

SOUTHERN INDIANA UNITED SOCCER CLUB POLICIES & PROCEDURES

These Policies & Procedures define certain procedures and rules to be followed by the Board of Directors, persons serving in coaching and/or team manager positions, other volunteers, and the membership. This document supplements the Bylaws for Southern Indiana United, Inc. and may be amended at any time by the Board of Directors.

SECTION 1 NAME

This organization shall be known as SOUTHERN INDIANA UNITED SOCCER CLUB (hereafter referred to as "SIU").

SECTION 2 PURPOSE

SIU organizes, facilitates and administers teams, coaches, competitions and programs to assure the development, education and enjoyment of soccer.

SECTION 3 AFFILIATIONS

SIU supports and subscribes to the regulations and jurisdiction of Indiana Youth Soccer Association (IYS), United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF).

SECTION 4 ELIGIBILITY

All residents of southern Indiana and surrounding communities are eligible to participate in SIU programs. Out of state residents who meet the requirements of their home state may participate on SIU teams.

SECTION 5 APPLICATION FOR MEMBERSHIP

An application for membership shall be submitted through the online registration process or in writing via the Player Registration Forms. Membership will become active when SIU receives the necessary forms and full payment of all required fees. All club volunteers are members.

SECTION 6 EXPULSION OF A MEMBER

A member found to be in noncompliance with the Bylaws or Policies & Procedures of SIU may be expelled from the membership on approval by two-thirds vote of the Board of Directors. The member shall be entitled to a hearing before the Board of Directors prior to the vote.

Information regarding expulsion of a member may be sent to IYS for review. The Board of Directors reserves the right to terminate membership under any of the following conditions:

A. Upon submission of a resignation of the member to SIU. There will be no fees refunded under this situation.

B. For nonpayment of fees after 30 days from the due date unless otherwise extended with the approval of the Vice President-Finance.

C. For conduct unbecoming a member or prejudicial to the reputation of SIU, including violations of any applicable Codes of Conduct. This would include misconduct demonstrated by a member or player. There will be no fees refunded under this situation.

D. Upon removal of a player from a Select team through formal evaluations and cuts. In this case, any registration fee paid will be refunded.

E. Any player, coach or member who deliberately injures another person, or encourages a player to deliberately injure another person, may be suspended or terminated by the Board of Directors, after consideration of all relevant facts. There will be no fees refunded under this situation.

F. Any member or player who brings a weapon to any SIU-sponsored event including, but not limited to, practices, matches or meetings shall be immediately terminated. There will be no fees refunded under this situation.

G. Any failure to report a player's conviction or arrest for any crime (except minor traffic violations), or suspension or expulsion from school may result in the automatic termination of the player from SIU. There will be no fees refunded under this situation.

Upon termination, a member's child may not remain registered in any of SIU's soccer programs for that season. The Board of Directors will reevaluate the player's participation in future seasons.

SECTION 7 FEES AND COMPENSATION

The Board of Directors may establish and assess fees needed to meet costs of conducting its programs based on recommendations from the three Division Vice Presidents. These fees may be independent of any dues and applicable to specific program activities as warranted. All fees and compensation matters must be brought to the Board of Directors for a vote. The fee for the Select Divisions and the Recreational Division may be different, based on the different costs associated with the two programs. Within the divisions, different age groups may have different fees.

The registration fees are determined each seasonal year by the Board of Directors, who determines the budget for each seasonal year. Fees for Select uniforms are separate (uniforms are normally replaced every two years). Players will not be allowed to play if all fees have not

been paid by the first match of the season unless alternate arrangements have been made with the President or VP-Finance. The fee generally covers the following expenses:

- Coaching salary and expenses (Select Divisions only)
- Insurance
- Equipment
- Field maintenance and development
- League and state registration fees
- Tournament fees (2 per team per season, one per season for U10 teams) (Select Divisions only)
- Referee Fees
- Administrative Expenses

NO REFUNDS WILL BE GIVEN except as permitted under Section 6 or as authorized by the Board of Directors.

SECTION 8 BOARD OF DIRECTORS

8.1 All authority of SIU shall be vested in a Board of Directors unless specified otherwise in the Bylaws. The Board of Directors is responsible for developing and enforcing the Bylaws and Policies & Procedures of SIU including but not limited to decisions affecting membership status and appeals procedures. The Board of Directors may delegate responsibility for day-to-day operations associated with these activities.

8.2 The SIU Board normally meets monthly. Attendance by a representative from each team (Coach, Team Manager or parent) is encouraged to be kept informed of current issues. Anyone is welcome at these meetings.

8.3 A member of the Board of Directors shall not vote on any matter directly affecting them or a team they are directly involved with unless the matter affects the general membership and is the normal responsibility or duty of their position. A conflict of interest issue will be voted on by the remaining Board members to determine its status.

8.4 The Board of Directors may authorize any Board member to enter into a contract or execute and deliver any instrument in the name and on behalf of the club. This authorization must occur during a Board meeting or special meeting and be properly recorded in the minutes.

8.5 The elected Board of Director positions shall consist of the following and shall be the sole club Board of Directors. Board members shall be elected according to the Bylaws and all candidates may make a two-minute presentation at the annual meeting prior to the elections.

A. The **President** shall oversee and coordinate the activities of SIU and the Board of Director's designee(s), including ensuring compliance with affiliation rules and regulations. The President shall be the chief executive officer of SIU and the chairperson of the Board of Directors and shall supervise and control all of the business and affairs of SIU. The President shall preside at all meetings of the Board and shall report to the Board on all activities of SIU. In

the absence of the President, the VP-Finance shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to all restrictions of, the President. In the absence of the President and the VP-Finance, the VP-Registration shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to all restrictions of, the President. The President or his designee may sign any contracts or other instruments which the Board of Directors has authorized to be executed and in general shall perform all duties as may be prescribed by the Board of Directors. The President or his designee shall represent SIU in meetings with other associations.

B. The **Vice President-Select Division** (“VP-Select”) shall be responsible for and manage all aspects of the Select division. The VP-Select shall assist the President in all duties as assigned and have the primary responsibility of ensuring compliance with policies and procedures of IYS and SIU as they pertain to the Select Division.

C. The **Vice President-Recreational Division** (“VP-Recreational Division”) shall be responsible for and manage all aspects of the Recreational Division. The VP-Recreational Division shall assist the President in all duties as assigned and have the primary responsibility of ensuring compliance with policies and procedures of IYS and SIU as they pertain to the Recreational Division.

D. The **Secretary** shall oversee communication between SIU and its members and is responsible for recording and maintaining the minutes of all Board meetings. The Secretary shall act as the liaison between the club and local newspapers and IYS in order to promote SIU’s activities.

E. The **Vice President-Finance** (“VP-Finance”) shall ensure the sound financial operation of SIU through generally accepted accounting principles including receiving monies due and payable to SIU from any source whatsoever and arranging for the deposit of all such monies in the appropriate SIU bank account. He or she should also present a financial report at each monthly meeting for review. The VP-Finance is responsible for presenting all formal financial documents as needed to the firm chosen to file taxes and legal documents on behalf of SIU, develop recommendations for membership fees, develop the annual budget and perform all the duties incident to the office of VP-Finance.

F. The **Vice President-Registration** (“VP-Registration”) shall be responsible for enforcing all State and National Rules, Bylaws, and policies and procedures governing player registration and team assignment and shall ensure the confidentiality of player information. The VP-Registration shall keep master records of all registrations and memberships, maintain SIU’s computerized database, be responsible for distributing rosters to the team managers and all necessary paperwork to be distributed to all active teams, certify eligibility of all teams participating in tournaments and implement procedures to coordinate all necessary registration activities with affiliated leagues and associations, where applicable.

G. The **Vice President-Referees** (“VP-Referees”) shall schedule adequate referees for all home matches and keep referees informed about pertinent issues. The VP-Referees shall publicize clinic and certification sessions for Select and Recreational referees, shall review complaints and match reports from referees, shall communicate any unresolved complaints to the

Conduct Committee and the Board of Directors and shall ensure the proper payment of referees, including resolving any pay disputes.

H. The **Vice President-Fields** (“VP-Fields”) shall develop and follow a detailed plan of action to prepare and maintain fields and facilities as may be reasonable and necessary for the current use and future growth of all SIU soccer programs.

SECTION 9 FINANCES

9.1 A loan cannot be contracted on behalf of SIU and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board members.

9.2 All drafts and other orders for the payment of money, notes or other evidences of indebtedness issued in the name of SIU, shall be signed by the President, the Select Finance Manager or the Recreational Finance Manager. The VP-Finance is designated as the primary financial steward, with the two division Finance Managers and/or VP-Select Division and/or VP-Recreational Division serving in this capacity as needed. The VP-Registration may be a signatory for registration monies.

9.3 All funds of the club not otherwise employed shall be deposited to the credit of the club in such banks, trust companies or other insured depositories as the Board of Directors elects.

9.4 All unbudgeted expenditures over \$500 require Board approval.

9.5 Any and all assets of SIU are permanently dedicated to exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. SIU shall not make any distribution of dividends to its members, officers or anyone having a private interest in the activities of the soccer club.

9.6 The club shall be authorized to reimburse members, other agents or Board members for approved expenses incurred in performing activities of the club. Requests for reimbursement of expenses should be made to the VP-Finance within 30 days of the expense, using the Expense Report Form, and should include applicable receipts.

9.7 In the event that the club is dissolved, the Board of Directors shall satisfy all liabilities and obligations of the club or make provisions therefore and then distribute all remaining assets to an organization(s) that is (are) engaged in similar activities and that is (are) operated under Section 501(c)(3) of the Internal Revenue Code.

9.8 A budget for the seasonal year shall be prepared to include coaches’ salaries, registration fees, referee expenses for home matches, tournament and league fees, coaches’ tournament expenses, and miscellaneous expenses. The budget will take into account the total number of teams and players each season. Fundraising projects and/or sponsorships may help with expenses not covered by players’ fees. The VP-Finance should have a current financial report available at all Board meetings. Coaches will be paid according to their contract with SIU and this will be considered when preparing the budget for the season.

9.9 The VP-Finance should keep accurate financial records of the teams' expenses and revenues during each season. A final financial report must be submitted to the Board at the end of each season. The VP-Finance issues payment for all club obligations, subject to the following restrictions:

- On his or her own authority for items covered in the approved budget or as otherwise authorized under in this document.
- With the approval of the Board for items not in the budget and for the support of soccer activities of the organization.
- Emergency expenses deemed necessary by joint agreement with the President or any other Board member.

