Step 3: Meeting coordinated between all parties in Step 2 and the DOC to resolve the concern.

### 1. PETITION TO THE BOARD

If a matter is not resolved and the concern still exists, the following steps are to be taken to involve the appropriate committee as appointed by the CSC Board:

- Step 1: Written notice must be submitted to the CSC Board or the CSC office. The notice must be submitted within 10 days of the incident (the above-stated meeting)
- Step 2: The appropriate committee of at least three or five CSC members will be appointed to review the concern. The parties involved will be contacted for information on the grievance or concern within 10 days of the written notice.
- Step 3: The appropriate committee will gather and review all the information pertaining to the grievance/concern and render a decision within 20 days.
- Step 4: If a hearing is required, the appropriate committee will notify the parties involved seven days in advance of the hearing date. Persons wishing to address the committee shall notify the committee within four days of the hearing.

- Each person is allotted 10 minutes to address the committee. If any person cannot attend, they will be allowed to submit a written statement.
- Step 5: The appropriate committee will meet and render their decision by written notice to all parties involved. The decision will be presented at the next board of directors meeting and be noted in the board meeting minutes.

## 2. APPEALS

Any decision rendered by the committee may be appealed to the CSC Board.

- A written appeal of the committee's decision must be received or postmarked within ten (10) days of the decision. The CSC Board will review the information and follow the timetable above to render a decision at the next available board meeting.

The CSC Board decision will be binding.

## F. COACHES

The Blades program strives to provide the best soccer experience possible to players. This goal will be met by the dedication of experienced, educated, and certified coaches. The Blades program requires the coaches to improve their levels of certification/training whenever possible and adhere to the curriculum and Code of Conduct set forth by the CSC.

### 1. APPLICATION TO COACH

Potential head and assistant(s) coaches are required to submit an intent to coach/agreement form to the DOC annually prior to the start of the season for review and selection.

The DOC will evaluate the information provided and select the Blades coaches for the seasonal year. In the absence of a DOC, the ED will organize a three-person committee to review and select coaches.

### 2. SELECTION OF COACHES

The DOC will review the intent to coach/agreements forms and will select the head coach for each proposed Blades team. The head coach and the DOC will select the assistant coach(es). The selection/appointment of the head coaches should be completed by early June for the coaches. The new coach will take full authority of the team on August 1. Additional coach selections may be necessary throughout the season and announced, as necessary. The list of coaches will be presented at the next board of directors meeting.

### 3. COACH LICENSING



CSC coaches will follow the current USSF Coaching Pathway.

a. HEAD COACH

The Blades team head coach should hold the appropriate level of license for the age group he/she will be coaching. It is highly recommended and encouraged that all coaches attend a first-aid training course.

b. ASSISTANT COACHES

Assistant coaches are encouraged to obtain a USSF coach license and/or other coaching education.

4. CONDUCT GUIDELINES FOR BLADES COACHES

The coach's primary goal is to support the mission, vision, and core values of the CSC. Teamwork, Respect, Integrity, Excellence, Personal Growth. Coaches will follow the CSC Blades program Code of Conduct. In addition to the CSC Code of Conduct, the coaches will:

- Be proficient in the Laws of the Game as well as the event rules.
- Be dedicated to the Blades team and the Blades programs.
  - The Blades team will be his/her primary team.
- Include all team players in training activities – players will receive equal training opportunities during the regular fall and spring seasons.
  - Optional training may be limited to those players attending off-season (indoor) events.
- Coaching from the sidelines, giving direction to one's own team on points of strategy and position is permitted provided that:
  - No mechanical, electrical, or other devices are used to amplify the voice.
- No coach is to discuss any negative aspects of another coach, player, parent, and/or referee.
- Coaches are responsible for the actions of his/her sidelines (team, parents, and spectators).
- Players will be supervised during training and games.
- Coaches should never be alone with any one player. One-on-one interaction between player and coach must be observable and interruptible.
- Players must have access to water and restrooms.
- Coaches must have access to the medical release forms for all players at training and games.

5. COACH RESPONSIBILITIES TO PARENTS, PLAYERS, AND CSC

- Know, implement, and adhere to the curriculum set forth by the CSC.
- Conduct a parent meeting prior to the beginning of the season.
- All team communications will occur via Stack TeamApp. Communications will include the parent when addressing a player.

