



POLICY & PROCEDURES MANUAL

Updated: August 2024

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I. BOARD OF DIRECTORS

The positions of the Board of Directors, as well as their duties, are described in Section VII of the Capital Area Soccer Association (CASA) Bylaws

II. STAFF & DESCRIPTION OF DUTIES

A. TECHNICAL DIRECTOR

The Capital Area Soccer Association's purpose is to provide the best possible soccer and personal development opportunity to every player, at every level, in the Club. Key to this mission is to employ a Technical Director who will work collaboratively with other staff in the Club to achieve our purpose. The role of a "Technical Director" is to manage and oversee all player and Coaching development within the club. In addition, the Technical Director makes sure that all Coaches are following the club curriculum, as well as implementing the club philosophy and playing style across the entire club, no matter the age group. The Technical Director reports to the Club Manager.

- Represent Club at functions, meetings and events as directed by the Board.
- Review Code of Conduct for players, parents and Coaches.
- Analyze programs and develop goals for each program.
- Develop and maintain curriculum for the Club including goals, objectives and measurement.
- Oversee training for all teams with a calendar of critical events.
- Oversee appropriate tournament and league selections to ensure proper team and player development as well as ensuring that all teams maximize their potential.
- Work in close cooperation with the Board, Club Manager and Assistant Technical Director to build out the existing programs as well as continue to develop Coaches and players.
- Hire, assign and manage the professional trainers of the teams with the approval of the general and Board if additional expense outside of the budget is required.
- Coordinate schedule for professional trainers for regular interaction with the recreational program.
- Develop and maintain Coaches' orientation manual for new Coaches.
- Develop and implement a standard player evaluation process for Travel
- Develop skills clinics for Recreational and Travel, players.
- Develop and implement a parent education program.
- Develop and implement a college recruiting program to educate families on college opportunities.
- Oversee tryouts including (a) establish dates, times and location; assign evaluators and assist in the selection of teams, if needed.
- Oversee the Advanced Development Program (ADP), Camps and Clinics including determining weeks for the camp and assign trainers with approved salary schedule.

- Assist the Club Manager in administration of club-sponsored tournaments, and serve on the CASA Tournament Committee.
- Responsible for maintaining the administrative work of the travel program. This includes, but is not limited to:
 - Create teams
 - Create rosters,
 - Register teams for tournaments
 - Assist players and parents with the uploading of their documents
 - Getting travel coaches and managers added to the system
 - Maintain the Field Master Schedule
 - Communicate with the leagues and ref coordinators
- Promote the club in the community to increase the number of participants in the club.
- Coordinate new events or programs for the club and work with assistant technical directors on new programs to grow both travel and recreational programs.
- Develop new relationships with donors, sponsors, partnerships, etc. and recruit volunteers for the organization.

B. CLUB MANAGER

The Club shall employ a Club Manager who will work collaboratively with the Technical Director and other staff in the Club to achieve our purpose. The purpose of the organization is to provide the best possible soccer and personal development opportunity to every player, at every level, in the Club. The role of the Club Manager is to manage and oversee the administrative operations of the club and directly reports to the Executive Committee of the Board of Directors. Finally, the Club Manager will act as the Registrar for the organization.

Primary Duties and Responsibilities

- Function in conjunction with the Technical Director to the perform the daily operations of the club.
- Oversee the club's administrative operations including but not limited to:
 1. Developing a calendar and maintaining schedules for all programs
 2. Making updates to policies and procedures as necessary
 3. Coordinating uniform acquisition for both travel and recreation programs
 4. Overseeing CASA office supplies and equipment
 5. Coordinating with the Field Manager and Director of Facilities with regards to field maintenance equipment
 6. Overseeing and understanding the technology resources (i.e. GotSport, Club website, etc.)
 7. Work with accounting firm to authorize payments and maintain insurance policies and,
 8. Answer inquiries by players, parents and board members
 9. Coordinate with other employee's of the Club
- Report to the Board in writing monthly and attend general membership and Board meetings.
- Run and administer all club-sponsored tournaments and serve as Chairperson on

the CASA Tournament Committee.

- Provide superior customer service to those who contact the club.
- Answer phone calls and emails as well as coordinate with proper employees or directors.
- Open and direct mail to the appropriate individuals.
- Assist Board Treasurer in monitoring the Circle of Friends (accept applications and submit) and tracking volunteer hours for the Circle of Friends.
- Create deposits of cash, checks, etc. upon receipt via mail, etc.
- Oversee the registrations and administrative operations of CASA's Recreation and Travel programs.
- Oversee field management including working with Director of Facilities and the Field Manager and local officials on layout and rotation of game fields, field maintenance, etc.