Forms necessary to receive payment/reimbursement are:

- Vendor Agreement (prior to services being performed for the club)
- Cash Advance Request (for coaches and members to use for \$140 tournament expense stipend, tournament fees, referee fees, etc.)
- Expense Report (for coaches and members to use for specific expenses, must have receipts and be submitted within 30 days)

SECTION 10 CLUB POSITIONS & COMMISSIONERS

Standing committees may be formed at the discretion of the Board of Directors. Committee progress shall be provided in writing or by presentation at the Board meetings. Board members may be part of a committee, but this is not mandated. Commissioner positions may be appointed by the Board of Directors as needed. Current Commissioner positions are as follows:

The **Risk Management Commissioner** reports directly to the President and shall be responsible for:

- Coordinating all aspects of SIU's risk management, including bi-annual background checks on all coaches, managers, Board members, and other volunteers.
- Reviewing SIU's Policies & Procedures and bringing any potential risks or liability issues to the attention of the Board.
- Providing safety guidelines for inclusion in coaching materials, including lightning, goal safety and first aid.
- Coordinating with the VP-Finance to ensure SIU's assets are adequately insured and liability exposure is limited.

The **Sponsorship Commissioner** reports directly to the President and shall be responsible for:

- Solicitation and maintenance of corporate sponsorships.
- Overseeing the team sponsorships and fund raising activities at all levels.
- Development and maintenance of a database of current and potential sponsors.
- Nurturing relationships with SIU sponsors and the IYS sponsors.

- Development and implementation of fund raising policies.
- Development and implementation of a club promotion plan.
- Obtaining and utilizing revenue from advertisers in newsletters, website, and other communications with the membership.
- Submitting a seasonal work plan and budget to the VP-Finance for approval.
- Performing all other duties as directed by the President or Board of Directors.

The **Volunteer Commissioner** reports directly to the President and shall be responsible for recruiting, screening, training, supporting and recognizing the volunteers of SIU. He or she shall maintain systems which support volunteer recruitment and supervision. This position has been created to aid Board members, commissioners and coaches and to ensure that being in volunteer positions is a rewarding experience. In addition, duties will include:

- Creating volunteer job descriptions.
- Developing and maintaining a volunteer manual.
- Publicizing the need for volunteers.
- Performing volunteer screening and selection.
- Matching volunteer skills and abilities with the club's needs.
- Providing volunteer orientation sessions.
- Organizing committees/projects as needed.
- Motivating our volunteers.
- Performing all other duties as directed by the President or Board of Directors.

The **Webmaster** reports directly to the President and shall be responsible for:

- Developing and maintaining the club's website.
- Maintaining upcoming events and announcements.
- Posting match schedules, coach/team contact info, and referee schedules.
- Posting submitted match photos, including modifying photos as necessary to suit web page needs.
- Posting resource information for players, parents and coaches.
- Posting club information such as policies, procedures and current forms.
- Forwarding miscellaneous communications from parents to appropriate board member.
- Creating PR materials and promotional content for website to promote a positive image for the soccer club.
- Managing siusoccer.com e-mail accounts.
- Managing Godaddy Web Hosting provider account issues.
- Managing Domain name renewal (siusoccer.com, fcysa.com).
- Management of website change requests.
- Maintaining backups of website.

The **Director of Coaching** (DOC) reports to President and shall be responsible for:

- Establishing a general club coaching philosophy.
- Maintaining a database of coaches' qualifications and coaching history.

- Ensuring compliance with IYS coach licensing requirements.
- Determining the proper use of funds designated for coaching education and licensing.
- Recruiting and recommending coaches to the VP-Select Division for each Select team.
- Recommending coaching salaries to VP-Select Division.
- Organizing training sessions for coaches.
- Organizing and overseeing any tryout sessions, including securing adequate coaches to evaluate players.
- Organizing and overseeing any clinics, including securing adequate coaches to staff.
- Reviewing the standard of coaching during the season and recommending any changes and offering assistance to the coaches.
- Handling and mediating, along with the VP-Select Division any complaints received from parents concerning our Select coaches.
- Representing coaches as their liaison with the Board.
- Performing all other duties as directed by the President or Board of Directors.

The **Select Field Manager** reports to the VP-Fields and shall be responsible for:

- Developing and maintaining a detailed plan to develop any fields and facilities as may be reasonable for the future growth of the soccer program.
- Developing a budget and funding sources to implement the plan.
- Coordinating contractors and volunteers for field development.
- Appointing individuals to be responsible for field maintenance who will:
 - (1) Ensure that the existing fields are prepared before the start of the playing season, including putting up the nets.
 - (2) Ensure that the fields are marked weekly with paint according to the correct guidelines.
 - (3) During the season, ensure that grass is kept short enough by being the liaison with the persons doing the mowing (Parks Department, private contractors, volunteers as deemed necessary).
- Coordinating with the Select Equipment Commissioner to ensure that all nets and portable goals are properly stored at the end of the season.
- Assisting in the decision to call off matches due to weather or field conditions.
- Coordinating with Select coaches and team managers for practice fields.
- Assigning fields for all Select teams' home matches.
- Performing all other duties as directed by the President or Board of Directors.

The **Select Equipment Commissioner** reports to the VP-Select and shall be responsible for:

- Inventorying and arranging for storage of all uniforms, balls, nets, flags, first-aid kits and other equipment necessary for the Select Division.
- Determining the number of uniforms to order in conjunction with the Select Registrar and Team Managers.
- Distributing and inventorying equipment (cones, flags, first aid kits) to the coaches or team managers.

- Collecting equipment from the coaches and managers and properly storing it at the end of the season.
- Chairing the committee to select uniforms for the Select Division.
- Obtaining bids and working with vendors to determine the best value and make recommendations to the Board on equipment and uniform selection.
- Performing all other duties as directed by the President or Board of Directors.

The **Select Team Managers** report to the VP-Select Division and shall be responsible for:

- The efficient operation of their particular team.
- Verifying dates of birth for Select players for registration purposes.
- Coordinating with the Registrar to ensure accurate and complete registration information.
- Coordinating with the Registrar any roster changes (drops, adds and address changes).
- Working closely with the team coach to ensure good communication and proper enforcement of SIU Policies & Procedures.
- Bringing parent and player concerns to the appropriate Commissioner or Board member to be addressed.
- Keeping players and parents informed of practice times and location, league match times and locations, and tournament match times and locations, including coordinating hotel reservations.
- Retaining and safeguarding all applicable player and team documentation (birth certificates, medical release forms, code of conduct acknowledgements, etc.).
- Applying and registering for tournaments, with the approval of the coach.
- Paying the referees for all home matches.
- Presenting the referees the player cards and making sure they are collected at the end of each match (sometimes the referees give them back to the coach).
- Calling (or e-mailing) the score in to the league age group coordinator and the VP-Select within 24 hours (if no scores are reported, the team's score will be zero).
- Reporting red cards or ejections to the applicable officials in accordance with league guidelines. These shall also be reported to the VP-Select. See Section 19Y.
- Acting as the liaison between the team and the Board or Commissioners.
- Performing all other duties as directed by the President or Board of Directors.

The **Select Registrar** reports to the VP-Registration and shall be responsible for:

- Registration of Select players with IYS.
- Keeping records of all Select registrations and memberships for the current seasonal year.
- Coordinating registration activities for the Select players with the VP-Registration, the VP Select Division, and affiliated organizations.
- Working with the VP-Select Divisions to prepare and/or update Team Binders for the Select Team Managers each season as necessary.
- Performing all other duties as directed by the President or Board of Directors.

The **Select Referee Assignor** reports to the VP-Referees, will be paid \$10.00 per assigned Select match, and shall be responsible for:

- Recruiting Select referees before each season.
- Distribution of information pertaining to the referees.
- Scheduling referees for all Select home matches.
- Arranging for evaluation of referees and linesmen during the season.
- Performing all other duties as directed by the President or Board of Directors.

The **Select Finance Manager** reports to the VP-Finance and shall be responsible for:

- Collecting and depositing all Select registration fees, fundraising income and any other income to the Select checking account in a bank approved by the Board.
- Keeping detailed records of all receipts and disbursements for the Select Division in a manner determined by the VP-Finance and having these records available for inspection at all meetings, including maintaining supporting documents for these records.
- Recording payments of Select player registration fees in our online database and maintaining all other Select payment information in this system.
- Paying all Select invoices for budgeted items.
- Assisting with the development of a budget at the beginning of each fiscal year for the Select Division.
- Faithfully discharging the duties of office and restoration to the club of any of the club's assets in their possession or control, if circumstances make that necessary.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Field Manager** reports to the VP-Fields and shall be responsible for:

- Developing and following a detailed plan to develop any fields and facilities as may be reasonable for the future growth of the soccer program.
- Developing a budget and funding sources to implement the plan.
- Coordinating contractors and volunteers for field development.
- Appointing individuals to be responsible for field maintenance who will:
 - (1) Ensure that the existing fields are prepared before the start of the playing season.
 - (2) Ensure that the fields are marked weekly with paint according to the correct guidelines.
 - (3) During the season, ensure that grass is kept short enough by being the liaison with the persons doing the mowing (Parks Department, private contractors, volunteers as deemed necessary).
- Coordinating with the Recreational Equipment Commissioner to ensure that all nets and portable goals are properly stored at the end of the season.
- Assisting in the decision to call off matches due to weather or field conditions.
- Coordinating with Recreational coaches for practice fields.
- Assigning fields for all Recreational teams' home matches.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Equipment Commissioner** reports to the VP-Recreational Division and shall be responsible for:

- Inventorying and arranging for storage of all uniforms, balls, nets, flags, first-aid kits and other equipment necessary for the Recreational Division.
- Obtaining bids and working with vendors in order to obtain the best value and make recommendations to the Board on equipment selection.
- Distributing equipment (balls, cones, field bags) to the coaches.
- Collecting equipment from the coaches and properly storing it at the end of the season.
- Hanging the nets at the church fields at the beginning of the season and removing them at the end of the season.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Uniform Commissioner** reports to the VP-Recreational Division and shall be responsible for:

- Chairing the committee to select Recreational uniforms.
- Obtaining bids and working with vendors in order to obtain the best value and make recommendations to the Board on uniform selection.
- Determining the number of uniforms to order in conjunction with the Recreational Registrar based on the prior season's orders for U5-U8; order U9 and older based on registration form orders.
- Distributing uniforms to the coaches.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Coaching Commissioner** reports to the VP-Recreational Division and shall be responsible for:

- Coordinating with the DOC to ensure the club's coaching philosophies are communicated to all recreational coaches.
- Organizing age appropriate coaches' clinics for Recreational coaches. This includes securing a location, instructors, and information packets for the attendees.
- Maintaining the list of Recreational coaches and their qualifications (level of training/licensing and experience).
- Helping new coaches pair up with experienced coaches to act as advisors or mentors.
- Fielding complaints regarding Recreational coaches and bringing them to the attention of the VP-Recreational Division, prior to any action or decision being made on the disposition of the complaint.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Registrar** reports to the VP-Registration and shall be responsible for:

- Registration of Recreational players with IYS.
- Keeping records of all Recreational registrations and memberships for the current seasonal year.