- Start and end training on time and arrive at training and games prepared to coach.
- Players will have the opportunity for equal play in training but may not receive equal playing time in games.
- Players not in good standing may receive less playing time or be moved to a lower team.
- All team disciplinary actions will be reviewed by the DOC, and/or a disciplinary committee and can be appealed.
- Treat each player as an individual with respect and **develop** the players' ability to deal with high pressure, success, defeat, and emphasize cooperation and shared responsibilities.
- Never discuss potential player movement or placement on a team with players or parents, before consulting with the DOC.

In matters not outlined above, the CSC and the DOC reserve the right to review and advise on appropriate behavior or interaction between players, parents, referees, and spectators. A violation of the guidelines may result in disciplinary action.

## G. PLAYERS

### 1. CODE OF CONDUCT FOR PLAYERS

Good sportsmanship and team play are mandatory. There is no justification for poor sportsmanship. In addition to the CSC Code of Conduct, CSC establishes the following standards to govern the behavior of the Blades players before, during, and after activities. This includes but is not limited to:

- To be in good standing, players are expected to attend trainings on a regular and consistent basis, and tournaments as scheduled by the club.
- No unsportsmanlike conduct will be tolerated.
- Persistent unruly behavior will not be tolerated.
- Respect the rights and property of others.
- Be on time for all training and games. Be an active participant.
- The Blades team is the player's primary team; tournament teams are secondary.
- Substance use and/or possession thereof including but not limited to drugs, alcohol, vaping, and/or tobacco is cause for immediate dismissal from the program.
- Bring and wear proper equipment and attire to all training and games.
- No jewelry shall be worn during training and games.
- Take pride in your appearance as a Blades player.
  - Wear the current regulation uniform – as defined by the CSC Board.
  - Uniforms should only be worn for games.
  - Be clean and presentable for games.
  - Boxer shorts and sports bras are not to be visible from under the uniform.
  - Shin guards are required to be worn during all training and games.

- Socks are to be worn, pulled up, and over the shin guards.

In matters not outlined above, the CSC and the DOC reserve the right to review and advise on appropriate behavior or interaction between coaches, players, parents, referees, and spectators. The CSC Blades Code of Conduct is included in the online registration process and is electronically signed at registration.

## 2. PLAYER'S SANCTIONS

The player is subject to disciplinary actions imposed by the coach and/or DOC if any of the items in the Code of Conduct are not followed. The following steps will be followed:

- Step 1 - Verbal warning from coach(es).
- Step 2 - Meeting with coach(es), liaison, and parents.
- Step 3 - Meeting with parents, coach(es), and DOC.
- Step 4 - Suspension from the team and/or club activities as deemed appropriate by the DOC.
- Step 5 - Player removal and release from the CSC.

## 3. EXPEDIENT ACTION OPTION

CSC reserves the right to bypass any step and may immediately suspend a player without notice depending on the severity of the violation. A follow-up meeting will be held with the parents, coach(es), DOC, and CSC designees to review the suspension.

## 4. CONDUCT DURING TEAM TRAVEL

While on any club-sponsored trip, a player is subject to immediate suspension from the team for the remainder of the trip if the player's misconduct or misbehavior warrants such action as deemed appropriate by the coach(es) and DOC. The player and parents and/or guardian(s) understand that they shall be responsible for making arrangements for the player's return. In the event of a suspension, the player and/or parent shall be responsible for all costs.

## H. PARENTS

### 1. CODE OF CONDUCT FOR PARENTS

In addition to the Blades Code of Conduct, CSC establishes the following standards to govern the behavior of the parent(s) and/or guardian(s) before, during, and after CSC activities. This includes but is not limited to:

- Do not criticize any players, referees, spectators, and/or coaches, either your own or others either verbally, written, or via electronic media.
- Drop off and pick up player(s) on time for training and games.

- All team communication will be through Stack Team App.
- The Blades team is the primary team for a player. Commitment to the Blades is the player's first responsibility.
- Parents need to make sure players attend all scheduled games and trainings to remain in good standing.
- Parents are required to volunteer to work on or at CSC-hosted events at least three hours per season – team duties will be assigned prior to an event.
- Players will have the opportunity for equal play in practice but may not receive equal playing time in games.
- Parents are required to wait 24 hours before bringing any grievances or complaints concerning practices or games to the coach.

In matters not outlined above, the CSC and the DOC reserve the right to review and advise appropriate behavior or interaction between coaches, players, parents, referees, and spectators. The Blades Code of Conduct is included in the online registration process and is electronically signed at registration.

