



# **POLICY & PROCEDURE MANUAL**

Revision 7.2018;4.2021

The purpose of this manual is to provide for the Council Bluffs Soccer Club (CBSC) board, staff, coaches, players, and parents a guide to the operation and expectations of the organization. The manual does not take away the power and effect of the Club By-Laws and in any area of conflict, the bylaws shall prevail. This manual is intended to be amended frequently to reflect the changing conditions of the CBSC operations.

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# SECTION I – ORGANIZATION POLICIES

## ORGANIZATION AND LEADERSHIP OVERVIEW

The Council Bluffs Soccer Club (CBSC) is a community-based, volunteer organization supporting recreational and competitive soccer playing under United States Specialty Sports Association (USSSA), Iowa Soccer Association (ISA), USSSA, the United States Soccer Federation (USSF) and the United States Youth Soccer Association (USYSA). The Council Bluffs Soccer Club organization is exempt from tax under IRS Section 501c(3). The CBSC website is [www.cbsoccerclub.org](http://www.cbsoccerclub.org).

## MISSION

To build a healthy community through opportunity, inclusion and relationships.

## VISION

CBSC will work to accomplish this mission by building and leading a sustainable development model that grows the number of players that develop a lifelong passion for the game of soccer by providing enhanced opportunities for all players regardless of age, technical ability or ability to pay. Through this process, players will build personal character, be taught to compete with courage, and share the value of commitment to self, team, club, and community.

Through the game of soccer players will learn life lessons and develop high expectations and positive character traits such as good sportsmanship, fair play, team importance, doing one's best, never giving up, respecting opponents and officials, and honor of the game.

## CORE VALUES

- Build Community
- Foster Belonging
- Provide Opportunity
- Strengthen Relationships
- Improve Health

## DEFINITIONS

- **Age Divisions:** N.E.S.T through U-19, based on Birth Year
- **Birth Year:** A player who has a birthday within a set range of Jan 1<sup>st</sup>– Dec 31<sup>st</sup> of each given year. Birth years are as defined by the United States Youth Soccer Association and on [www.cbsoccerclub.org](http://www.cbsoccerclub.org).
- **Family:** The term “family” as shall be used hereinafter, shall include any sibling, grandparent, or other related family member. All family members shall be accountable to the rules, policies of conduct, and responsibilities established herein.
- **Fans:** The term “fan” shall include any friend of the player, family or individual who is watching a game. All fans shall be accountable to the rules, policies of conduct, and responsibilities established herein.
- **Parent:** The term “parent” as shall be used hereinafter, shall include the mother, father, and legal guardians of any duly registered player on a CBSC team. All parents shall be individually and collectively accountable, regardless of marital status, to the rules, policies of conduct, and responsibilities established herein.
- **Rostering:** The assignment of a registered player to a team.
- **Season:** Fall, winter or spring.
- **Seasonal Year:** The twelve-month period between August 1st and July 31st.
- **Suspension:** The temporary withdrawal of rights and privileges such as, but not limited to the right to play, coach, or otherwise administer or participate (directly or indirectly) in affiliated soccer. Any person or group that has been suspended shall be in less than good standing for the entire term of the suspension with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.
- **Team:** A recognized entity organized for the purpose of playing the sport of soccer.
- **Youth Player:** An amateur player who has reached the age of four (4) and who has not reached the age of nineteen (19) current seasonal year. A player who has not reached his/her fourth (4th) birthday as of January 1<sup>st</sup> of the current seasonal year is not eligible to register with the CBSC. A player who reaches nineteen (19) years of age during a seasonal year is allowed to complete that seasonal year.

## CBSC ORGANIZATIONAL CHART

Staff roles and responsibilities will be determined annually and included in staff contracts.  
Current staffing structure is available upon request.

# SECTION II – CLUB REGISTRATION AND FISCAL POLICIES

## OVERVIEW OF CLUB REGISTRATION AND FISCAL POLICIES

The following policies are established to ensure that the Club stays a fiscally strong and solvent organization. The Council Bluffs Soccer Club will follow the guidelines of USSSA and/or USYSA and USSF for registration requirements. CBSC will strive to keep costs reasonable and affordable. While CBSC is a non-profit organization, it must maintain a positive cash flow to ensure the overall operation of the organization. CBSC disclaims financial responsibility for, and shall not assume, nor be held liable for the debts or financial obligation, either expressed or implied, of any member, team, coach, manager, or other team official that has not been authorized by the Board.