Other General Duties

- Promote a positive atmosphere in which youth and families enjoy and learn the game of soccer.
- Coordinate and assist outside contractors and/or office manager, to ensure all responsibilities are being completed.
- Promote the club in the community to increase the number of participants in the club including advertise each program via email and website, coordinate new events or programs for the club, contact potential participants or parents, oversee registration of players.

Oversee the registrations and administrative operations of CASA's Recreation and Travel programs. This includes:

Recreation:

- Oversee the registration process.
- Assist Recreational Directors in assuring proper status of registrations.
- Educate directors about our online systems and the process for placing individuals on teams and generating rosters.
- Assign late registrations.
- Assist in the refunds process.
- Coordinate Coaches meetings with Recreational Directors.
- Coordinate uniform ordering with the Technical Director.
- Coordinate picture day.
- Updating the website, weather line and Facebook with weather cancellations.
- Coordinate the payment process for Recreational referees.
- Coordinate start-up funds for the concession stand during the recreational seasons.

Travel:

- Oversee the process of inputting the CASA travel team's into the EPYSA database.

- Oversee registrations including photo, birth certificate, payment, etc.
- Oversee Travel roster changes to maintain the appropriate league registration for the player(s).
- Maintain accuracy of records with EPYSA, CPYSL, and other leagues.
- Provide CPYSL and other leagues with team counts for placement.
- Maintain all Travel program fees for invoicing by accounting firm.
- Create Master Field Schedule for each season and make changes as needed.
- Create Master list of players for try outs.
- Issue emails to players who have been offered a roster spot and to those who have not been selected.
- Create Master Tournament Schedule.
- Assist Technical Director in creating training schedules.
- Club liaison with the Referee Assignor for the various leagues
- Issue Game Day Procedures for weekend games.
- Ensure EPYSA Risk Management Procedures are being followed.
- Update and provide registration links to programs on the CASA Website to the website coordinator (currently the Director of Marketing).

C. ASSISTANT TECHNICAL DIRECTOR

- Report to the Technical Director (TD)
- Assist TD with curriculum for the club
 - Goals/Objectives
 - Measurements
- Responsible for assisting the Technical Director in maintaining the administrative work of the travel program.
- Travel Program
 - Analyze programs, develop goals for the program
 - Identify, train and evaluate professional training staff working with teams
 - Develop a Policy and Procedure manual and a Coaches orientation manual in cooperation with TD
 - Develop and implement a standard and ongoing player evaluation process in conjunction with the TD
 - Schedule team tournaments, state cup teams and leagues in conjunction with the TD
 - Assist in skills and other program related clinics for recreational players
 - Develop and publish calendar of events for Travel program
 - Develop and execute a Parent Orientation Program for parents of players in the Travel program:
 - Manage parental expectations
 - Define desired experience for the players
 - Define age-appropriate behavior for adults in an environment designed to meet the needs of Travel players

- Contribute to and help implement standard player evaluation process with the TD
- Develop a standardized program of events for Academy players (U12 and below)
- Tryouts
 - Establish dates, times and locations with TD
 - Take a lead in evaluation process
 - Assist in the selection of teams
- Advanced Development Programs, Camps and Clinics – Recreational and Academy Programs
 - Assist TD in determining those programs
 - Assist TD in setting dates and times for the programs
 - Assist in identifying and assisting in administering programs
- Represent club at functions, meetings and events as directed by the TD
- Serve on the CASA Tournament committee.

E. EXEMPT EMPLOYEE LEAVE POLICY

Flexible Leave Policy (FLP):

All exempt employees of the Capital Area Soccer Association may be eligible to receive a Flexible Leave Policy (FLP) benefit. The FLP benefit is based on mutual trust between the Capital Area Soccer Association's Board of Directors and the exempt employee.

CASA FLP Procedures: FLP is designed to cover leave for any purpose and provide an exempt employee flexibility to take time off as they see fit, with no limit or cap, as long as the employee fulfills their job responsibilities and does not abuse the policy.

Exempt employees must:

- Avoid abusing the policy by taking time off excessive leave, leave that negatively impacts the duties of their position and the organization as a whole.
- Communicate and collaborate with other office personnel to ensure the time off does not disrupt the operations of the organization.
- Delegate, postpone or otherwise manage responsibilities that will be affected by time off.
- Notify the Executive Committee of the Board of Directors at least one week in advance of any planned leave that extends beyond three (3) consecutive days.
- Obtain approval for any vacation leave that extends five (5) consecutive business days or more.