## 2. PARENT SANCTIONS

The parent(s) and/or guardian are subject to disciplinary action if any of the items in the code of conduct are not followed. If the parent(s) and/or guardian(s) present persistent inappropriate behavior and will not respond to the coach's request to act in an appropriate manner, the parent is subject to disciplinary action imposed by the DOC. The following steps will be followed:

- Verbal warning. The parent(s) will be reminded to review the guidelines.
- The coach will notify the DOC of the violation of the Code of Conduct and/or persistent inappropriate behavior.
- Meeting with parent(s), coach(es), liaison, and the DOC to resolve the issue. A probation period or a disciplinary action may be established.
- Meeting with the DOC and three designees from the discipline committee to assist in deciding an appropriate disciplinary action.
- Disciplinary action may include but is not limited to game(s) suspension and or suspension from the Blades program and the club.

### a. Expedient Action Options

CSC reserves the right to bypass steps and immediately suspend without notice depending on the severity of the violation. An immediate suspension will be presented to the Discipline Committee for further review.

A follow-up meeting may be held with the parents, coach(es), DOC, and CSC Executive Director to review the suspension.

## 3. CONDUCT DURING TEAM TRAVEL

While on any club-sponsored trip, a parent is subject to immediate suspension from all team events for the remainder of the trip if the parent's misconduct or misbehavior, at the sole discretion of the DOC or Executive Director, warrants such action. The parents understand that they shall be responsible for all costs associated with the suspension, including the possible forfeiture of all costs and fees relative to the trip.

## **SECTION II - SAFETY**

### Safety Statement:

CSC is committed to providing a safe environment for its members and participants, and to preventing abusive conduct of any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well-being while involved in sponsored activities. All coaches and staff who are directly involved in children's activity are required to complete the risk management requirements. These requirements include but may not be limited to background screening, SafeSport education and concussion education.

To aid in providing a safe environment for our players, participants, and staff, we appoint all coaches, officials, and volunteers--and anyone else affiliated with our organization--as protection advocates. Every member of this organization is responsible for reporting any case of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.

### **A. RISK MANAGEMENT**

The CSC staff and/or other adult members of CSC will avoid situations as listed:

- Do not be alone in a vehicle with a child participant, other than his or her own child, without permission from the other child's parent or guardian, except when required by medical or another emergency.
- Do not be alone with a child alone in a locker room, bathroom, or any other private room.
- Do not provide one-on-one training or individual coaching unless another adult is present.
- Have all conversations with youth participants within view of others, on the field, not in a secluded location or office.

### **B. LIABILITY AND MEDICAL**

As an affiliated club of WSA, the Casper Soccer Club is provided liability and secondary accidental/medical insurance coverage during sanctioned events. The coverage is secondary and does not meet the requirements of health coverage under the Affordable Care Act.

### **C. BACKGROUND SCREENING**

USYS and WSA require background screening for all coaches and volunteers of CSC. The screening is necessary for the protection of the organization, its members, and players. It shall be completed per WSA guidelines.

### **D. SAFESPORT EDUCATION**

USYS and WSA require all coaches and volunteers of CSC to complete the SafeSport education annually. SafeSport is a comprehensive overview of facts, principles, and strategies to help provide safe and positive sports environments. The SafeSport education program includes sexual misconduct awareness, mandatory reporting, and physical and emotional misconduct (including bullying, hazing, and harassment).

### **E. CONCUSSION EDUCATION**

USYS and WSA require concussion education for all coaches. It is available through the CDC and shall be completed per WSA guidelines. CSC will follow the guidelines of WSA on concussion protocol.

### **F. ANIMALS**

For the safety and health of all players, coaches, officials, and spectators, no animals are permitted on or around any field during training or games.

### **G. WEATHER/ENVIRONMENTAL CONDITIONS**

CSC will provide a safe training environment based on current and/or forecasted weather and air quality conditions. The proximity of inclement weather and the air quality rating will be a contributing factor to training or games being postponed or canceled. CSC will follow the guidelines as outlined by the US Soccer health and safety program, *Recognize to Recover*.

Every effort is made to hold training and games as scheduled. Environmental conditions may change with little to no notice. CSC will update teams and players within our club about delays, cancellations, or field closures via Stack TeamApp.

## **SECTION III - REGISTRATION**

### **A. SOCCER YEAR**

The soccer year, as defined by US Soccer, is August 1 to July 31 of the following year. The player participation on a team for the soccer year is based on their birth year as set forth by the Standards of Play by USSF, USYS, and WSA.