## REGISTRATION

All players must be registered with the Council Bluffs Soccer Club prior to participating in any practice, game or other activity.

Registration procedures and policies shall be in accordance with the requirements set forth by this club and shall be the responsibility of the Registrar.

### Registration Forms and Fees

Registration shall be on the official club website. The registration form shall meet the requirements of the USYSA. The form shall have provisions to show that proof of age has been verified at one time and must have medical permission and parental consent. A schedule of fees will be determined and approved by the Board for each year and included in fiscal policies.

If any player's registration fee is refused by their respective bank, the responsible party will receive written notice from the CBSC stating that until the current fees are paid their child(ren) will be suspended from play until the registration fee is paid in full.

### Proof of Age

The CBSC is responsible to maintain a record of verification of each player's age on his/her registration form once when the player is playing in a sanctioned event. In the event, that record is lost or in doubt, the board may request such proof, in writing again. Proof of age documentation shall consist a copy of "original" or "certified" birth documentation in the form of a birth certificate, a United States Board of Health record, a passport, a Certificate of Naturalization or an Alien Registration Card issued by the United States Government. Hospital, baptismal, or religious certificates will not be accepted. Once ages have been verified, documentation will be shredded and not kept on file with CBSC.

## PAYMENTS

### Recreational Division Fees

Recreational Division participant shall have all registration fees paid in full at time of registration.

### Academy and Select Division Fees

- A player shall not participate in any Club activities until previous season year balances have been satisfied.
- A minimum tryout/evaluation fees shall be established by the Board and all registration fees must be paid in full before dates set in club paperwork in accordance with the established payment policy for the player to continue to participate in any Club activities, including trainings.
- Players registering after January 1 must pay 100% of their Club fees within 30 days of registration unless previous approval was granted by the ED or BoD.
- After January 1 any player account that has a negative balance shall be suspended from all activities and may not participate in any trainings or games until the balance is paid in full. While every effort is made to post fundraising credits as quickly as possible, players should not count on fundraising credits to be posted to remain eligible and should plan to submit payments until the credits are posted.

## Refund Policy

**Select/Academy:** refunds are only considered based on season ending injury. The request must be made in writing and with a physician's note of the season ending injury. Any refund will be prorated from the start date of the program to the end date. Only players in good standing are eligible for refunds.

**Recreational:** After a completed player registration, any request for refund prior to the start of the season will result in a \$25 administration fee. If a player registration is complete but the player was not placed on a team they may receive a full refund. Players who registered late and were not placed on a team may receive a refund minus \$10.

Exceptions to these rules are subject to the CBSC BOD for approval.

### **Exceptions**

- If a player registers with Council Bluffs Soccer Club and we are unable to place you on an age appropriate Academy or Select team but are willing to be placed on an age appropriate Recreational team, you will be refunded the difference between the registration fees, not including any late fees, tryout fees or purchased or received uniforms, spirit wear or related apparel items.

The Council Bluffs Soccer Club Board reserves the right to deviate from this policy when special circumstances are presented. All refunds requested must be submitted in writing, via mail to: Council Bluffs Soccer Club Attention Club Registrar, 3260 Mid America Drive, Council Bluffs, IA 51501 or via email to [registrar@cbsoccerclub.org](mailto:registrar@cbsoccerclub.org)

### **Timing of Refunds**

In general, refunds granted for programs will be issued within 30 days of the decision of the refund.

## FINANCIAL ASSISTANCE

The Council Bluffs Soccer Club wants all children to have access to soccer regardless of ability to pay. To that end, financial assistance is offered to families as needed. All Council Bluffs Soccer Club members, recreational, academy, and select, are eligible to apply for financial assistance by completing an application. The application can be requested from the ED or Club Staff. The amount of assistance available is limited and will be provided on a first-come first served basis. All inquiries and awarded scholarships will remain confidential.

### **Guidelines**

Applications need to be submitted prior to registering your child. Select players should turn in their application upon registration or no later than date given by CBSC. Financial assistance will be granted based upon need only, not on playing ability.