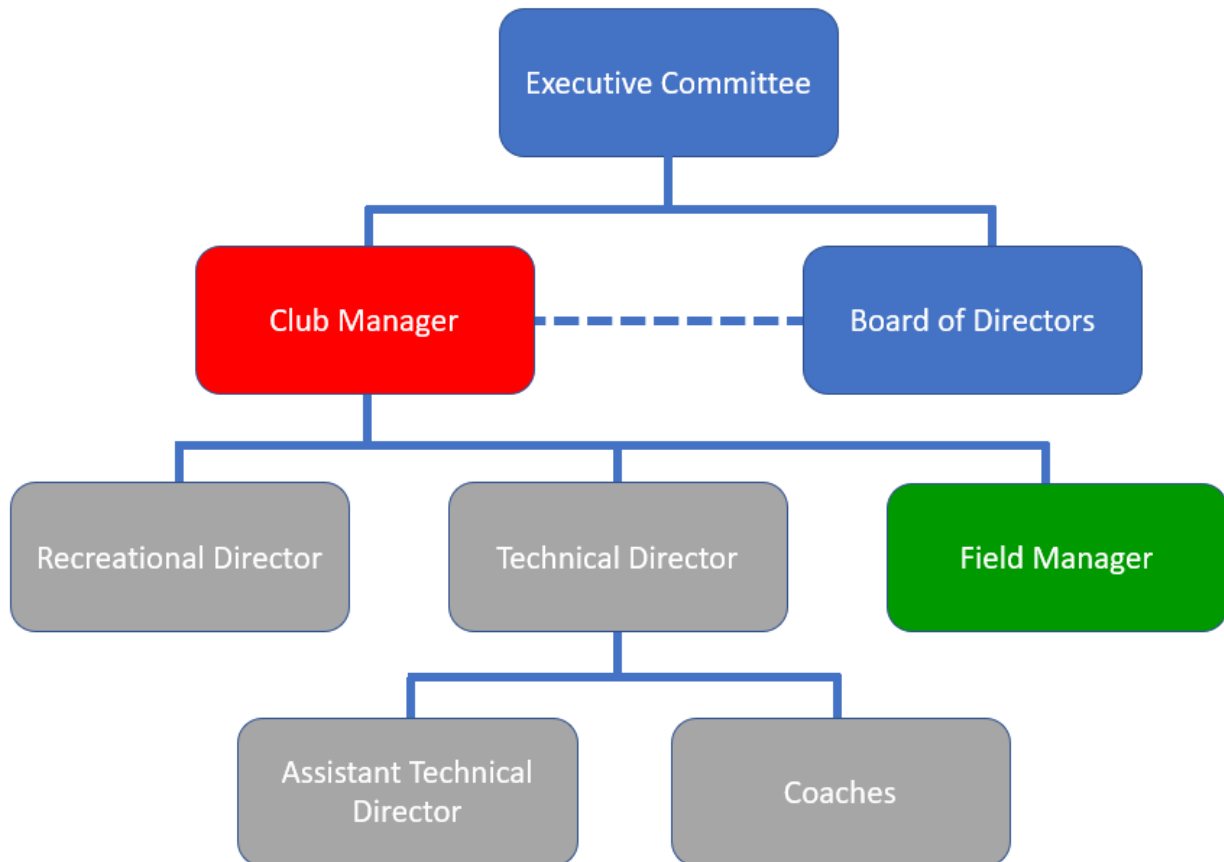
The Executive Committee of the Board of Directors may reject FLP requests for reasons including, but not limited to:

- Other exempt employees have already asked for leave during the same time period.
- The leave in question will disrupt the operations of the organization.

- An employee appears to be abusing the FLP benefit.

III. ASSOCIATION ORGANIZATIONAL CHARTS

A. Organizational Chart.



IV. EXPENSE REIMBURSEMENT

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

Expenses

Expenses need to be justified by invoice or receipt from a vendor and submitted with an expense report to the Club Manager. The expense report should include mileage, reason for travel, and cost of item purchased.

Mileage

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

All Expense Reports must be approved by the President and Treasurer.

V. ACCOUNTING PROCEDURES

Funds Received

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

Procedures:

- Mail should be opened by Registrar/Office Assistant. In the absence of a Registrar/Office Assistant, the Club Manager will be responsible for opening and processing mail.
- Upon receipt of deposits, the Registrar will credit the player accounts for the appropriate amounts amount into the Registration System. Other receipts (sponsorships) should be appropriately coded. In the absence of a Registrar, the Club Manager will be responsible for crediting player accounts in the Registration System.
- A breakdown of the checks should be prepared and sent to the bookkeeper/accounting agency via email.
- All checks should then be provided to the Club Manager, who will prepare a deposit slip and deposit the funds into the bank within 48 hours.

Fund Disbursements

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

authorization.

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

Procedures:

- Mail should be opened by the Registrar/Office Assistant. All Bills/invoices are reviewed by the Club Manager and uploaded directly to the accounting agency for payment.
- The accounting agency will process the invoices and assign the appropriate accounting codes.
- The accounting agency will then notify the Treasurer twice a month and obtain approval for payment of invoices.