- Verifying dates of birth for Recreational players for registration purposes.
- Coordinating registration activities for the Recreational players with the VP-Registration, the VP-Recreational Division and affiliated organizations.
- Distributing reminder postcards and/or registration forms prior to each season in schools, local businesses and in the local newspaper well in advance of the registration deadline.
- Working with the VP-Recreational Division to prepare Team Folders for the Recreational Team Managers or Coaches each season as necessary.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Referee Assignor** reports to the VP-Referees, will be paid \$10.00 per assigned U12 and older matches, \$5 per assigned U10 and under matches, and shall be responsible for:

- Recruiting Recreational referees before each season.
- Distribution of information pertaining to the referees.
- Scheduling referees for all Recreational home matches.
- Arranging for evaluation of referees and linesmen during the season.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Finance Manager** reports to the VP-Finance and shall be responsible for:

- Collecting and depositing all Recreational registration fees, fundraising income and any other income to the Recreational checking account in a bank approved by the Board.
- Keeping detailed records of all receipts and disbursements for the Recreational Division in a manner determined by the VP-Finance and have these records available for inspection at all meetings, including maintaining supporting documents for these records.
- Recording payments of Recreational player registration fees in our online database and maintaining all other payment information in the system.
- Paying all Recreational invoices for budgeted items.
- Assisting in the development of a budget at the beginning of each fiscal year for the Recreational Division.
- Faithfully discharging the duties of office and restoration to the club of any of the club's assets in their possession or control, if circumstances make that necessary.
- Performing all other duties as directed by the President or Board of Directors.

The **Recreational Age Group Commissioners** report to the VP-Recreational Division and shall be responsible for:

- Answering coaches' and parents' questions in a particular age group.
- Being the liaison between the VP-Recreational Division and their age group.
- Being present at the coaches' clinic to be introduced as the age group liaison.
- Maintaining a list of all coaches' contact information for the age group, including phone and e-mail.
- Settling any problems on the field (personnel, equipment, etc.).

SECTION 11 INSURANCE

As soon as the VP-Registration completes the registration process, each player is enrolled in the insurance program provided through IYS. A player is enrolled only once for the seasonal year. Players are covered during U.S. Soccer sanctioned matches and practices, as well as traveling to and from matches and practices. All coaches must be sure they practice on “approved sites” which means SIU has secured a Certificate of Liability from IYS. Certificates of Liability may be obtained from the SIU Secretary.

SECTION 12 SCHOLARSHIPS

Full or partial scholarships are available to players based on need and can be discussed privately with any Board member. Parents in need of financial assistance must complete the Work-Play Grant Request Form and submit it to the VP-Select Division or VP-Recreational Division for approval. A committee consisting of the VP-Select Division or VP-Recreational Division (whichever the case may be), the Team Manager/Coach and the VP-Finance will review the request once the particular team's roster has been finalized to determine if a grant is financially feasible, and make a decision based on all information gathered. No grant monies may be used for uniform or equipment purchases, although SIU may lend (but not give) a uniform to the player.

The VP-Select Division or VP-Recreational Division is responsible for communicating this decision (preferably in writing) to the parents of the player, as well as the VP-Finance. Application shall be made each season (Fall and Spring). SIU expects grant players and parents to help line fields, referee matches or volunteer for other tasks to help the club.

SECTION 13 SEASONAL YEAR

The seasonal year for SIU is September 1 through August 31. The Fall season usually begins September 1 and ends by the first weekend in November. U5 through U14 boys and girls age divisions play the Fall season. Practice usually begins around the first of August. The Spring season usually begins mid March and ends mid June. U5 through U19 boys and girls age divisions play the Spring season. Practice usually begins around the first of March.

SECTION 14 SPONSORSHIPS/FUNDRAISING

SIU encourages and accepts community, commercial and individual sponsorship for its teams upon application to, and approval by, the Board. Such sponsorship shall be consistent with the purpose, goals and policies of SIU. The Sponsorship Committee or their representatives may approach local businesses to sponsor SIU or a specific team. The Sponsorship Committee shall make recommendations to the Board for determining the form and placement of sponsor logos. The Board must also approve individual team sponsors or donations. Current registration fees that are budgeted annually will pay for a player’s expenses but each year the club will have other expenses such as field maintenance, equipment, etc., which fundraising projects will help cover.

Recommended fundraisers include car washes, concessions, bake sales and raffle sales. The Sponsorship Commissioner will approve and monitor all fundraising efforts. All sponsorship funds will go to SIU's general operating fund (unless the donor specifically designates the purpose of the donation) to be used for scholarships or other Board approved expenses.

SECTION 15 PLAYING PROGRAMS

The SIU playing program encompasses all levels of soccer proficiency, but falls within two principal categories, Recreational and Select.

Recreational: SIU organizes and administers Recreational soccer teams established for the enjoyment and development of its participants. The organization recognizes Recreational soccer both as a benefit to southern Indiana and its citizens. SIU will encourage participation by all members of the community, regardless of experience or skill. This Division shall be governed by the SIU Board of Directors, and managed by the VP-Recreational Division and his or her staff.

Academy: SIU organizes and administers the U8-U9 Academy established for the enjoyment and development of its participants. This division shall be governed by the SIU Board of Directors and managed by the SIU Director of Coaching and the VP-Select. Academy players will wear a uniform at a cost of approximately \$30.

Select: SIU organizes and administers Select soccer teams to represent the club in competition. Participation on these teams is based on demonstrated skill, proficiency and sportsmanship. This Division shall be governed by the SIU Board of Directors and managed by the VP-Select Division and staff. Players who participate in the Select Division must have an exceptionally keen interest in playing soccer and improving their skills. These teams practice at least twice a week during the season and have one or two matches per weekend. In addition, teams will typically play in one or two out of town weekend tournaments each season. It is the commitment of time and effort that most clearly differentiates Select from Recreational. Players and families with major time conflicts need to be aware of the commitment level required to participate in the Select Division.

Practice Players: Players who attend tryouts and who are NOT selected for a Select team may consider, with the approval of the team coach, participating as a "practice player" which means they practice with the Select team of their age group but do not play in league matches. Players may have the opportunity to play with the Select team in tournaments and in friendly scrimmage matches. A "loaner" uniform will be provided for matches. The player chooses which practices he attends. Practice Players must register with SIU by completing the Player Registration Form. This allows the player to be registered with IYS and insures the player during practice. The fee for this is \$100.00 per season (in addition to the Recreational fee, if the player chooses to play on a recreational team).

Some teams may choose to play "Recreational-plus" which is a step above Recreational as far as the level of competition, requires additional league fees, and requires some travel for matches.

Recreational-plus teams fall under the Recreational Division. There are no tryouts for Recreational-plus teams and they are formed randomly.

SECTION 16 FACILITIES

SIU uses 3 sites for Recreational matches:

- Heartland Church of the Nazarene in Floyds Knobs (next to Floyd Central High School) is used for matches only.
- Community Park in New Albany is used for practices and matches.
- Cannon Acres in New Albany is used for matches.

SIU uses 5 sites for Select matches:

- Eastlawn Fields in Jeffersonville.
- Midway Park in Clarksville.
- John Woehrle Fields in Jeffersonville.
- Community Park in New Albany.
- Cannon Acres in New Albany is used for matches.

It is the Team Manager's responsibility to notify the visiting teams and advise them of the exact match field location and specific directions. Directions to our fields are as follows:

Eastlawn Fields (Jeffersonville) From Lexington/Louisville: Take I-64 West to I-65 North. Take I-65 North to IN 62 exit #1 into Jeffersonville (this is 10th St.). Follow 10th St. to the 5th stoplight and turn right on Nachand. This is right after Gateway Plaza on the left and just before Big O Tires. Turn left at the 1st stoplight onto 8th St. Go about a block and on the left you will see a sign "CASI" (Community Action of Southern Indiana) - this is Eastlawn Field (1613 E. 8th St.). Do not cross railroad tracks (this is too far).

Midway Park (Clarksville) From Lexington/Louisville: Take I-64 West to I-65 North to exit 1, toward New Albany and Clarksville. Continue on the access road, which used to be called SR 62, but is now labeled Brown's Station Way. Go straight through the first light. This road will take you over the Interstate. The next light is Randolph Lane. Go straight again. The Park is less than a mile on the left.

Woehrle Fields (Jeffersonville) From Lexington/Louisville: Take I-64 West to I-65 North to I-265 East. Follow to I-265 going towards Jeffersonville until you see the sign for the Clark Maritime Center. Exit I-265 towards Charlestown (exit 10B at Indiana 62 East) and turn left at the very next stoplight, which is Utica/Sellersburg Rd. You will see Cunningham Campers on the left. Go over 3 railroad crossings and at the 4-way stop, turn left on Chas Pike. Go over the next railroad track and the field will be on your left.

Community Park (New Albany) From Lexington/Louisville: Take I-64 West to I-65 North to I-265 East. Take the Grant Line Road exit (exit 3) and turn right on Grant Line

Road. Follow approximately one mile (past railroad tracks) and you will see Sam Peden Community Park on your right.

Cannon Acres (New Albany) From Lexington/Louisville: Take I-64 West to New Albany exit. Turn right on State Street, go about 3 blocks to Main St. and turn right. W. Main St. turns into Hwy. 111. Take W. Main/Hwy. 111 to Budd Road and turn right at the stoplight. Park in the lot just after the first house on the left.

Under no circumstances is practice to be held on Match Fields. Any team practicing on match fields, at any location designated for SIU play may be suspended from league play.

Practice arrangements are made at the discretion of the Coach but SIU teams should only practice on approved practice sites (list is on the club website). For insurance purposes, we must have a Certificate of Liability Insurance on file from IYS for every practice and match location.

Managers and coaches are expected to communicate to players and parents the basic requirements for using these fields which include, but are not limited to; keeping the grounds clean, no smoking (cigarettes, cigars, pipes) on or near practice/match fields, parking only in designated parking areas and picking up trash. Each team should have volunteers to setup and take down nets and flags when required.

SECTION 17 RECREATIONAL DIVISION

All participating families are expected to volunteer at some level. Coaches and Age Group Commissioners will be able to communicate areas of need for those parents who are not already volunteering. All adults in volunteer positions must submit to a background check through IYS.

