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## **CSC Adult Handbook**

### **Policy and Procedure Guidelines for the Casper Soccer Club Amateur Adult Players**

#### **General Policies**

This handbook is intended to provide an overview of the Casper Soccer Club amateur adult program and the roles and responsibilities of the players.

The Casper Soccer Club Recreational program comes under the direction, constitution and By-Laws of the Casper Soccer Club. All the guidelines found within these policies and procedures shall be superseded by the CSC Constitution, By-Laws and the CSC Board decisions and complies with the rules and policies of United States Adult Soccer Association (USASA).

**Age**— The age classification is determined by the calendar year (birth year). Players under the age of 18 are required to have a parental consent form on file each seasonal year. Each adult program will designation the minimum age for the program. The soccer seasonal year is from August 1 to July 31.

**Registration**—Registration is conducted based on the specific programs and dates available. Registration information is available on the Casper Soccer Club web page at [www.caspersoccerclub.com](http://www.caspersoccerclub.com) and by contacting the Casper Soccer Club office.

**Payment and Refund**—Payment is due at the time of registration and must be accompanied with the registration otherwise it will be considered an incomplete registration and will not be processed. Refunds requested in writing (email accepted) before the first game of league play of the current season will be entitled to a refund minus a **\$20.00** administration fee. Refunds request will not be honored after the first games have been played.

**Teams & Schedules** – Teams and schedules are determined by the specific adult soccer program.

**Team manager/Team Captain** –Each team will have a team manager/team captain who will be the point of contact for the team. The manager/captain will need to complete the Got Soccer manager registration, after the manager info has been approved, access to the online team roster information will be available.

**Medical Emergencies**—Any injury or accident that requires more than basic first aid, participants are strongly encouraged to seek professional medical assistance through an office visit to their physician of choice or through a 911 call. Please report any injuries to the Casper Soccer Club office at 307-473-2617.

**Note:** If medical treatment or transportation is required, the charges incurred will be the responsibility of the adult player or parent/guardian and/or the parent's/guardian's insurance policy. CSC provides secondary medical coverage for participants through their membership with USASA.

Please notify the Casper Soccer Club if you have a pre-existing medical condition on the registration form. This is essential in order to assist the medical personnel who respond to the scene in case of an injury, accident or emergency.

**Weather**—The safety of the participants, officials and spectators is the primary concern in cases of inclement weather. Most games will not be cancelled due to rain, wind, hot or cool weather. Temperature, wind chill factor, snow, lightning and unsafe conditions on the fields will be taken into consideration when determining if games will be played as scheduled. Once a game has started, the game officials will have the responsibility to remove the players from the field if the conditions become extreme. If requested to do so, please find a safe shelter in an automobile or in a building until instructed to return to the playing field or told the game has been cancelled. The Casper Soccer Club follows the rules & guidelines of the WHSAA pertaining to lightning. If a field is cleared because of lightning, play cannot resume for 30 minutes after the last lightning strike. A lightning strike indicator will also be used to determine the distance of a lightning strike.

**Game Cancellations and Rescheduling**— If games are cancelled due to weather or other unforeseen circumstances, every effort will be made to reschedule the games. However, due to time restraints and/or field usage conflicts, some games may not be rescheduled. It will be the decision of the Casper Soccer Club when and if the games will be rescheduled. Special circumstances will be taken into consideration.

If games are cancelled or rescheduled, information will be provided via email or text with the information provided in the Got Soccer player profile. Information may also be available on the website at [www.caspersoccerclub.com](http://www.caspersoccerclub.com), and the on line schedule will be updated. It is the responsibility of each participant to verify their game schedule. Email blasting may also be used to notify players of a cancellation or reschedule of games.

Occasionally, there is a scheduling conflict with other responsibilities- If a team has a conflict with an already scheduled game, a request can be made to reschedule to another time, both teams must agree to the change in schedule. If an alternate time is not agreed upon the original schedule will stand.

**Referees**— The CSC will employ USSF certified Referees and will follow the recommended grade requirements for adult league officiating. The age and experience of the referee will vary. Any person interested in becoming a USSF certified referee can contact the Casper Soccer Club for more information. The referees are the authority of the game. The referee will complete a game report for each game which will serve as the official record of the game. The referee is also the official time keeper for the game.

## **Required Equipment**

**Uniforms, Jerseys**— Each team will be required to wear similar jerseys of the same color. Each jersey will have a number on the back. Duplicate numbers are not allowed within a team. Players will be associated with a number for the season. Teams may have sponsors for their jerseys and sponsor information may be placed on the jerseys. The Casper Soccer Club reserves the right to reject a logo or design if the CSC deems it as inappropriate for a family environment.

**Shin Guards**—Shin Guards are mandatory for all players. **Soccer Cleats**— Soccer cleats are *strongly* recommended. Cleats that have a 'toe' cleat, such as football cleats, will not be permitted during a game or practice.

**Jewelry** —Earrings, nose rings, metal hair clips, necklaces, bracelets, watches, etc, are prohibited during a soccer practice and/or game. Referees will check to make sure all of the participants are jewelry free prior to each game. Players will be asked to remove any jewelry before being allowed to play. Medical bracelets and necklaces will be the exception as long as they are secure. Tape and bandages covering earrings is not sufficient to allow the player to play.