Note: Credit Card Expenses. The use of the Club's credit card shall be limited. The use of the credit card requires prior approval from the President of the Board prior to any use and should be documented. This documentation should be submitted with the Bill when it is received.

Payroll

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

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

Authorized Signors for the Club:

The Club shall have only four Authorized signers. Authorized signers for the Club shall be:

- Treasurer
- President
- Technical Director
- Club Manager

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

Bookkeeper/Accounting Agency

The bookkeeper/accounting agency shall be responsible for:

- Preparation of monthly financial statements
- Reconciling the monthly bank statements
- Preparation of checks to be paid
- Recording of monthly receipts
- Preparation of payroll checks
- Preparation of monthly payroll tax returns
- Preparation of Annual payroll tax returns

The bookkeeper/accounting agency will be required to provide a backup copy of the financial files on a quarterly basis using a software program agreed upon by the bookkeeper/accounting agency and the Club Manager.

VI. TEAM SPONSORSHIP POLICY

CASA welcomes sponsorships for individual teams. Please refer to the following guidelines and complete the form (Attachment C) for consideration. The Director of Sponsorships, in conjunction with the Sponsorship Committee, will review all submissions. The Sponsorship Committee is composed of the Director of Sponsorships, Board Secretary, Director of Team Managers, and the Vice President. ***Please note: all application communication must be made through the Director of Team Managers. Teams should encourage any potential sponsor to provide general sponsorship to CASA.***

1. CASA logos can only be placed on Nike products.
2. Team Sponsors may not be Clothing, Sports Merchandisers, or any related industry to the organization's official uniform sponsors.
3. No Team Sponsor name or logo is permitted on game uniforms.
4. Sponsors can have a logo on the team webpage or related organizations webpages/Facebook, but it must receive prior approval by the Sponsorship Committee. Team Sponsors may not appear on the CASA organization's website.
5. Sponsors may have their name or logo on the arm of warm-ups. No sponsor logo or name may be on the front (chest) or back of the warm-ups.
6. Sponsorships will be granted approval for no longer than one year.
7. CASA will not provide refunds to unsatisfied Sponsors. Any disagreements must be settled between the Team and the Sponsor.
8. Sponsorships covered under this section do not include donations or other payments made to a team not requiring promotion, publicity or public recognition for the donation or payment.

VII. CODE OF CONDUCT

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

Board Members:

- Conviction of a felony or a crime against another person.
- Conviction of any crime involving a minor.
- Conviction of any crime with a nexus to the Board position held.
- Intentional misuse of club finances or profiting off of the Board position held.
- Encouraging CASA players, other than their own child, to leave CASA and play for a club that is not supported or approved by CASA.
- Serving as a Coach, officer, board member, or any official capacity for a youth soccer organization other than CASA that would create a conflict of interest.
- Consistent failure to perform duties of the office or position.
- Failure to attend four consecutive Board Meetings.

Players, Coaches, and Parents:

Each member will be required to abide by the CASA's established Code of Conduct (as stated in Attachment A). Non-compliance shall result in suspension or disciplinary action as detailed in Attachment A.

VIII. Disciplinary Committee

The Disciplinary Committee shall be comprised of three active members of CASA. One will serve as the Director, elected by the Board of Directors. The other two members shall be chosen by the Director and are subject to approval by the Board of Directors for CASA.

The Disciplinary Committee will handle Disciplinary issues that arise on both the Travel and Recreational side of the club, as outlined below.

When an issue occurs at the fields and in the presence of a member of the Board of Directors, the Director has the authority to address the situation and issue a punishment as pursuant to the charts below. The Director who exercises their authority must then submit a written report to the Chairperson of the Disciplinary Committee within 24 hours of the incident. The Chairperson will review the report, determine if any additional action is required, and issue a formal letter to the offending party.

When an incident occurs that is not witnessed and addressed by a Director but is instead reported to a Director after the fact, written statements are to be submitted to the Chairperson of the Disciplinary Committee. The Chairperson will then have 36 hours to gather statements from all parties involved and any impartial bystanders that may have been

present. Once all statements have been gathered, the Director will disseminate them to the other members of the committee and will call a meeting to discuss the incident. The meeting may be a conference call, in person, or some other agreed upon form, so long as all three members are present.

Once all statements have been disseminated to the members of the committee, they have 48 hours to decide on the punishment that shall be handed down, based largely upon the charts below.

All Disciplinary actions will be written up and submitted to the Executive Committee.