## B. PLAYER EVALUATION/SELECTION

Open player evaluations and selection for the Blades teams will be conducted once a year, between May 31 and July 15, at a date(s) set by the CSC Staff. Participation in the Blades program is an annual commitment. The evaluation will comply with the WSA/USYS registration rules. The Blades coaches will be directly involved in the evaluations and selections of players for teams under the direction of the DOC and with the help of CSC staff. The DOC will determine the evaluation criteria and will include but not be limited to skill, attitude, ability, commitment, etc., and will be age appropriate.

### 1. EVALUATIONS

Dates for evaluations and selections will be publicized by available media, within reason, to reach as many potential players as possible. All interested players will need to attend the scheduled Blades team evaluations and selections. All players will need to be evaluated for team selection. If a returning player is unable to attend evaluations, a written/email notification by the parents needs to be sent to the DOC prior to advertised dates. All players (parents) will sign up for evaluations; this provides the coach with the needed players and contact information. Additional evaluation sessions may be necessary for the final selection of players for specific team placement and are at the discretion of the DOC and coaching staff.

Additional documentation and registration will be required upon the selection of players for teams.

### 2. AGE GROUP DEFINITIONS & TEAM FORMATION

CSC forms teams based on ability in 2-year age, single gender groups starting at the U9/10 age group up to the U15 age group if players and coaches are available. Players shall be selected for teams in the appropriate age group and gender as defined by the USYS/WSA guidelines.

- 9U/10U Girls      9U/10U Boys
- 11U/12U Girls    11U/12U Boys
- 13U/14U Girls    13U/14U Boys
- 14U/15U Girls    14U/15U Boys

Teams will be formed based on single-gender and age group guidelines of USSF/USYS/WSA. The 8U and 15U-19U ag divisions are explained in section 2 & 3. In extraordinary cases, teams may be formed as co-ed using age group guidelines or may combine age groups. Any deviation from the standard guidelines will be reported to the CSC Board of Directors.

### 3. SELECTION OF PLAYERS FOR TEAM PLACEMENT

The coaches and DOC will select players for placement on teams based on player evaluations. It may be that a player or players are better suited for the recreational

program to continue his or her development. Some players may not be selected to participate in the Blades program.

If there are more than enough selected players for the Blades program to form more than one team in an age group, then additional teams will be formed in an age group. Up to three teams in the 12U and 14/15U age groups and up to 4 teams in the 10U age group. (Typically, 15U 8<sup>th</sup> grade). The teams will be designated as the Blades Red, Black, White, and Grey teams.

- CSC teams will be referred to by single gender and designated age group of the team. The Red team will consist of those players determined by the coach(es) and DOC to be of the ability to make the team as competitive as possible (gold level) without compromising the overall program.
- The Black team will consist of those players determined by the coach(es) and DOC to be of the ability to make the team as competitive as possible at the silver level without compromising the overall program.
- The White and Grey team will consist of those players determined by the coach(es) and DOC to be of the ability to make the team as competitive as possible at the bronze level without compromising the overall program.

The 13U/14U and 15U players will be selected for placement on teams based on player evaluations. Up to 3 teams may be formed in the 13U/14U, 14U/15U age division. The remaining players will be given the option to participate in the program as a pool player to continue his or her development. The pool player will participate in practices and activities but will not be on the regular roster for games/tournaments/events.

The teams within an age group may practice separately in keeping with the needs of the team, while recognizing the overall needs of the age group and the Blades program, the teams may also train together.

All players will be notified of the team selection within 10 days of the evaluations. Once notified, players will need to register for the Blades program and pay the membership fee. Players will be committing to the designated team for the soccer year. The coaches and the DOC will continually evaluate players throughout the soccer year. Player movement within an age division may occur with evaluation and approval of the DOC. Players will not be allowed to move to a different team without the DOC's evaluation and approval.

Proof of age documents will be required for the player to participate in the CSC Blades program.

Notification of player selection will be provided to the CSC registrar for the collection of membership fees and the necessary player data for submission to WSA prior to the new season beginning August 1<sup>st</sup>. All player registration and roster requirements will comply



with WSA and USYS rules and procedures.

## 2. JR BLADES

The Jr Blades program is a bridge from the recreational program to the Blades program. The Jr Blades is an annual single age 8U program.