A. **COACHES.** Coaches of all teams playing under SIU affiliation will be appointed and supervised by SIU. The coach has sole authority and responsibility for the team subject to the standards of SIU. Coaches serve for a single season and may be re-appointed for succeeding terms. Each Recreational coach will ensure that the team has a Team Manager to handle administration, but the coach has full responsibility for team performance. Parents of Recreational players are responsible for player conduct. Coaches and assistant coaches must comply with IYS licensing requirements and submit to a background check through IYS.

B. **REGISTRATION.** The Recreational Division will coordinate the registering of players using our online registration process or the Player Registration Form and submitting this information to the Recreational Registrar by the club registration deadline. This form will be available for both Fall and Spring seasons. Players will be randomly placed on the appropriate age group team according to their birthdate, once registration forms and payment has been received. Requests for placement on specific teams will not be honored. Coaches and/or managers will coordinate with the Recreational Registrar to ensure all player information is complete and accurate. Families with more than one player may take a multi-player family discount on each additional player.

C. **TEAM MEETINGS.** The Coach or Team Manager should schedule a team meeting at the beginning of the season for the coach to relay his expectations for the team. This

can also serve to gather any additional player information needed for the season and solicit the help of parents for various volunteer jobs, as outlined on the Volunteer Form. Families need to be aware that if their child will not be at a practice or a match, it is their responsibility to notify the coach. If any practices or matches are missed, the player should contact the Coach or Team Manager to find out any information they might have missed.

Communication is very important to the success of the team's administration. Brief meetings during practice sessions work well when decisions need to be made or information needs to be shared. If a problem arises during the season, the coach or manager should arrange a meeting with the coach, parent and player, as necessary. If problems are not resolved after taking the steps above, an applicable Board member should be contacted. Players are encouraged to communicate problems they may be having with the coach at any time. It is suggested that parents speak directly with the coach to resolve player issues but not during a match or in front of the team.

Cookouts, parties, and gatherings help the players and parents share some social time to help everyone get to know one another and build friendships between teammates. It doesn't need to be anything extravagant, simple works.

D. TEAM FOLDERS. The Coach or Team Manager will be provided a folder (prepared by the Recreational Registrar and VP-Recreational Division) in which to keep the following:

- IYS Insurance information and Claim Forms
- SIU Player Registration Form for each player
- SIU Conduct Committee Rules and Code of Conduct Acknowledgement Form
- SIU Recreational Registration Information Sheet
- Team rosters
- List of Board members, Coaches and Managers for SIU
- Names and addresses of league contacts
- Picture Schedule
- Match Schedule
- Any other applicable items

The folder should be in the Coach's, Team Manager's, or their representative's possession **at all matches**, and should be weatherproofed to protect it during inclement weather. At the end of the seasonal year, the Coach or Team Manager should destroy all documents concerning each player. **The information on each player is the property of SIU and should be kept confidential AT ALL TIMES.**

E. TEAM TASKS. The Coach or Team Manager may delegate a number of tasks to ensure the efficient administration of the team. These include but are not limited to:

- Field set-up/take-down
- Monitoring trash clean-up at matches
- Team announcements

- Provide team information for the club newsletter
- Social activities, team picnic or party
- Chairs or blankets to sit on to keep the kids together on the sidelines
- Drink & snack schedule

F. **FIRST AID/SAFETY PROCEDURES.** Each Coach or Team Manager should be aware that there is a first aid kit available in the equipment sheds. The kit is available at all matches. After use of any of its contents the Coach or Team Manager should inform the Equipment Commissioner so it can be refilled. If a player is injured on the field, the first concern is always to assess the seriousness of the injury. A player who has possible internal injuries, head injuries, neck or back injuries should not be moved. Coaches should never allow a player who is bleeding profusely to take part in a match until he or she has been adequately treated and the bleeding has stopped. Coaches should not allow the player back onto the field without a clean jersey, shorts, or shoes (whatever has had blood on it). See G “Injured Players”.

If there is a possibility of severe weather prior to or during matches, the referee or the VP-Recreational Division will make a decision on whether or not matches will be played or will continue.

G. **INJURED PLAYERS.** If a player is injured during the match, an Insurance Claim Form should be completed and signed by a coach or referee. These forms must be submitted to the SIU Secretary for processing with IYS for insurance purposes. Claims must be filed within 30 days of the incident. Players who are injured and unable to play for an extended period of time may be removed from the team roster at the coach’s discretion. No refunds of fees will normally be made but exceptions may be presented to the Board for approval. The request must be accompanied by a physician’s statement. There is no guarantee of a refund.

H. **PRACTICE AND MATCH SCHEDULE.** Practice times and locations are at the discretion of the coaches, with the following restrictions:

- (1) U5 and U6 age groups practice for approximately 30 minutes, immediately prior to the scheduled match, not more than once per week.
- (2) Practices for U7 and above may not be held on game fields. Locations for which SIU maintains certificates of liability, for insurance purposes, are listed on the web site and are available from the SIU Secretary.
- (3) U7 and U8 age groups are limited to a maximum of one practice per week.
- (4) U9 and above are limited to a maximum of two practices per week.
- (5) Attendance at practice is extremely important to player development. However, it will not be used to determine the amount playing time a player receives. Each player will be given the opportunity to play at least 50% of each match, as the roster size permits.

- SIU will schedule at least eight (8) official matches for each team.
- Match schedules are determined by the Recreational Division staff, in coordination with the VP-Fields and the Referee Assigner.

- All changes to the published schedule must be requested through the VP-Recreational Division at least 48 hours in advance of the match. Changes will be approved based on field & referee availability.
- Only the VP-Recreational Division or designee may cancel or reschedule matches due to forecasted severe weather.
- Matches will be played in inclement weather. Severe weather such as thunderstorms, lightning etc. in the area will result in matches being cancelled or postponed. Matches must be suspended if lightening is in the area. The match may not be restarted until 30 minutes after the last reported lightning event.
- At the field, the senior Referee is responsible for weather and other safety related decisions. Matches in age groups that do not use referees may be monitored by the VP-Recreational Division, or Age Group Commissioner. Decisions to suspend play will be made by the senior Referee. The senior referee, or league official when referees are not present, is the only person who can allow play to resume.

I. LAWS AND RULES OF THE GAME. Recreational Coaches and Team Managers should ensure they are familiar with SIU Recreational Laws of the Game and SIU Policies & Procedures. It is also a good idea to have these available at matches in the event a question about rules is raised. When any SIU rule is contrary to an IYS, USSF or USYSA rule, the SIU rule shall be void and the applicable IYS, USSF, or USYSA rule shall control club action.

J. REFEREES. USSF certified referees are used for SIU matches for ages U8 and above. The Recreational Referee Assignor will schedule referees for all Recreational home matches and see that the referees are paid. Only the referees can officiate the match. The coaches cannot officiate, even by mutual agreement. Referees may suspend the match due to inclement weather or poor field conditions. If the referees feel that a match is out of hand, they can discontinue the match. If there are problems with any referees, the Recreational Referee Assignor should be contacted to handle it. Under no circumstances should any SIU member approach the referee to contest a call on the field in front of other parents, coaches, teams, etc. SIU encourages good sportsmanship throughout the season.

Parents should try to understand the difficulty of refereeing and are expected to display good sportsmanship during every match. Their behavior could result in the coach being ejected from the match. Poor sportsmanship affects the players – it’s just a game. Even though this is Recreational soccer, some teams take it very seriously. SIU wants our Recreational players to have a positive experience.

Quality referees are developed in Recreational soccer matches. The Referee Assignor assigns referees and some referees will make mistakes. Abusive language directed toward a referee for a perceived mistake will not change the call. It will, however, set a poor example for the players and may discourage the referee, especially if they are young. Referees, like players, improve their skills with encouragement and experience.

Referees shall be paid as follows:

Level 8 Referees

U08	Center \$10.00 AR \$ 7.00 = \$24 per game
U10	Center \$15.00 AR \$ 8.00 = \$31 per game
U12	Center \$20.00 AR \$11.00 = \$42 per game
U14/U15	Center \$25.00 AR \$15.00 = \$55 per game
U16/U17	Center \$25.00 AR \$15.00 = \$55 per game
U19	Center \$35.00 AR \$20.00 = \$75 per game

If the match is cancelled because of weather with less than 2 hours notice, the referee will receive the normal match fee. If the match is cancelled or rescheduled for any reason, other than weather, with less than 24 hours notice, the referee will receive the normal match fee.

K. UNIFORMS AND EQUIPMENT. The VP-Recreational Division and the Recreational Uniform Commissioner select uniforms. Each child will receive a jersey, a pair of shorts, and soccer socks. These are included in the registration fee. Uniforms shall be distributed to coaches at the coaches' clinic or by special arrangements by the Uniform Commissioner. Parents are required to provide shin guards, a water bottle, and a soccer ball for their child.

**SECTION 18
ACADEMY DIVISION**

Any player wishing to be a member of the Academy must be a true U8 or U9 player. The four major objectives of the Academy format are:

- to create a better environment (FUN) for player development
- coaching education
- parent education
- referee development

For the player, the major emphasis is on player development and FUN! The Academy format gives parents (families) and introduction to travel soccer. There are no "A, B and C" teams in the Academy. Playing format is 6 v 6 with goalkeepers. Each player will play at least half of every match. The Academy format gives parents (families) an introduction to travel soccer. The Academy is also for the player who thinks he/she wants to play at a higher level of development and competition. No results or standings will be kept for the games.

A. COACHES. Coaches of all teams playing under SIU affiliation will be appointed and supervised by SIU and the Academy Program will be under the direction of SIU's Director of Coaching. The coach has sole authority and responsibility for the teams subject to the standards of SIU. Each coach will ensure that the team has a Team Manager to handle administration, but the coach has full responsibility for team performance. Parents of Academy players are responsible for player conduct. Coaches and assistant coaches must comply with IYS licensing requirements and submit to a background check through IYS.

B. REGISTRATION. The Select Division will coordinate the registering of players using the online registration process or the Player Registration Form and submitting this information to the Select Registrar by the club registration deadline. Players will be randomly

placed on the Academy teams according to their birthdate, once registration forms and payment has been received. Requests for placement on specific teams will not be honored. In addition, for all non-Indiana residents, a copy of the player's birth certificate and Medical Release Form should be submitted to the Select Registrar at this time. Coaches and Team Managers will coordinate with the Select Registrar to ensure all player information is accurate and complete. Deposit and payment in full must be received by the designated due date. Our multi-player family discount applies to the second and subsequent players. Team Managers or Coaches should ensure all Player Registration Forms (including forms for "practice players") are filled out completely and signed by a guardian.