**** CASA reserves the right to aggravate any penalty if the offense is deemed egregious.**

For the purposes of this policy, the following definitions apply:

- “Official” includes Referees and Assistant Referees
- “Fighting” is defined as engaging in combat by means of the mutual exchange of blows delivered by hand, head, foot, or other portions of the body.
- “Objects” is defined as a soccer ball, snow ball, ice ball, stones, rocks, dirt, mud, sand, etc.
- “Physical Offenses” is defined as throwing a ball or other object, gesturing or signaling obscenely, and any other serious physical actions as determined by the Disciplinary Committee.
- “Serious Physical Offenses” is defined as deliberately striking or kicking, deliberately attempting to kick, spitting, and other physical actions as determined by the Disciplinary committee.
- “Verbal Offenses” is defined as verbal threats of physical harm or property damage, abusive language, and other verbal offenses as determined by the Disciplinary Committee.
- “1 Year Suspension” is defined as the remainder of the current season and the following season.
- “CASA events” are defined as any game or tournament the team is participating in, fundraising event, or CASA outings.

OFFENSES AGAINST OFFICIALS:

NATURE OF THE OFFENSE	1ST OFFENSE BY PLAYER	2ND OFFENSE BY PLAYER	1ST OFFENSE, NON PLAYER	2ND OFFENSE, NON PLAYER
Serious injury of an official	Lifetime Ban		Lifetime Ban	
Physical Offenses	3 game suspension	Minimum 1 year suspension	3 game suspension	Minimum 1 year suspension
Serious Physical Offenses	1 Year suspension	Minimum 2 year suspension	1 year suspension	Minimum 2 year suspension
Verbal Offenses	3 game suspension	Minimum 1 year suspension	3 game suspension	Minimum 1 year suspension
Dissent	1 game suspension	2 game suspension	1 game suspension	2 game suspension

MISCONDUCT TOWARDS OPPONENT, COACH, COLLEAGUE, SPECTATOR:

NATURE OF THE OFFENSE	1ST OFFENSE BY PLAYER	2ND OFFENSE BY PLAYER	1ST OFFENSE, NON PLAYER	2ND OFFENSE, NON PLAYER
Fighting (as defined above)	Under 14- 2 game suspension 14 & Over- 4 game suspension	Under 14- Minimum 4 game suspension 14 & Over- Minimum 8 game suspension	4 game suspension	Minimum 8 game suspension
Physical Offenses	Under 14- 1 game suspension 14 & Over- 2 game suspension	Under 14- Minimum 4 game suspension 14 & Over- Minimum 8 game suspension	2 game suspension	Minimum 8 game suspension
Serious Physical Offenses	Under 14- 1 game suspension 14 & Over- 2 game suspension	Under 14- Minimum 2 game suspension 14 & Over- Minimum 4 game suspension	2 game suspension	Minimum 4 game suspension
Verbal Offenses	Under 14- 1 game suspension 14 & Over- 2 game suspension	Under 14- Minimum 2 game suspension 14 & Over- Minimum 4 game suspension	2 game suspension	Minimum 4 game suspension

MISCONDUCT TOWARDS OPPONENT, COACH, COLLEAGUE, SPECTATOR:

**Any parent who initiates physical contact with a Coach at any CASA event will be banned from all CASA events moving forward for a period of time. This could extend to as much as a lifetime ban. This sanction is up to the discretion of the Technical Director, Disciplinary Committee, and Executive Board members. **

CASA Travel and Recreational Program:

All members participating in CASA Travel and Recreational programs shall be subject to the penalties stated below and in addition to other remedies set forth in herein. Player penalties are in accordance with the age group in which they are registered rather than the player's chronological age.

1. Use of Ineligible players:

- a. A Coach who fields a player, without CASA or League sanction, who is ineligible because of improper or non-registration shall be suspended for four (4) games and shall be responsible for all fines assessed to CASA by a higher authority.
- b. A player who, during a given registration year, registers to play for a second club without first having obtained a release from the first club shall be suspended for four (4) games and shall be responsible for all fines assessed to the CASA by a higher authority.

2. Accumulation of Cautions or Red cards

A player, Coach, or team official must abide by the rules of the league they are playing in with respect to multiple yellow or red cards in a season.