The date for Jr Blades registration will be publicized by available media, within reason, to reach the potential players. The Jr Blades program is an annual program with a fall and a spring season and a limited winter season. The start of the annual program is in August.

A limited number of players will be accepted into the Jr Blades program due to team roster limits. Players will be evaluated throughout the season.

The Jr Blades will practice together with a focus on skill training sessions and inter-squad small-sided games. The fall and spring seasons will be 6 weeks of training. Winter will be limited training sessions. This will accommodate ability-based training sessions on a regular basis for all players. The DOC will be directly involved in the training sessions of the Jr Blades program.

The roster selected per event may vary, players will be selected for Jr Blades teams based on ability, skill, and single gender. Teams will be designated as Red, Black, White, and Grey teams, with the Red team designated at the most competitive.

## 3. BLADES UNITED

The 15U to 19U (typically players in HS - 9<sup>th</sup> grade to 12<sup>th</sup> grade, may also include 15U 8<sup>th</sup> grade players) age players will be designated as the Blades United teams. The 15U to 19U group will be a gender specific pool of players.

- 15U/19U Girls                      15U/19U Boys

The single-gender teams will be formed as needed for events from the pool of registered players. The selection of team players for an event will be made by the head coach and may be based on, but not limited to, the age division of the event, attendance of trainings, positional needs of the team, and availability of the players.

All players will participate in the practices during designated fall, winter and summer sessions as outlined by the DOC, coach(es) and the club programs. The 15U-19U program will be inactive during the spring high school soccer season to accommodate participation in high school sports.

## 4. MID-SEASON PLAYER SELECTION

CSC recognizes there may be a need for additional players during the year due to several factors.

Once the Club is contacted, the information will be provided to the DOC. The DOC and head coach will evaluate the team(s) and the player to determine if a position is available

on the team.

### C. CSC PLAY UP POLICY

Many factors are present in determining a player's ability to "Play Up" out of his/her chronological age.

CSC and our staff realize that any decision regarding a child playing up an age should be based on what is best for the child, each team, and the club. A play-up request will be reviewed at least two weeks prior to the tryouts for the seasonal year on an individual case by case situation.

Factors that may be considered are:

- Chronological age: Actual age of the player
- Developmental age: the age at which children function emotionally, physically, cognitively, and socially.
- Skill level: technical and tactical ability.
- Team roster numbers.
- Desire to play up.
- Training habits.
- Game performance.
- Player's best interest.
- Team's best interest.
- Club's best interest.

WSA requires an additional waiver and release of liability form when a player plays up more than three years.

#### 1. PLAY UP CRITERIA

- Step 1: The parent of the player seeking to request a "Play Up" will make a formal written request to the DOC outlining the reasons for the player wanting to play up. The request must be submitted at least 2 weeks prior to the annual Blades Team evaluations and team selections.
- Step 2: After considering all factors, The DOC will make a final decision and interested parties notified. A report will be provided at the next board meeting.

### D. UNIFORMS

The CSC is dedicated to the appearance of unified Blades teams; therefore, it is extremely important that the Blades teams be recognized by their colors and uniforms. Each Blades player is required to purchase the club uniform package.

The club administrator or team representative will have available the official uniform ordering and purchasing information from the contracted vendor. The CSC Board will determine the official club uniform(s). The official uniform package will change on average every two years based on the availability of uniforms.

The CSC Blades uniform package includes:

- Two Jerseys- one red and one white
- One pair black short
- Two pairs of socks (red pair and white pair)

It is recommended that the player purchases an extra pair of shorts and extra socks. Additional items such as Blades player bags and warm-ups add to the appearance of a unified Blades team but are not required. Additional items will be available from a specific vendor. Fanwear will be made available throughout the year for the player and their families from different vendors.

The selection of uniform numbers will be determined by birth year. Players born in an odd year will select an odd number. Players born in an even year will select an even number. If a number conflict arises, the player whose number does not comply with the even/odd year will be required to select an appropriate number.

Within the 15U to 19U age group jersey number conflicts will occur due to the four to five-year age span. The player whose number does not comply with the even/odd year will be required to select an appropriate number. If there is still a conflict, the younger player will need to select an alternate number. A conflict may also occur when a player is playing up more than two years, and the younger player will need to select an alternate number.

## 1. CSC LOGO

The CSC Blades logos belong to the CSC and cannot be used without the consent of the Casper Soccer Club. Uniformity and team image of both the teams and the CSC will be maintained.