C. MEDICAL AUTHORIZATION FORMS. Medical authorization is required only once during a seasonal year. However, the Team Manager should ensure they have a copy of the Medical Release Form for all players, especially new players added after the original roster. Medical Release Forms **must be notarized with a raised seal.**

D. TEAM ROSTER AND PLAYER CARDS. The Select Registrar completes the necessary process for the registration of teams with IYS. IYS will send the Select Registrar the official roster and player cards. If players have not paid their club fees or made arrangements to do so with the Select Finance Manager, their cards will be held by the Registrar. **Player cards will be released and players allowed to play only after arrangements for payment have been made.** The Team Manager or Coach should make arrangements with the Select Registrar to obtain their official roster and player cards provided by IYS. Copies of team rosters and player cards will be needed for play dates. It is the Team Manager's responsibility to check their roster for accuracy and coordinate any changes with the Registrar. If any player or coach information (address, phone, email) changes during the season, please inform the Registrar so our database can be updated.

The player's photo needs to be affixed to the "Member Pass" portion of the player card and each player must sign their card. All cards also need to be signed by an IYS Registrar. When submitting cards to the IYS Registrar for signature, the official roster and a copy of the birth certificate are necessary. No player will be allowed to play on play dates without a player card. If SIU has applied for a card and it has not yet been received, contact the Select Registrar who may be able to make alternate arrangements. The cards must be laminated in order to be valid. They should be hole-punched, put on a ring and kept in the team binder at all times. The following persons are IYS Registrars from our district and may sign player cards and coach passes (others may be listed on the IYS website):

Karen Gordon	502 553-3800
Scott Blair	812 697-0128
Jeff Krieger	812 944-9496
Rhonda Buchheit	812 941-8055
Debbie Webb	812 945-5627

Players are given the "Membership Card" portion. Teams that play a Fall and Spring season only need to prepare player cards prior to the Fall season. Spring teams will receive their player cards before the Spring season.

Player cards must be presented to the referee prior to each match. It is normal for the referees to hold on to the cards until the matches are over. **IT IS THE TEAM MANAGER'S RESPONSIBILITY TO GET THE CARDS BACK** as soon as the matches are over. Referees should not keep any player's card for any reason after the matches are over.

Coaches' or Team Managers' cards are needed in order to be on the same sideline as the team. Managers may take over for an absent coach.

E. **ADDING PLAYERS.** A player previously unregistered in IYS or USYSA during the current seasonal year may be added to a team roster at any time. When adding new players, the Select Registrar must be notified so they can notify IYS. It is necessary for new players to complete the required forms, provide a copy of their birth certificate and a photo (small) to use for their player cards. Once a copy of the Player Registration Form is provided to the Select Registrar and all fees have been paid, a new player card will be issued. This process normally takes two weeks (one week is the bare minimum) after the required information is provided to the Registrar.

F. **DROPPING PLAYERS/ TRANSFERRING PLAYERS.** Players may be dropped during the seasonal year without the permission of the player under the following circumstances:

- The player has not paid the applicable club fees by the published date.
- The player cannot participate due to a physical or medical condition which prohibits the player from playing and which was not in existence or apparent at the time the player rostered with the team.
- The player has been suspended for the balance of the seasonal year or an indeterminate period of time.
- For any reason allowed by IYS, USSF, USYSA rules.
- As allowed by the IYS Registration Committee after notice to the player.
- The player has moved beyond a reasonable travel distance. Determination of what constitutes reasonable travel distance is subject to definition by IYS.

If a player is dropped without the player's consent, a letter shall be sent to the player stating the reason for such action. The current player pass and a copy of the letter must be attached to the IYS Drop/Transfer Form. A player who has been dropped may play for a new team during the current seasonal year providing the player is in good standing with the team or club they are leaving (see above), the player has been properly rostered, and has received a player pass for the new team.

Adding a Recreational player to an Academy roster is permitted and will be considered a transfer to the new team. Interclub transfers will not normally be permitted. This means that a player who is registered on another roster can be removed from one roster and placed on another roster only within the same club. If a player needs to be dropped from an official roster, it is necessary to complete the IYS Drop/Transfer Form. The parent and the player who is being dropped **MUST** sign this form, as does the coach of the old team. The player must be officially dropped before filling that spot on the roster with a new player. The Drop/Transfer Form and player card should be forwarded to the Select Registrar for processing with IYS.

G. OUT OF STATE PLAYERS. A resident of Indiana must register with IYS in order to be eligible to play in another U.S. Youth Soccer state association. Players are also insured through their state of residence. Failure to register in Indiana will place the player in bad standing with the USYSA and invalidate the player's insurance coverage. An Indiana player wishing to play in another state must complete and return an IYS Resident Player Registration Request Form and appropriate fee to the IYS office for approval. Players not residing in Indiana are allowed to register on an IYS team with permission from their State Association following their state's procedures. A small fee is normally required for this service. All out of state players wishing to roster on an SIU team must coordinate their state's release through our Registrar.

H. TEAM MANAGERS/TEAM MEETINGS. Each Academy team shall have a Team Manager. Team Managers may be required to attend managers' meetings and are always encouraged to attend Board meetings (2nd Tuesday of each month – see SIU website). The Team Manager should schedule a team meeting at the beginning of the season for the coach to relay his expectations for the team, schedules, etc. This can also serve to gather any additional player information needed for the season and solicit the help of parents for various jobs as outlined on the Volunteer Form.

I. TEAM BINDERS. The Team Manager will be provided a three ring binder (prepared by the Select Registrar and VP-Select) in which to keep the following:

- SIU Policies & Procedures (this document)
- SIU Player Registration Form for each player
- Copy of birth certificates for each player
- SIU Medical Release Form for each player (notarized)
- SIU Conduct Committee Rules and Code of Conduct Acknowledgement Form
- SIU Select Registration Information Sheet
- IYS Registration Rules
- IYS Insurance information and Claim Forms
- IYS Drop/Transfer Form
- League Rules
- Team rosters
- List of Board members, Coaches and Managers for SIU
- Names and addresses of league contacts
- Notes or minutes from managers' meetings
- Newsletters
- Play Date Schedules
- Any other applicable items

Team managers should retain original Player Registration Forms, birth certificates, Medical Release Forms (notarized), and other required documents for each rostered player. They should also ensure that each player and parent review the SIU Code of Conduct and sign the acknowledgement form prior to the seasonal year. Signing the acknowledgement form acknowledges that the player and parent have reviewed the code of conduct for the club and the implications of a violation. This binder, with all the forms and required team documentation, should be in the Team Manager's or their representative's possession **at all times**, and should be

weatherproofed to protect it during inclement weather. At the end of the seasonal year, Team Managers should destroy all documents concerning each player. **The information on each player is the property of SIU and should be kept confidential AT ALL TIMES.**

J. **TEAM TASKS.** The Team Manager may delegate a number of tasks to ensure the efficient administration of the team. These include, but are not limited to:

- Team finances
- Field set-up/take-down (coordinated with the VP-Fields)
- Monitoring trash clean-up at play dates
- Travel arrangements
- Team announcements
- Provide team information for the club newsletter
- Social activities, team picnic or party
- Canopy for rainy or extremely hot sunny weather

K. **FIRST AID AND EMERGENCY/SAFETY PROCEDURES.** Each coach shall be provided and should maintain an adequate first aid kit. The kit should be available at all play dates and practices. At the end of each season these kits should be given to the Select Equipment Commissioner so they can be refilled. If a player is injured on the field, the first concern is always to assess the seriousness of the injury. A player who has possible internal injuries, head injuries, neck or back injuries should not be moved. Coaches should never allow a player who is bleeding profusely to take part in a match until he has been adequately treated and the bleeding has stopped. Coaches should not allow the player back onto the field without a clean jersey, shorts, or shoes (whatever has had blood on it). See “Injured Players”.

L. **INJURED PLAYERS.** If a player is injured during a match, an Insurance Claim Form should be completed and signed by a coach or referee. These forms must be submitted to the SIU Secretary for processing with IYS for insurance purposes. Claims must be filed within 30 days of the incident. Players who are injured and unable to play for an extended period of time may be removed from the team roster at the coach’s discretion. No refunds of fees will normally be made but exceptions may be presented for Board approval. The request must be accompanied by a physician’s statement. There is no guarantee of a refund.

M. **REFEREES.** Referees shall be assigned and paid according to league rules.

N. **LAWS AND RULES OF THE GAME.** Coaches and Team Managers should ensure they are familiar with SIU Policies & Procedures, IYS Registration Rules, and league rules. It is also a good idea to have these available in the event a question about rules is raised. When any SIU rule is contrary to an IYS, USSF, or USYSA rule, the SIU rule shall be void and the applicable IYS, USSF, or USYSA rule shall control club action.

O. **UNIFORMS AND EQUIPMENT.** Each player will receive a jersey, a pair of shorts, and soccer socks. These are NOT included in the registration fee. Uniforms shall be distributed to coaches by special arrangements by the Uniform Commissioner. Parents are required to provide shin guards, a water bottle, and a soccer ball for their player.

SECTION 19
SELECT DIVISION

Except for Board members, coaches and others already in volunteer positions, all members whose children play on any Select soccer team (which includes Recreational-plus teams) must provide eight hours of volunteer service to SIU per season, contribute \$100 to SIU in lieu of such service, or provide a pro rata combination of service hours and funds (based on \$12.50 per hour) to SIU. All adults in volunteer positions must submit to a background check through IYS.

A. COACHES. Coaches of all teams playing under SIU affiliation will be appointed and supervised by SIU. The coach has sole authority and responsibility for the team subject to the standards of SIU. Coaches serve for a seasonal year and may be re-appointed for succeeding terms. Each Select coach will ensure that the team has a Team Manager to handle administration, but the coach has full responsibility for team performance and conduct. Coaches and assistant coaches must comply with IYS licensing requirements and submit to a background check through IYS.

The DOC and the VP-Select are responsible for selecting coaches for SIU, as well as determining the salary the coaches will be paid, based on the following coaching guidelines:

- Playing experience of Coach with no license
High School: \$600 - \$800
College: 1-2 years \$1,000; 3-4 years \$1,200
Semi or Professional: \$1,600
- Playing Experience of Coach with License
Youth Technical (YT) - \$1,000
“E” License: \$1,200
“D” License or Youth National: \$1,500
“C” - “A” License: \$1,800
- Coaching Experience and/or College Playing Experience
0-2 years - \$100
3-5 years - \$200
6-8 years - \$300
9-10 years - \$400
11-15 years - \$500
16+ years - \$600
- Pay Increases
Coaches may receive \$100 increase per seasonal year based on parent/player evaluations and the evaluation of the DOC and VP-Select. The maximum amount to be paid to any coach is \$2,600 per season (\$5,200 per seasonal year).
- Parent vs. Non-Parent Coaches
There is a strong preference to hire non-parent coaches. When a qualified non-parent coach is available, priority will be given to the non-parent for the coaching position.