3. Refusal to Play

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

4. Player Transfers

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

5. Misconduct and Tournament Rules Violations During Privately Sponsored Play
 - a. Incidents of misconduct or tournament rules violations occurring during the playing of any privately sponsored competition shall be penalized as the Sections of these rules provide for such misconduct or rules infractions.
 - b. Where misconduct or rules violations have been displayed by a club official, Coach, player, or team official not playing within the jurisdiction of the league at the time, but during a tournament sanctioned by the EPYSA or USSF shall be penalized in accordance with these rules. A report from the appropriate authority may initiate disciplinary action.
6. Conduct Detrimental to the Good and Welfare of Soccer
 - c. Any player, team official, Coach or Club officer whose conduct is considered to be detrimental to the good and welfare of soccer shall be suspended for one game for the first offense and for a minimum of two games for the second offense or more within two year period. Such misconduct shall include but shall not be limited to misbehavior while a player, team official, Coach, Club officer or a spectator at a USSF sanctioned event.
7. Conduct Detrimental to the Club, Team or Player
 - a. Any player, parent, team official, Coach or Club officer whose conduct is considered to be detrimental to the Club, Team or Player shall be suspended for an amount to be determined by the CASA Disciplinary Committee. It shall be at a minimum: one game for the first offense and for a minimum of two games for the second offense or more within two year period. The Executive Committee or Board may suspend players, parents or Coaches as they deem appropriate. This conduct shall include but shall not be limited to misconduct, recruiting and other acts committed by a player, team official, Coach, Club officer or a spectator as determined by the Executive Committee or Board.

GLOSSARY OF TERMS

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

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

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

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

“Interested party” or “party of interest”: May include, a club or association president, team official, Coach, player, Referee or Assistant Referee, tournament official, and any other representative of the CPYSL, EPYSA, or USSF on behalf of their respective organization, or any other person or organization.

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

IX. COACHES, PLAYERS AND PARENTS BEST PRACTICES AND STANDARDS

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

X. TEAM AGE REQUIREMENTS

A Travel player may be moved to the next older age group with the recommendation of a Technical Director. To roster as a secondary player with another club requires notifying both the CASA Technical Director and their CASA Coach.

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

XI. TRAVEL PAYMENT POLICY

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

Payments

- All fees are considered paid upon receipt by CASA
- A tryout fee of \$20 will be collected at or before the time of tryouts. The tryout fee is considered a non-refundable player processing fee.
- A registration fee (\$125 for 2022-2023 season) will be assessed upon a player’s

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- acceptance of a roster spot on a CASA Travel team.
- Commitment fees (Elite teams only) are due pursuant to the deadline established each year by the club. In the event the fee is not received, the team members spot on the team may be offered to the next person on the waiting list.
 - Individual player Team payments are due to the Team Manager (e.g. Coaches per diem, tournaments fees, referee fees, etc.)
 - Individual player Program payments are due to the Club through GotSport (e.g. training fees, coaches insurance fees, etc)
 - Program Payments for teams are due to the Club by the 15th day of the month.
 - New players added during the season will pay the following registration fee:
 - From start of season through November 30th – Full fee
 - From December through end of season – Half fee
 - Number of player minimums need to be established for each team. 7 vs. 7 = 9; 9 vs 9 = 11; 11 vs. 11 = 13. These minimums may be overruled by the Technical Director.
 - The requirements of this section may be suspended or amended by a majority vote of the Board of Directors.

Financial Delinquency Policy:

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

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

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

xii. REGISTRATION AND REFUND POLICIES

Camps, Clinics, ADP Registration Policy

CASA offers many camps, clinics and Advance Development Programs (ADP) throughout the year. Organizing these programs requires planning and coordination between the CASA office and registrar, instructors, players, parents and facilities to be used. In order to provide the best available programming for all participants all registrations and payments are due 10 days before the start of any stated program. Registrations may be accepted after the registration deadline with an additional fee of \$20 on the registrant.

Recreational Player Refund Policy

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

Natural Disaster, Pandemic Or Other Force Majeure Event.

Refunds are not guaranteed for any CASA program if there is an occurrence of any event which is outside the reasonable control of CASA and which prevents CASA from completing its obligations to its members, and the refunds will cause irreputable financial or other harm to the club.

xiii. INJURY POLICY FOR TRAVEL PLAYERS

In the event of an injury to a Travel player that keeps the player out of training and/or games for a minimum of four weeks, the Club (at its sole discretion) can choose to waive training fees with the delivery of a doctor's note and for the duration of the medical occurrence . Players are responsible for all training fees up until the injury occurred and a decision is made on the Waiver of fees.

In order to qualify for relief:

- All previous balances are paid; including all Registration Fees and Commitment Fees. The player must be current with the travel team expenses or with the program payment.
- A medical note is delivered to the Technical Director describing the injury and recovery time.

Other Notes:

- Travel registration fees are not subject to the waiver.
- Travel commitment fees are not subject to the waiver.
- Thereafter, training fees will be waived based on the amount still owed over the remaining training period.
- The Club will not provide refunds retroactively training or other programs.

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

xiv. DISCOUNT POLICY

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

Team Managers:

Team Managers handle organization, accounting for teams and coordination of schedule with the players and Coach. Team managers receive a \$150 discount on training fees for Elite teams, or a \$100 discount for Travel/Academy (U9 through U12 Developmental Program) teams. No discounts are offered to age groups younger than U9. If the Team Manager and Treasurer roles are handled by two different people then the discount is split

evenly between those two people.