No CSC team will be allowed to self-produce CSC branded apparel at any time without the approval of the Casper Soccer Club.

Any reproduction of the CSC logo is prohibited unless consent has been given by the CSC administration.

## 2. PROHIBITED ITEMS

Any item which may constitute a potential danger to the player(s) will be prohibited.

3. Jewelry of any kind, watches, hard brimmed hats, barrettes, or hard objects worn in the hair, or other items that constitute a potential danger to the player and/or other players shall not be worn during games and practice activities. Taping over earrings is not permitted. Medical alert and religious jewelry may be worn if made safe to the satisfaction of the referee, such as by taping to the body.

- If a player is wearing a cast, splint, or other hard material, he/she may participate in games with appropriate padding or covering as determined at game time by the referee. Padding should be one or two layers of slow-recovery foam taped over the cast. Players with a soft cast, cloth brace, or similar item wrapped with soft material may play at the discretion of the referee.

In judging the suitability or safety of a player's uniform and equipment, the referee has the final decision.

## **E. TEAM EQUIPMENT**

Each Blades team will be provided with the following equipment each seasonal year:

- Basic First Aid Kit
- One new Game Ball
- Practice Balls & basic equipment –based on availability (balls, cones, pennies)

## **F. GUEST PLAYERS AND GUEST PLAYING**

Borrowing a player from another team for games and tournaments is referred to as “Guest Playing,” and is commonplace in youth soccer. The CSC policy guidelines and the Wyoming Soccer Association Policies & Procedures are to be followed regarding guest playing. This guideline should be followed even between two CSC teams. CSC encourages its coaches and teams to allow guest playing within its own club when there is not a schedule conflict. The DOC must approve guest players and guest playing.

### **1. REQUEST A GUEST PLAYER GUIDELINES**

Occasionally, a Blades team requires an additional player(s) to fill the roster for an event due to player injuries, vacations, or other absences. The Blades coaches must verify the rules and policies of an event prior to implementing the use of guest players in any event. The Blades coach must have the approval of the DOC to use a guest player.

#### **a. GUEST PLAYER CRITERIA**

- A guest player will be used to supplement the event rostered players and not replace the attending rostered players.
- Must provide a current, valid USYS membership card, hard copy, or virtual copy.

- Will first commit to his/her original club team.
- Must have approval from their club/team coach.
- Must be in good standing with their club.
- Must meet age requirements for the team.
- Will provide the required medical/travel release forms.
- Will provide the guest player form and/or travel papers from his/her club association/coach, if required.
- Must be familiar with the Blades guidelines and Code of Conduct.
- The use of guest players must comply with the rules & policies of the attending competition.

It is the intention of the organization to fill these positions with registered CSC Blades players whenever possible. Coaches will consult with the DOC requesting a potential guest player.

- Step 1: Request a guest player from within CSC:
  - From a team within the same age/gender group. i.e., request a player from the Black team to guest for the Red team, and a White team player move to the Black team.
- Step 2: After every effort has been made to obtain a guest player from within the club, the head coach will consult with the DOC to request a guest player from another USYS affiliated club. In obtaining a player from another club, the Blades coach will:
  - Email the potential guest players coach/DOC/President stating their situation and request a guest player from their team or club.
  - If all criteria are met and the team/club has approved the request, the responsible parties will request and provide the required documents to guest play for the event.
  - The CSC DOC has the final decision on all guest playing requests.

## 2. GUEST PLAYING OUTSIDE CSC

On occasion, a Blades player will be asked to guest play on another team from another club. **Guest playing must be approved by the CSC and be in good standing with the club.** Below are the guidelines for such situations.

- ALL BLADES PLAYERS MUST FOLLOW THE CRITERIA:
  - If a player or parent is contacted by another coach to guest play, the player or parent will notify their CSC coach and the DOC.
  - The team requesting a guest player from CSC must be a valid USYS member.
  - If there is a conflict, the CSC Blades player being requested will first commit to his/her Blades team. Failure to commit first to a Blades team will result in suspension.
  - Players must be in good standing with the CSC as outlined in the Player Code of

Conduct.

- Players may only participate on tournament teams as secondary players.

b. STEPS TO GUEST PLAY OUTSIDE OF CSC:

- The requesting team coach/DOC must **email** in advance the Blades coach, and CSC DOC and request to obtain the guest player(s).
- The requesting club will contact the parents of the player.
- If all criteria are met, all parties will request and provide the required paperwork to guest play with another team or participate on a tournament team.
- The CSC DOC has the final decision on all Guest Playing requests.