- Coaching Education

Coaches are encouraged to attend soccer symposiums put on by IYS, U.S. Youth Soccer and local universities. Coaches and assistant coaches must comply with IYS licensing requirements for the division to which they are assigned.

Coaches will sign a contract for a seasonal year which states their responsibility and accountability to the club. The Coaching Commissioner and the VP-Select should review each contract. Once the contract is signed, each coach should receive a copy of their contract, the Select Finance Manager should receive a copy, and the original contract should be filed with the Secretary. Coaches will be paid according to the schedule outlined in their contract.

SIU will pay the Coach a flat \$140.00 stipend in advance for out-of-town tournament expenses. Coaches should complete the Cash Advance Request prior to leaving for a tournament to receive this stipend. In addition, SIU will pay reasonable hotel expenses for the Coach if receipts are submitted (with the Expense Report Form) to the VP Finance for reimbursement within 30 days of the tournament. The exception to SIU paying such expenses shall be any expense related to a tournament for which SIU does not pay the registration fee. Also, if the match time and travel location do not warrant a hotel expense, the club will not reimburse such expenses. The club will reimburse hotel expenses for the person registering the team if they must register the night before the tournament begins, whether it is the Coach or the Team Manager, but not both. Arrangements for this reimbursement must be made prior to the tournament and coordinated between the Coach and Team Manager. Coaches will be provided with necessary practice equipment and match balls (ball bag, four practice balls, two game balls, corner flags, 24 cones, 18 pennies of three different colors, and one coach's jersey, their choice of color). The Equipment Commissioner will keep an inventory of equipment provided to each team and it will be collected at the end of the seasonal year.

B. TRYOUTS (does not apply to Recreational-plus). Tryouts are held for U10 through U18 at the end of the Spring season in accordance with IYS tryout date rules to form Select teams for the upcoming Fall and the following Spring season. Players will complete the Player Registration Form or the online registration process and provide a copy of their birth certificate and a picture after tryouts. Players are expected to participate in BOTH tryout sessions or communicate to the DOC or their tryout coach otherwise. SIU coaches will use the evaluation form provided by the DOC and score each participant accordingly, rotating among age groups to ensure a fair evaluation from several different coaches. SIU coaches, with the approval of the DOC and the VP-Select Division, will select the best players for each team. Players will be placed on teams in their age level based primarily on their soccer skills. **Moving players from one team to another, or playing up in age, will be viewed as the exception to the rule, and will require the approval of the age group coaches, the DOC, and the VP-Select Division.** Any player placement issues should be addressed with the DOC or the VP-Select Division. After each team is selected, every player will be contacted by phone. Those who do not make a team should be told specifically what they need to work on and encouraged to play Recreational soccer and tryout again next year. In order to be placed on a Recreational or Recreational-plus team, players need to contact the Recreational Registrar or register online as soon as possible prior to July 10.

C. PLAYING UP. IYS rules dictate that only true U9 players will be allowed to roster on U9 Select or Recreational-plus teams. Only players whose actual age is U9 or U10 will be allowed to roster on U10 Select or Recreational-plus teams. Only players whose actual age is U9, U10 or U11 will be allowed to roster on U11 Select or Recreational-plus teams. Only players whose actual age is U10, U11 or U12 will be allowed to roster on U12 Select or Recreational-plus teams. Only players whose actual age is U11, U12 or U13 will be allowed to roster on U13 Select or Recreational-plus teams. Only players whose actual age is U12, U13 or U14 will be allowed to roster on U14 Select or Recreational-plus teams. Only players whose actual age is U13, U14 or U15 will be allowed to roster on U15 Select or Recreational-plus teams. For players whose actual age is U14 and older, there is no limit to how many age groups the players may play up. As previously stated, playing up requires the approval of the DOC, the VP-Select Division and the player's parents.

D. POACHING. From June 1 until a player has committed to another team for the upcoming seasonal year (either by signing a commitment to play, obtaining a player pass or paying the registration fee or a portion of the fee), a coach or team designee may personally contact a player to play for the upcoming seasonal year for their team or club.

Except as specifically allowed by these rules, no person shall contact a rostered player to guest or tryout for a team without first contacting the player's coach and obtaining permission to speak to the player or the player's representative (i.e. parent, guardian etc.). Violation of this provision may constitute a recruiting violation.

No coach, assistant coach, trainer, team representative, registered player, parent or advertisement may offer any kind of inducement to recruit a player to play on their respective youth team. A youth team is not restricted to IYS or USYSA teams.

Coaches are responsible for the actions of all of the above listed participants involved with their team. Forms of inducement include, but are not limited to free T-shirts, free uniforms, free camps, college scholarships, free or discounted travel costs, etc. Any statement negative or otherwise which could affect the decision of a player regarding choice of teams shall constitute improper contact. This rule applies to verbal discussions, letters, and brochures as well as radio and television advertisements.

Unless otherwise set forth herein, no coach, assistant coach, trainer, club representative, or team representative may participate in any sanctioned soccer related activity with any IYS registered player who is registered with another club except during tryouts or if the player is a guest player.

E. REGISTRATION. The Select Division will coordinate the registering of players using the online registration process or the Player Registration Form and submitting this information to the Select Registrar by the club registration deadline.

A copy of every Player Registration Form should be submitted to the Select Registrar immediately following tryouts. In addition, for all non-Indiana residents, a copy of the player's birth certificate and Medical Release Form should be submitted to the Select Registrar at this time. Coaches and Team Managers will coordinate with the Select Registrar to ensure all player information is accurate and complete. Deposit and payment in full must be received by the

designated due date. Our multi-player family discount applies to the second and subsequent players. Team Managers or Coaches should ensure all Player Registration Forms (including forms for “practice players”) are filled out completely and signed by a guardian.

Players on Select or Recreational-plus teams may transfer teams during the seasonal year ONLY if the new team is a member of the same club as the old team. Interclub transfers will not normally be permitted. Exceptions are that interclub transfers will be processed at any time: (1) if the team from which the player is transferring dissolves or fails to form, (2) upon petition to, and approval from, the IYS state office. In the Spring, U15 players (Fall only over-aged players) may transfer to another team from the original club or another club without petition. The transferring player must complete and submit a IYS Drop/Transfer Form and their current player card to the Select Registrar for processing.

F. KENTUCKY SELECT SOCCER LEAGUE. Most of our Select teams compete in the Kentucky Select Soccer League (“KSSL”) and must receive written permission from IYS and the Kentucky Youth Soccer Association (“KYSA”) to compete each seasonal year (September 1 - August 31). KSSL is a scheduling league and a non-profit corporation formed to enhance Select soccer in Kentucky. A five-member Board of Directors elected annually after each spring season governs the KSSL. KSSL is open to any team registered with KYSA or an adjacent affiliated organization such as IYS. Teams not located within the geographic area of the league may be admitted, but only with the understanding that they arrange a “home” field within the league’s area and handle all referees for those home matches. The Team Manager is responsible for registering with the KSSL and should familiarize themselves with the league’s policies and procedures. KSSL has two application deadlines, one for each season. The entry fee is published on their website (www.kssl.org) and is approximately \$65 per team each season. The application form will be available to each Team Manager after tryouts. Normally the application deadline is July 15 for the Fall and January 15 for the Spring (please check their website for current deadlines). Team Managers should complete the application form, request a check from the Select Finance Manager using the Vendor Check Request Form and mail both to KSSL by the deadline. This application may need to be submitted before receiving the official roster from IYS. If necessary, an unofficial roster may be obtained from the Select Registrar. The official roster must be submitted to the league before the first scheduled match. Managers must review all rules of the league and sign a release to be sent to the league.

G. INDIANA SOCCER LEAGUE. Some Select teams may choose to register with the Indiana Soccer League (“ISL”), which is a scheduling league. ISL was created to provide the best possible competitive environment between the highest level teams in Indiana and is governed by the IYS Board of Directors, the ISL Commissioner and the ISL Advisory Council. Application must be made online at the IYS website. The Fall deadline is July 1 and the Spring deadline is December 1. Before applying to this league, coaches and managers should be familiar with the ISL rules as extensive travel and additional cost may be involved. The VP-Select Division must approve any team playing in the ISL.

H. MEDICAL AUTHORIZATION FORMS. Medical authorization is required only once during a seasonal year. However, the Team Manager should ensure they have a copy of the Medical Release Form for all players, especially new players added after the original roster.

Medical Release Forms **must be notarized with a raised seal**. Most tournaments require this and it is easier to obtain at the beginning of the season.

I. TEAM ROSTER AND PLAYER CARDS. The Select Registrar completes the necessary process for the registration of teams with IYS. IYS will send the Select Registrar the official roster and player cards. If players have not paid their club fees or made arrangements to do so with the Select Finance Manager, their cards will be held by the Registrar. **Player cards will be released and players allowed to play only after arrangements for payment have been made.** The Team Manager or Coach should make arrangements with the Select Registrar to obtain their official roster and player cards provided by IYS. Player cards are the property of SIU and should remain in the Team Manager's possession at all times. Copies of team rosters will be needed to send in with tournament requests. It is the Team Manager's responsibility to check their roster for accuracy and coordinate any changes with the Registrar. If any player or coach information (address, phone, email) changes during the season, please inform the Registrar so our database can be updated.

The player's photo needs to be affixed to the "Member Pass" portion of the player card and each player must sign their card. All cards also need to be signed by an IYS Registrar. When submitting cards to the IYS Registrar for signature, the official roster and a copy of the birth certificate are necessary. No player will be allowed to play in any league match without a player card. If SIU has applied for a card and it has not yet been received, contact the Select Registrar who may be able to make alternate arrangements. The cards must be laminated in order to be valid. They should be hole-punched, put on a ring and kept in the team binder at all times. The following persons are IYS Registrars from our district and may sign player cards and coach passes (others may be listed on the IYS website):

Karen Gordon	282-1222
Scott Blair	948-9889
Jeff Krieger	944-9496
Rhonda Buchheit	941-8055
Debbie Webb	945-5627

Players are given the "Membership Card" portion. Teams that play a Fall and Spring season only need to prepare player cards prior to the Fall season. Spring teams will receive their player cards before the Spring season.

Player cards must be presented to the referee prior to each match. It is normal for the referees to hold on to the cards until the match is over. **IT IS THE TEAM MANAGER'S RESPONSIBILITY TO GET THE CARDS BACK** as soon as the match is over. Referees should not keep any player's card for any reason after the match is over.