Sibling Discounts:

Families with multiple children playing in the Elite/Travel/Academy program are entitled to a discount. The oldest child pays full price for training fees, the next sibling receives a discount of \$100 off training fees, the third oldest child receives \$50 off training fees, and all other younger siblings receives a discount of \$25 off training fees.

Board Member Discount:

Board members, if requested, can receive either a CASA Recreational registration fee, a \$150 discount on training fees for Elite teams, or a \$100 discount for Travel/Academy (U9 through U12 Developmental Program) teams.

Note:

A family may collect a maximum of two discount types. The discount types are Team Manager, Sibling, and Board Member.

- A family can choose to donate their qualified discount to the CASA Circle of Friends Scholarship Fund.

xv. COACHES EDUCATIONAL POLICY

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

- The Club will provide funds equal to 100% of the cost of the course/certification upon successful completion.
- If the Coach leaves the Club within two years of completing the course the Coach must reimburse the Club the cost of the course/certification
- Requests to be submitted a minimum 60 days prior to course/certification
- Allowances to be reviewed on a case by case basis
- Allowances need to be approved by the Technical Director
-

xvi. COACHES PER DIEM POLICY

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

- Per diem/expense coverage is not provided for home games or for indoor league games.
- Per diem/expense coverage will be provided for:
 - Tournaments

- State Cup Games
- Away Games
- Indoor State Cup
- Roundtrip distance from CASA Soccer Complex to Coaching Location
 - Under 50 miles - \$0
 - 51-80 miles - \$25
 - 81-120 miles - \$50
 - 121-160 miles - \$75

Guidelines for Event-related Coaches' Expense

- Hotels. When hotel accommodations are necessary, the team will pay for the Coach's hotel room for the appropriate number of nights for the competition.
- Food stipend. For tournaments a stipend of \$20 per day will be provided by the team.

Coach with Two Teams at an Event

- Coaches with multiple teams playing in the same tournament will receive an expense-related stipend as if only one team was attending. This includes a mileage per diem and hotel. That cost should be split equally between both teams.
- If an additional Coach attends the event to assist, then the mileage per diem and hotel expenses will be covered by both teams (split equally). Points to keep in mind when selecting an additional coach.
 - Can additional coaching cover be attained from a staff member already attending the event?
 - Is another staff member from the same age group, who has knowledge of the team and players available to attend?

xvii. RISK MANAGEMENT, CONCUSSION POLICY, and CLEARANCES

A. Risk Management

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

B. Concussion Policy

EPYSA Board of Directors approved a policy on Concussion Procedure and Protocol. EPYSA adopted the Pennsylvania Safety in Youth Sports Acts signed into law in 2011, to help address the issue. CASA, who is an affiliate member of Eastern Pennsylvania Youth Soccer Association, has adopted a concussion policy in order to provide a safe playing environment for its athletes. It will provide educational materials to the Coaches, players, and parents. Materials may be in electronic or traditional formats. Our Club will educate and test all Coaches via options available by the appropriate governing entity.

Updated: August 2024

The testing and education of our Coaches, players, and parents will fall under the direction of the Club Manager.

There are 4 basic steps:

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

Pre-Season Requirements

Coaches are required to take the free Head's Up online training course, (which takes approximately 30 minutes) every year. There is a certificate issued at the completion of the course which must be turned into the Club Manager. Parents and players are required to sign off on a concussion education fact sheet, developed by the Heads Up Concussion:

https://cdn1.sportngin.com/attachments/document/0128/3796/Updated_Concussion_Form_2017.pdf#_ga=2.143590837.1660744702.1661136432-2097532837.1660273945

All players and parents will be required to complete and return it prior to the Fall season and all new players/parents will be required to complete and return the form to the Team Manager.

Season Requirements

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

The Coach shall not allow a player to return team activities until the parent/guardian of injured player provides the appropriate doctor's note releasing the injured player from concussion protocols and explicitly allowing the player to return to soccer activities.

Disciplinary Action for Violating the Concussion Policy

CASA shall institute minimum penalties for a Coach found to intentionally violate the Concussion Policy.

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

The Executive Committee, in consultation with CASA's Disciplinary Committee, will hold a hearing to review and enforce punishment for violations for the policy with the Coach in question. The disciplinary action is put in place by EPYSA and will be followed by our Club in an effort to keep our players safe.