## G. BLADES TEAM EVENT PARTICIPATION

To remain in good standing with CSC, players are required to participate in the scheduled team events as well as attend most of the team training.

### 1. CASPER SC EVENTS

CSC Blades teams are required to participate in CSC hosted events and will be assigned team duties.

### 2. NON-CASPER SC EVENTS - US Soccer Affiliated Sanctioned Events

The DOC will provide a seasonal list of recommended tournaments/events for the Blades and Blades United teams to attend. Blades teams are not limited to the number of events attending but the goal or reason for attending the events will be reviewed with the DOC.

### 3. JR BLADES

Jr Blades are limited to participating in Wyoming tournaments only. Jr Blades will participate in the Casper-hosted events and are limited to four out-of-town events in the soccer year.

### 4. NON-SANCTIONED EVENTS

Some events are not sanctioned by an affiliated organization of US Soccer, i.e., Kick It 3v3 or College-sponsored events. These events are not governed by the US Soccer rules, policies, and procedures. Member benefits, such as insurance coverage, **are not** extended to these events. Teams, players, and coaches participate at their own risk. Teams and players are prohibited from attending these events as Blades teams or Blades players. Blades team uniforms are not to be worn for the non-sanctioned, non-affiliated events; therefore, no assumption of extended benefits applies.

## 5. WSA EVENTS (STATE LEAGUE / STATE CUP)

All eligible Blades teams are expected to represent CSC in the Wyoming State League, Wyoming State Cup, United Cup, and/or the Equality State Cup, the WSA statewide sponsored events. If a team is expecting to participate in the WSA state events, that team must participate and qualify as outlined in the rules and procedures for the WSA sponsored events.

## 6. REGION IV AND NATIONAL EVENTS

All eligible Blades teams having advanced to represent WSA and CSC are encouraged to attend all Region IV and National events.

# **SECTION IV- VOLUNTEER DUTIES AND RESPONSIBILITIES**

## **A. VOLUNTEER STAFF-**

### 1. HEAD COACH

The Blades head coach shall be selected annually from written applications/Intent to Coach forms submitted to the DOC.

### 2. ASSISTANT COACH

The Blades assistant coach shall be selected annually from written applications/Intent to Coach forms by the head coach and approved by the DOC.

### 3. TEAM MANAGER

The team manager shall be available to assist the coach in communications, registration of tournaments, travel documents, etc., as outlined in the Team Manager Handbook. The team manager serves as the liaison for the team. The Blades team head coach will select the Team Manager.

WSA requires all Team Managers to submit to the annual volunteer requirements which may include but are not limited to a background check and Safe Sport education.

### 4. TEAM TREASURER

The Blades coach and manager will select the team treasurer. The team manager may also serve as the team treasurer. The team treasurer will maintain the funds and transactions for the team. Effective July 2022, the team treasurer may not be directly related to the head coach of the team.

It is required that the team maintain an account specifically for the team's funds. The ED will assist the treasurer in creating an account as outlined in the team's financial policies. WSA requires all Team Treasurer's annual volunteer requirements of a background check and Safe Sport education. The treasurer will be required to give the team an accounting of the team funds on a regular basis. The team funds can be used for but are not limited to tournament fees, referee fees, equipment, and uniforms. All purchases out of the team account must be team approved.

It may be required of a Blades team to present financial accountability to the CSC Board on an annual basis to ensure compliance with the requirements for a Non-Profit Organization 501(c)3. Financial Policy Guidelines for the accounts are available upon request and are posted in Stack Team App under the documents tab.

## **SECTION V- FISCAL AND FUNDRAISING POLICIES**

### **A. FEES**

#### **1. BLADES MEMBERSHIP**

The CSC Board will determine the annual membership fees for the Blades programs (Blades, Jr Blades, and Blades United). The annual membership fee includes but is not limited to the cost of WSA/USYS/US Soccer membership, cards, insurance fees, city fees, CSC membership fees, equipment, nets, and field striping.

- Players are required to pay the Blades membership fee as outlined in the registration for the new season based on due dates set forth by the CSC board.
- **Refund Policy of Blades Membership Fee.** The Blades fee is an annual membership in the program offered by the Casper Soccer Club. Blades membership is for the soccer year, from August 1 to July 31. Cancellation and refund request for the Blades membership fee is available as follows:
  - Request prior to August 1 - A refund less the processing fee of \$20
  - Request from August 1 to August 31 - A refund less \$50 administration fee
  - Request after September 1 - no refund will be available.