Coaches' or Team Managers' cards are needed in order to be on the same sideline as the team. Managers may take over for an absent or ejected coach.

J. ADDING PLAYERS. A player previously unregistered in IYS or USYSA during the current seasonal year may be added to a team roster at any time. When adding new players, the Select Registrar must be notified so they can notify IYS. It is necessary for new players to

complete the required forms, provide a copy of their birth certificate and a photo (small) to use for their player cards. Once a copy of the Player Registration Form is provided to the Select Registrar and all fees have been paid, a new player card will be issued. This process normally takes two weeks (one week is the bare minimum) after the required information is provided to the Registrar. Coaches and managers should not plan on using the new player for matches during this time.

K. **DOUBLE ROSTERING PLAYERS.** Players may be double rostered at the coach's discretion according to IYS rules (on no more than two teams). Coordination with the VP Select is necessary. There is no additional fee to double roster a player. Players must designate their "primary" and "secondary" team at the time of registration.

L. **DROPPING PLAYERS/ TRANSFERRING PLAYERS.** Players may be dropped during the seasonal year without the permission of the player under the following circumstances:

- The player has not paid the applicable club fees by the published date.
- The player cannot participate due to a physical or medical condition which prohibits the player from playing and which was not in existence or apparent at the time the player rostered with the team.
- The player has been suspended for the balance of the seasonal year or an indeterminate period of time.
- For any reason allowed by IYS, USSF, USYSA rules.
- As allowed by the IYS Registration Committee after notice to the player.
- The player has moved beyond a reasonable travel distance. Determination of what constitutes reasonable travel distance is subject to definition by IYS.

If a player is dropped without the player's consent, a letter shall be sent to the player stating the reason for such action. The current player pass and a copy of the letter must be attached to the IYS Drop/Transfer Form. A player who has been dropped may play for a new team during the current seasonal year providing the player is in good standing with the team or club they are leaving (see above), the player has been properly rostered, and has received a player pass for the new team.

M. **OUT OF STATE PLAYERS.** A resident of Indiana must register with IYS in order to be eligible to play in another U.S. Youth Soccer state association. Players are also insured through their state of residence. Failure to register in Indiana will place the player in bad standing with the USYSA and invalidate the player's insurance coverage. An Indiana player wishing to play in another state must complete and return an IYS Resident Player Registration Request Form and appropriate fee to the IYS office for approval. Players not residing in Indiana are allowed to register on an IYS team with permission from their State Association following their state's procedures. A small fee is normally required for this service. All out of state players wishing to roster on an SIU team must coordinate their state's release through our Registrar.

N. **FOREIGN PLAYERS.** Any player age 14 or older who is or has been registered in a foreign country (including Canada and Mexico) must have clearance papers or a release signed by the official registration chairman or secretary of the foreign association before they are

eligible to register for another team in this Federation, except as to players in the armed forces. This policy is covered under the IYS rule 2.8.

O. TEAM MANAGERS/TEAM MEETINGS. Each Select team shall have a Team Manager. Team Managers may be required to attend managers' meetings and are always encouraged to attend Board meetings (2nd Tuesday of each month – see SIU website). The Team Manager should schedule a team meeting at the beginning of the season for the coach to relay his expectations for the team, possible tournaments, etc. This can also serve to gather any additional player information needed for the season and solicit the help of parents for various jobs as outlined on the Volunteer Form.

Families need to be aware that if their player will not be at practice or at a match, it is their responsibility to notify the coach. If any practices or matches are missed, the player should contact the Coach or Team Manager to gather any information they may have missed.

Communication is very important to the success of the team's administration. Brief meetings during practice sessions work well when decisions need to be made or information needs to be shared. If a problem arises during the season, the manager should arrange a meeting with the coach, parent and player, as necessary. Players are encouraged to communicate problems they may be having with the coach at any time. It is suggested that parents speak directly with the coach to resolve player issues but not during a match or in front of the team. If problems are not resolved after taking the above steps, an applicable Board member should be contacted.

Cookouts, parties, and gatherings help the players and parents share some social time to help everyone get to know one another and build friendships between teammates. It doesn't need to be anything extravagant, simple works.

P. TEAM BINDERS. The Team Manager will be provided a three ring binder (prepared by the Select Registrar and VP-Select) in which to keep the following:

- SIU Policies & Procedures (this document)
- SIU Player Registration Form for each player, including practice players
- Copy of birth certificates for each player
- SIU Medical Release Form for each player (notarized)
- SIU Cash Advance Request
- SIU Expense Report Form
- SIU Work-Play Grant Request Form (scholarship)
- SIU Conduct Committee Rules and Code of Conduct Acknowledgement Form
- SIU Uniform Order Form
- SIU Volunteer Form
- SIU Select Registration Information Sheet
- IYS Registration Rules
- IYS Travel permits
- IYS Insurance information and Claim Forms
- IYS Drop/Transfer Form
- KSSL League Rules or ISL Rules (as applicable)

- KSSL Application Form
- Proof of legal residence for foreign players
- Team rosters
- List of Board members, Coaches and Managers for SIU
- Names and addresses of league contacts
- Notes or minutes from managers' meetings
- Newsletters
- Picture Schedules
- Match Schedules
- Any other applicable items

Team managers should retain original Player Registration Forms, birth certificates, Medical Release Forms (notarized), and other required documents for each rostered player and each practice player. They should also ensure that each player and parent review the SIU Code of Conduct and sign the acknowledgement form prior to the seasonal year. Signing the acknowledgement form acknowledges that the player and parent have reviewed the code of conduct for the club and the implications of a violation. This binder, with all the forms and required team documentation, should be in the Team Manager's or their representative's possession **at all matches**, and should be weatherproofed to protect it during inclement weather. At the end of the seasonal year, Team Managers should destroy all documents concerning each player. **The information on each player is the property of SIU and should be kept confidential AT ALL TIMES.**

Q. TEAM TASKS. The Team Manager may delegate a number of tasks to ensure the efficient administration of the team. These include, but are not limited to:

- Team finances
- Field set-up/take-down (coordinated with the VP-Fields)
- Monitoring trash clean-up at matches
- Team banner (these are subject to Board approval)
- Travel arrangements
- Team announcements
- Provide team information for the club newsletter
- Social activities, team picnic or party
- Canopy for rainy or extremely hot sunny weather
- Reporting match scores to the newspaper

R. FIRST AID AND EMERGENCY/SAFETY PROCEDURES. Each coach shall be provided and should maintain an adequate first aid kit. The kit should be available at all matches and practices. At the end of each season these kits should be given to the Select Equipment Commissioner so they can be refilled. If a player is injured on the field, the first concern is always to assess the seriousness of the injury. A player who has possible internal injuries, head injuries, neck or back injuries should not be moved. Coaches should never allow a player who is bleeding profusely to take part in a match until he has been adequately treated and

the bleeding has stopped. Coaches should not allow the player back onto the field without a clean jersey, shorts, or shoes (whatever has had blood on it). See S “Injured Players”.

If there is a possibility of severe weather prior to or during matches, the referee or the VP-Select Division will make a decision on whether or not matches will be played or will continue.

S. INJURED PLAYERS. If a player is injured during the match, an Insurance Claim Form should be completed and signed by a coach or referee. These forms must be submitted to the SIU Secretary for processing with IYS for insurance purposes. Claims must be filed within 30 days of the incident. Players who are injured and unable to play for an extended period of time may be removed from the team roster at the coach’s discretion. No refunds of fees will normally be made but exceptions may be presented for Board approval. The request must be accompanied by a physician’s statement. There is no guarantee of a refund.

T. PRACTICE AND MATCH SCHEDULE. Team managers or coaches must arrange all practice and match schedules with the Select Field Manager. For practices, all managers must provide the assignor with requested times and days. The Select Field Manager will work with the VP-Fields and DOC to layout all outdoor practice sessions. The Select Field Manager will be responsible to report back to the Team Manager the finalized practice schedule.

Managers **must** give a copy of their match schedule to the Select Field Manager and VP-Select Division as soon as it arrives from the league so they may arrange field assignments. If conflicts are found, the Select Field Manager will work with each manager to coordinate changes. There is only **a one-week allowance** by the league to make needed changes. Once Team Managers and the Select Field Manager complete all changes, the Select Field Manager will provide each manager, VP-Fields, and the Referee Assignor a schedule with dates, times and field assignments for all home matches. The Select Field Manager will also need to send a copy of the matches scheduled for the Clarksville field (Midway) to the Clarksville Parks Department. The Select Field Manager will coordinate with the appropriate entity for use of Eastlawn or Clark County Youth Soccer Association fields.

It is imperative that the manager call the Select Field Manager immediately if a match must be cancelled, delayed or postponed. The Select Field Manager will be sure to contact the Referee Assignor. For match cancellations occurring with less than 72 hours, teams may expect to pay referee fees.

U. LAWS AND RULES OF THE GAME. Coaches and Team Managers should ensure they are familiar with SIU Policies & Procedures, IYS Registration Rules, and KSSL League Rules or ISL Rules (as applicable). It is also a good idea to have these available at matches in the event a question about rules is raised. When any SIU rule is contrary to an IYS, USSF, or USYSA rule, the SIU rule shall be void and the applicable IYS, USSF, or USYSA rule shall control club action.

V. TOURNAMENTS. SIU Select teams normally play in two tournaments per season (U10 only one tournament) which are budgeted with each player’s registration fees. Teams may participate in additional tournaments at their own expense. Prior to the beginning of a season, SIU may make some tournament recommendations. The coaches and managers may

choose others. **IF A TEAM DOES NOT, FOR ANY REASON, PARTICIPATE IN A TOURNAMENT, THOSE TOURNAMENT EXPENSES WILL NOT BE REFUNDED OR CREDITED TO THE TEAM.**

The Team Manager is responsible for completing the tournament application and the necessary forms. Use the Cash Advance Request Form to request a check from the Select Finance Manager for tournament fees (including a copy of the "Permission to Host"). Once accepted to a tournament, the Team Manager should receive a packet containing hotel information, maps to fields, location and times for registration, rules for the tournament, how the scoring will work, how the winners are determined, and the tournament schedule. The Team Manager will distribute applicable information to all parents and coaches. Most tournaments require each player's parent to sign a waiver of liability to play, which should be completed prior to the tournament.

It is helpful to present tournament information at parent meetings. Hotel bills, food and transportation for some tournaments may cost \$200-\$300 per family. It is, therefore, advisable to plan tournaments so that expenses do not become a burden for parents. When making hotel reservations for the team, ask for a "comp room" for the coach, to keep coaching expenses down.