Updated: August 2024

C. CLEARANCES

Each year all Travel Coaches and Team Managers must update their clearances. The following clearances are required:

- PA State Criminal Record Check
- PA Child Abuse
- CDC Head's Up Concussion Training

Attachment A CASA Code of Conduct

PLAYERS:

All players participating in CASA shall:

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

PARENTS/GUARDIANS:

ALL parents/guardians shall:

- Encourage good sportsmanship and self-discipline by demonstrating positive support for ALL players on both teams.
- Make athletic participation for their child and others a positive, fun experience.
- Give encouragement and show interest in their child's team.
- Help their child work toward good sportsmanship in every game.
- Attempt to relieve the pressure of competition and place the emotional and physical well being of players ahead of a desire to win.
- Be respectful toward coaches, referees and other parents.
- Alert coaches of any player's health conditions which may impact his or her participation.
- Support all efforts to remove verbal and physical abuse from youth sports activities.
- Refrain from coaching and refereeing from the sidelines.
- Make every effort to drop off and pick up players at designated practice times.
- Address problems and concerns calmly, seeking solutions at a proper time and location, avoiding discussions and confrontations with the coach in front of the children.
- Require their child to treat other players, coaches, fans and officials with respect, regardless of race, sex, creed or ability.

COACHES:

All Recreational Coaches shall:

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

CASA technical directors

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

ALL TRAVEL COACHES SHALL:

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

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

Attachment B

Coaches, Players and Parents Best Practices and Standards

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

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

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

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

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

I. **Players:**

a. **Training Session:**

- Players are expected to be fully equipped, dressed, and ready to begin the training session at the assigned starting time.
- Elite teams will only wear CASA branded gear (e.g. sweatshirts, jackets, hoodies, etc) at training and games to present a unified look
- The Coaching staff reserves the right to ask any player to step out of training if the players clothing can become harmful to them or any player on the field.
- *“Early is On-Time, On-Time is Late, and Late is Unacceptable”*

b. **Attendance:**

- By the standard and integrity of holding a position on the roster, every player acknowledges their commitment to the team by attending all training sessions and games.
- Attendance will be taken each training session and absences will be dealt with on

an ad- hoc basis

- Absence from a training session before a game may mean not starting and decreased time, which includes league and tournament games
- Player/Parent should notify the Coaching staff why the player cannot attend the training session or game

c. Social Behavior:

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

d. Disrespect:

- Any act of disrespect will not be tolerated
- Any player engaging in disrespectful acts towards Coaches, teammates, referees, opposing players/parents will be removed from the game or training session
- At the very least, the offending player will make a sincere apology. Depending on the level of the incident, the player may have to offer a hand written apology and possibly include forfeiting future game minutes
- Players are not to use profanity at games or in any public setting
- The CASA organization expects the players to act with the highest level of class on and off the field.
- Any player that has been sent home or removed from a training session/game because of behavior issues will be required to apologize to their teammates before the player is allowed to participate in any team based activity (Training Session, Game, Tournament, Social Outing, etc.).

e. Pre-Match/In-Match:

- Players will organize themselves and warm up based on what and how the Coaches deem appropriate for a pre-match warm up.
- During the match all players will be in dressed in full-uniforms with shirts tucked in.
- The Coaching staff expects each player to be at each of the games. If there is a family issue where a player needs to leave early, there needs to be communication from the parent or guardian at least 24 hours in advance of the game.
- The only persons to address the referees will be Coaches and the speaking captain. No other player or person should be making any type of verbal or nonverbal communication with the officials.

f. Post-Match

Notwithstanding any rule or guidance to the contrary:

- Players will shake hands with the other team's players and Coaching staff.
- Players will also shake hands with the Referees without saying a word besides good

game

II. **Parent:**

a. **Contact:**

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

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

If, after such a conclusion, the concerns are not satisfied, the parent should seek out the Coach at a reasonable time. Immediately before, during, or immediately after a match/training session is not a reasonable time to seek out a Coach. Any such attempts will be respectfully denied.

If concerns do arise;

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

At the appropriate age, U12 and older, the player is first responsible for initiating communication of the issue. It is in the Coaching staff's strong opinion that players U12 and older can handle these tasks themselves and need to take responsibility for their play.

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

Order for Communicating Issues:

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

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

Items Coaching Staff will have the final decision:

Updated: August 2024

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

b. Game Day:

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

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

Positive encouragement is always welcome.

III. “Coaching Rules of Thumb:”

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

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

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

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

Leadership is action, not position.

Playing time is earned.

Players cut themselves.

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

Attachment C

CASA Team Sponsorship Policy and Request Form

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

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

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

CASA Team _____

Coach/Team Manager _____

Sponsor _____

Details of Sponsorship

Approval of Sponsorship Committee

Director of Sponsorships: _____

Director of Team Manger: _____

Past President: _____

Attachment D

COACH'S EDUCATIONAL ALLOWANCE APPLICATION

Hosting Organization: _____

Course Level: _____

Location: _____

Cost: _____

Coach's Name: _____

Date: _____

Reason for taking the course:

Date Received by TD: _____

Approved: Yes__ No__

Amount: _____

Technical Director _____