#### **2. NON-CURRENT STATUS (NOT IN GOOD STANDING)**

Delay in payment will delay the issue of USYS membership cards and team rosters and may result in late charges. Special arrangements may be considered in extenuating circumstances. Any player who is not current in their CSC/Blades membership fees or team fees is prohibited from participating in any practices, team



trips, games/tournaments, or other activities of the CSC.

### 3. TEAM FEES

Team Fees may include but are not limited to tournament fees, travel applications, League fees, and league referee fees and are the responsibility of each team player. Team fees are in addition to the Blades membership fees. The coaches determine the tournaments/events they will attend from the list of recommended events from the DOC. Players are expected to attend the selected team events. The event fees will be divided equally among all the rostered team players.

- Fees must be paid to the team in a timely manner in order for the entry fees for the event to be submitted at the time of registration.
- On average most tournament fees are due 30 to 40 days prior to the event.
- Unpaid tournament fees by a player may result in the suspension of all club activities until the fees are paid in full.
- Players must pay all club-designated team tournament fees, regardless of participation.
- Additional team fees may include equipment costs.

Teams may create fundraising opportunities for team fees and will need to follow the guidelines of team fundraising location in the Team Financial Policies.

It may be required of a Blades team to present financial accountability to the CSC Board on an annual basis to ensure compliance with the requirements for a Non-Profit Organization 501(c)3.

### 4. FINANCIAL AID

Financial aid is available to any player based on financial need. Financial aid is provided by waiving a portion of a player's annual Blades Membership fees. No monetary payments will be made to a player. Financial aid will not be used as a recruiting inducement or as a reward for stellar play. All requests for financial aid will be presented to a financial aid committee and will be managed discreetly. An application from the player and/or parents of the player must be submitted to the CSC administrator by the published request date to be considered by the financial aid committee. Additional information may be requested by the financial aid committee before a decision is made. The committee will have 10 days after the due date to make a decision on the request for financial aid. Those requesting financial aid are required to volunteer their time during CSC-sponsored events *in addition to team duties*, to fulfill the scholarship requirements and perform other needed club duties throughout the year. Volunteer hours may equal a certain dollar amount of the scholarship.

## B. DONATIONS, CONTRIBUTIONS, AND FUNDRAISING

The CSC/Blades organization may accept any designated contribution, grant, bequest, donation, or device consistent with the CSC general tax-exempt purposes as required by the IRS as a 501(c)3 organization, as set forth by the CSC Articles of Incorporation, and Bylaws.

As so limited, donor-designated contributions will be accepted for special funds, purposes, or uses, and such designations will be honored. However, the CSC/Blades shall reserve all rights, title, and interests in and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose, or use. Further, the CSC/Blades shall retain sufficient control over all funds (including designated contributions) to assure that such funds will be used to conduct the CSC tax-exempt purposes. Contributions made to individual teams must be deposited in the team account within 10 days of being received. The CSC office must be notified if the contributor requires documentation of the contribution.

### 1. FUNDRAISING

It is the policy of the CSC/Blades to allow individual teams to participate, as a team, in fundraising activities. Each fundraising activity must be submitted to the CSC office for prior approval of the activity occurring. Fundraising activities must comply with the guidelines for a nonprofit organization. It is not the intention of the approval process to restrict fundraising but to encourage and coordinate the efforts of all teams and the CSC. Fundraising activities must comply with IRS regulations and may require additional forms to be completed.

Some Fundraising activities are better suited for a club fundraiser instead of a team fundraiser. Club fundraising will benefit the organization as a whole. It is the team's responsibility to be aware of requirements or guidelines that are placed on receiving and using funds for a team expense. Teams/players must be aware of the regulations of cash payments or gifts to individual players affecting the amateur status of the player.

Some fundraising activities do require certain information (tax Exempt Docs) that can be provided only by CSC officers or administrators. Any fundraiser that requires a signature needs to be signed by a CSC officer or administrator.

The financial team guidelines and fundraising request form are available in Stack TeamApp under Documents.

The CSC Executive Director, Director of Coaching and/or CSC Board of Directors reserves the right to review and decide on matters not addressed in the policies and procedures. The CSC board of directors reserves the right to change or update the policies and procedures without any or little notice.

Blades Policies and procedures adopted June 2022  
Revised June 2022  
Revised Sept 2023