SIU is considered a "club team" on tournament application forms. Early application often helps with acceptance. Hotel reservations should be made as soon as possible once accepted to a tournament. Also, teams should be aware that U15 players playing on a U14 team (Fall over age players) are not allowed to play with their team in tournaments.

In order to play out of the state of Indiana, IYS requires that a permit to travel out of the state be obtained. KSSL does not require travel permits for league matches; however, it is necessary have a travel permit for any tournament or non-league match outside the state of Indiana. The USYSA Application to Travel form should be completed for each tournament and submitted it to IYS at 5440 Herbert Lord Road, Indianapolis, IN 46216, along with a copy of the official roster and a copy of the Permission to Host form from the particular tournament. Travel permits are free unless submitted less than 7 days before the tournament; then the cost is \$50. Once the travel permit is received from IYS, the original stays with the Team Manager with all the tournament information and a copy is forwarded to the organization hosting the tournament. The original will be needed when the team is registered at the tournament.

Although all tournaments are different, it is usually necessary for the Coach or Team Manager to register their team the night before the tournament. The club will reimburse hotel expenses for the person registering the team if they must register the night before the tournament begins, whether it is the Coach or the Team Manager (only one, not both). Arrangements for this reimbursement must be made prior to the tournament and coordinated between the Coach and Team Manager. That person must have the following information:

- Copy of official IYS team roster
- Copy of each players Medical Release Form (notarized)
- Player cards
- Copy of the tournament application for the team
- Copy of the tournament roster which may be provided by the tournament

- Copy of the tournament medical release form which may be provided by the tournament
- Original travel permit from IYS
- Copy of any T-shirt order forms and check sent in advance

When registering the team, simply go to the designated location at the designated time (usually 6:00-9:00 P.M. the night before the tournament) and sign in. The tournament officials will check the items listed above, provide tournament “goodies” (patches, programs, etc.) and any T-shirts which were pre-ordered. Make sure there are enough “goodies” for all players. The Team Manager should distribute everything at the first match so that everyone is aware of all applicable information as soon as possible. T-shirt orders should be double-checked against the order form to be sure you have the right number and the right sizes before distributing them. Ask someone to assist you with this, if necessary.

W. GUEST PLAYERS. Guest players are allowed at some tournaments (and in some leagues, check league rules to be sure). This will be specified in the tournament information. Tournament only player cards may be obtained by coordinating with the Select Registrar and are necessary for players not on your team’s official roster and not already in possession of a player card. These cards must be processed the same as team player cards and must be signed by an IYS Registrar. Be sure to check tournament rules for guest players as not all tournaments allow them. Normally the following guidelines apply:

- No double rostering is allowed for tournament matches.
- Each guest player must have a player card. Since each player can only have one player card at a time, the card must be obtained from the coach or manager of the player’s primary team. Check with their coach to coordinate this.
- Guest player cards, for players not already in possession of a player card, need to be coordinated **well in advance** (normally allow two weeks) through the Select Registrar.

X. REFEREES. USSF certified referees are used for SIU matches. The Select Referee Assignor will schedule referees for all Select home matches. The Team Manager is responsible for paying the referees in cash before the start of the match. Once the schedule has been finalized, the Team Manager may request funds from the Select Finance Manager in advance for these fees. The fees for referees are set annually by the Club. Referees are paid in cash as follows:

U9 - U10	Center \$20, Line \$15 = \$50 per game
U11 - U12	Center \$25, Line \$15 = \$55 per game
U13 - U14	Center \$30, Line \$20 = \$70 per game
U15 - U16	Center \$35, Line \$25 = \$85 per game
U17+	Center \$45, Line \$30 = \$105 per game

The Cash Advance Request, along with a copy of the final match schedule, must be used to request referee fees and it is recommended that enough cash be requested at the beginning of the season to cover referee fees for all home matches. The Team Manager should prepare 3 envelopes per home match to include the correct payment according to the schedule above for each referee.

If only two referees show up, they are each paid and the third envelope, originally designated for the other referee, is returned to the manager. Only the referees can officiate the match. The coaches cannot officiate, even by mutual agreement. Referees may suspend the match due to inclement weather or poor field conditions. If the referees feel that a match is out of hand, they can discontinue the match. If there are problems with any referees, the Select Referee Assignor should be contacted to handle it. Under no circumstances should any SIU member approach the referee to contest a call on the field in front of other parents, coaches, teams, etc. SIU encourages good sportsmanship throughout the season.

Parents should try to understand the difficulty of refereeing a match and are expected to display good sportsmanship during every match. Their behavior could result in the coach being ejected from the match. Poor sportsmanship affects the players – it's just a game. Even though this is competitive soccer and many teams take it very seriously, SIU wants our players to have a positive experience.

Quality referees are critical to competitive soccer. The Referee Assignor assigns referees and some referees will make mistakes. Abusive language directed toward a referee for a perceived mistake will not change the call. It will, however, set a poor example for the players and may discourage the referee, especially if they are young. Referees, like players, improve their skills with encouragement and experience.

Y. **RED CARDS.** Any player, parent, or coach ejected from a match is automatically suspended for at least the next regularly scheduled league match. Those who frequently receive red cards are a problem. **Any player or coach who receives two red cards during the seasonal year may be brought before the Conduct Committee and may receive a suspension.** It is the Team Manager's responsibility to report all red cards or ejections to the VP Select and to the league in which they play according to league rules. In KSSL, the Team Manager must notify the appropriate Deputy Director and the League Director within 24 hours of the end of the match. Any team failing to notify the league may be subject to match forfeiture, player/coach suspension or removal from the league. **KSSL imposes a \$250 fine for any coach, parent or spectator who is ejected from a match and an additional \$500 fine if that person refuses to leave the match after being ejected. Further, any coach, parent or spectator who is ejected from a match must serve a one-match suspension (which means that person is not allowed ANYWHERE ON THE FIELD during that suspension match). Additionally, the team of the ejected coach may NOT play in future league games UNTIL the fine is paid.**

Z. **UNIFORMS.** A committee consisting of all Team Managers will select uniforms and this committee will be chaired by the Select Equipment Commissioner. This committee will make a recommendation to the Board for new uniforms, which are normally replaced every two years. Once teams are selected, Team Managers will be given uniform samples and Uniform Order Forms for players. Uniform Order Forms should be completed as soon as possible and given to the Equipment Commissioner to place the order. Before ordering, the Equipment Commissioner will determine uniform numbers for each player (a number is required on the back of the jersey). There is a place on our Player Registration Forms and through our online process for the player to request a specific number. Numbers shall be 8 inches tall and only on the back of the uniform shirts. A logo may be screened on the front of the shirt. Only uniforms approved

by the Board may be worn by SIU teams. Shopping lists may be provided to each player for additional uniform pieces, bags and warm-ups.

SECTION 20 COACHING EDUCATION

SIU believes that our coaches are a critical asset and strongly encourages continuing education for ALL our coaches. IYS mandates coaching licenses for most age groups - see www.indianayouthsoccer.org for details. Funds are budgeted each season for this purpose. Coaches should discuss with the DOC obtaining licenses and attendance at various symposiums in our area. The coach should submit a Coaching Education Funds Request to the DOC with the completed application/registration form attached. The DOC will determine how the budgeted amounts will be spent each season and forward the forms to the appropriate Finance Manager for payment. SIU will pay the coach a \$15.00 per diem expense to cover meals and will reimburse the cost of gas used to travel to and from the event. Hotel expenses will be borne by the coach, unless approved by the Board. Indiana Youth Soccer, Kentucky Youth Soccer Association, Indiana University and the University of Louisville offer numerous symposiums and licensing courses throughout the year. Expenses over the budgeted amounts may be approved by the Board.

SECTION 21 RISK MANAGEMENT

SIU is committed to protecting its human, financial, and goodwill assets and resources through the practice of effective Risk Management. The SIU Board of Directors and staff are dedicated to safeguarding the safety and dignity of its players, parents, coaches, staff, and anyone who has contact with the organization. To this end, the board has adopted a Risk Management Plan for the organization that is reviewed and updated on an annual basis. The SIU Risk Management Plan is hereby made a part of these Policies & Procedures even though the Risk Management Plan is outlined in a separate document. See “Southern Indiana United, Inc. Risk Management Plan”.

Adopted with the merger 8/1/04. Revised as follows:

- (1) Amended 12/14/04 (changes to Sections 10, 12, 14, 17 and a new section for Coaching Education as approved at the 12/14/04 Board meeting - see attachment to 12/14/04 minutes)
- (2) Amended 2/8/05 (revised Section 8G, Section 10 and Section 17B - see attachment to 2/8/05 minutes)
- (3) Amended 5/10/05 (clarifying Select coaching expenses in Section 17A)
- (4) Amended 6/14/05 (changed “Competitive” to “Select”)
- (5) Amended 7/13/05 (added practice players to Section 15, clarified tournament fees not used are forfeited)
- (6) Amended 8/9/05 (removed referenced to Floyd County Youth Soccer, added new section on Playing Up, removed section on SLIC and replaced with section on ISL)
- (7) Extensive revisions made by Brian Stopher, Malissa Menne, Jim Kotowski, Scott Klink and Debbie Webb Nov. 2005, Jan. 2006, Feb. 2006 and approved at 3/14/06 board meeting
- (8) Replace Section 20 to include Risk Management Plan as part of these Policies & Procedures; removed all references to VP-Select Girls as VP-Select will be over both boys and girls select divisions.
- (9) Revised Section 18(X) to reflect increase in referee pay per VP-Referees recommendation based on what other clubs are paying. See May 24, 2007 email.
- (10) New Section 18 (U9 Academy) including new paragraph in Section 15. See Oct. 13, 2007 email.
- (11) Modified Section 16 to include no smoking. Approved by board via email 4/17/08
- (12) Increased the coach tournament stipend from \$125 to \$140 (authorized by VP Select and VP Finance 5/6/08 while preparing the budget).
- (13) Changed procedure to follow for playing playing up from “DOC, VP-Select and parent” to “age group coaches, DOC and VP Select”
- (14) Revised slightly the guidelines for paying Select coaches, see Section 19(A) (approved by DOC, VP Select and President 5/19/09); revised referee and assignor pay for Fall 2009 (approved at 6/10/09 board meeting); revised Academy section to include U8; KSSL fines for ejections; moved rec plus to be under the rec division
- (15) Removed “monthly” from the sentence “Referees shall be paid monthly as follows” in Section 17 Recreational Division, paragraph J (Referees); removed Section 18C (reference to Academy participating in the Central Indiana Youth Soccer League); in Section 19 Select Division, paragraph Y (Red Cards) clarified the consequences for an ejected coach, parent or

spectator.

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