**League Rules of play** – Each program will have a set of playing rules that are in conjunction with these policies. Those rules are based on the format of play, size of fields, and indoor or outdoor fields. Each player is responsible for knowing those rules prior to start of each program.

### **Players Responsibilities and Expectations**

It is the goal of the Casper Soccer Club to provide the highest quality of athletic amateur programs for the adult player. It takes the cooperation of everyone involved, including the participant, to make this happen. The Casper Soccer Club has established the following Code of Conduct for the participants.

#### **Player Code of Conduct**

**I hereby pledge to be positive about my sport experience and accept responsibility for my participation by following the Code of Conduct.**

- I will encourage good sportsmanship from my fellow players, coaches, officials and spectators at every game and practice by demonstrating good sportsmanship.
- I will treat players, officials and fans with respect regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
- I will not use improper language, gestures, poor attitude, behavior or mannerisms. I will not taunt any player, coach, official or spectators.
- I understand that making inappropriate physical contact with any player, official or spectator will result in expulsion from the CSC.
- I will participate for the love of the game of soccer, fun, learning and the competition and not to win at all cost.
- I will take care of the facilities, goals, nets and equipment that are provided.
- I will adhere to the Laws of the Game and to the policies and procedures of the Casper Soccer Club and the rules laid out by each adult program.

#### **Corrective Action Policy**

Players who fail to adhere to the Code of Conduct or do not live up to their responsibilities or expectations will be subject to disciplinary action.

- The Casper Soccer Club will enforce suspensions based on cautions and sendoff received during the soccer season.
- A player who receives 2 cautions (yellow card) or 1 sendoff (red card) in a single game will be suspended for the following game– serving at a minimum of a one game suspension.
- A player who has accumulated 4 yellow cards during the season will be required to serve a minimum of a 1 game suspension after receiving 4th caution.
- A player who has received 2 red cards or 6 yellow cards in a season will serve a minimum of a 3 game suspension. The suspension can be carried over to the next season. (serve 1 games suspension for the 1<sup>st</sup> – a 2 game suspension for the 2<sup>nd</sup>)
- A player receiving 3 red cards with in a 9 month period will be suspended for a minimum of 1 year from the date of the last red card. The severity and/or nature of the violation will determine if a longer suspension is required.
- Periodically the adult league committee will meet and review the cautions and sendoffs for the season and determine if additional sanctions/suspensions are required for repeat offenders. The Casper Soccer Club reserves the right to impose a harsher suspension of a player depending on the violation and the nature of the violation.



The guidelines outlined in this handbook are basic guidelines and may not cover all of the issues that may present themselves over the course of adult league season. The Casper Soccer Club Adult League Committee reserved the right to decide on these matters if they arise. In the event that an incident presents itself that cannot be resolved between the parties involved, the following grievance steps will be taken.

### **Grievance Policy and Procedures**

1. Any person and/or persons wishing to file a grievance must do so in **writing** and submit it to the Casper Soccer Club office within 30 days of the occurrence.
2. The CSC Board has appointed a Adult League Committee. The ALC will appoint a Grievance Committee of at least 3 members of the Adult League committee to review the incident. The Grievance Committee that will consist of members that are not involved in the incident. Additional members may be selected from outside the ALC. The GC will notify the person and/or persons involved in the grievance within 10 days of receiving the notification.
3. The GC will then gather the related information, which may include eyewitness accounts, written information, such as the handbook, registration forms etc., and other applicable information. The GC will need to gather the information within a 20 day period from the time of notification to all parties. If additional time is needed, an explanation needs to be sent to parties involved for the reasons why the delay.
4. If the GC decides that the incident that initiated the grievance and/or the grievance itself has no merit, they will render their decision immediately and notify the parties by letter. (may be sent electronically)
5. If the GC finds that it warrants further consideration, the GC will follow the grievance procedures in a timely manner.

#### **Grievance Procedure.**

1. The Grievance Committee will notify all the parties involved 7 days in advance of a date to hear the grievance. (Hearing)
2. All persons wishing to address the Committee, either for or against the grievance, shall notify the committee that they would like to be put on the hearing agenda within 4 days of the notification.
3. Each person will be allotted 10 minutes to address the committee. If any person cannot attend, they will be allowed to submit in writing their response to the grievance.
4. Any additional information concerning the grievance must be present before or at the hearing to be considered.
5. The Grievance Committee will meet separately to consider the grievance and render their decision.
6. All parties will be notified by either a follow up meeting or by written notice as to the committee's decision in a timely manner. The decision of the GC will be implemented immediately and the committee will inform the CSC Board of the decision. The decision will be noted in the minutes of the next board meeting.
7. Any decision rendered by the GC may be appealed to the CSC Board. A written appeal of the GC decision must be received or post marked within 7 days of the GC's decision. It will be presented to the board when received.
8. The decision may also include follow-up meetings and/or observations as to the probation period, before the incident is resolved and reinstatement can occur.
9. If the decision of the GC is appealed the Board of Directors will appoint a GC appeal committee and follow the procedures of the grievance policy stated above.
10. The decision of the GC will be enforced during the appeal process.
11. The decision of the GC appeal committee will be final.

Casper Soccer Club reserves the right to update the policies and procedure guidelines of the adult league program without prior notice to the updated.