### **Expectations**

- Families given financial assistance will be required to volunteer to work shifts during annual Council Bluffs Soccer Club tournaments help in April and October. Failure to meet these expectations will affect future awards.

### **Types of Financial Assistance**

#### **Payment Plans**

A payment plan is not a scholarship as it does not reduce the fees owed to Council Bluffs Soccer Club. Instead, it allows families to pay fees on a schedule. Payment plans must be set up using electronic payment methods; credit card or ACH.

Academy/Select Players: A set fee is due at the time of evaluation/tryout by CBSC. Payment deadlines are non-negotiable. Failure to meet the payment plan will result in suspension.

### **Financial Assistance Limitations**

***The following fees are not covered by the Financial Assistance program:***

- Camps, Clinics, Indoor Training Fees
- Indoor League
- Uniforms
- Select Tryout Fees
- Travel Expenses
- Tournament Fees

## **INSURANCE**

All CBSC players are covered under a secondary insurance policy through USYSA or USSSA. In the event of injury participants may be subject to benefits through the US Youth Soccer Association or USSSA. This is a secondary policy. If you are covered under any other insurance or health care plan, you must first submit your bills to your primary insurer for payment. After your primary insurer has paid on your claim, you may submit any unpaid or remaining balance to this secondary plan for consideration. You will need to submit copies of all invoices and the Explanation of Benefits from your primary insurer with this secondary claim.

All participants in the Club do hereby forever release and discharge the city of Council Bluffs, the CBSC, its agents and employees, or any person acting on his/her behalf, from all claims and causes of action which they or their heirs, executors, or assigns may now have or may hereinafter have on account of property damage or personal injury, including death alleged to have been incurred by them as a direct or indirect result of my participation in said program, including but not limited to any claims alleging negligence on the part of any person, or any claim alleging injuries caused by a defect in any property used in conjunction with said program, whether or not said property is owned by the City of Council Bluffs

## **SECTION III – CLUB OPERATIONAL POLICIES**

### **OVERVIEW OF CLUB OPERATIONS**

#### **CODE OF CONDUCT**

As an organization committed to the teaching and enjoyment of youth soccer, the Council Bluffs Soccer Club seeks to promote the highest standards of courtesy, sportsmanship and positive behavior among its players and parents. All players and families are expected to demonstrate the principles in this Code of Conduct while engaging in activities related to the club.

The CBSC Board of Directors has established behavior standards to govern coaches, parents, spectators and all registered players before, during and after games, and during training sessions. The Code of Conduct is applied during home and away games and tournaments and is established to protect the integrity of the organization. Disregarding these policies will be subject to disciplinary procedures that **may include loss of standing and/or removal from the club.**

- All coaches, players, and parents will conduct themselves in a manner that represents only the highest standards of sportsmanship. The integrity of The Council Bluffs Soccer Club will be held in high regard by all coaches, players, parents and others associated with the organization.

- Strict adherence to facility rules and regulations in regard to alcohol, tobacco or illegal drugs on CBSC or City of Council Bluffs property. Those who violate these rules may be removed from the premises and subject for removal from the program.
- Be aware that coaches, sidelines and players can be dismissed at the discretion of the referee.
- A code of conduct agreement will be signed upon registration for players and parents and upon hire for staff
- The Club reserves the right to take action after match play based on the Code of Conduct.

## PLAYER DEVELOPMENT

The Council Bluffs Soccer Club aspires to develop better players through player-centric education at every level.

Our training involves age-appropriate curriculum at all levels to ensure the best development of players. We believe having the correct focus at each stage will allow coaches and parents to work together to help facilitate their players' success. It is a long-term development model aimed at allowing our youth players to maximize their potential and enjoyment of the game.

## ROSTERING POLICIES

### ***Academy and Select Divisions***

The Council Bluffs Soccer Club Board of Directors designates the Directors of Coaching to determine player roster protocol.

Players shall be rostered with their appropriate age group to maximize player development. The following guidelines shall be considered and consistently applied to determine the appropriateness of a player request to roster up.

- Uniqueness of talent. Player will be evaluated for technical, physical, mental, and emotional proficiency.
- Players may only request to roster-up one age division.
- At the discretion of the DOC, there may be circumstances when younger players may be rostered to an older team to fill the older team's roster. In these cases, the criteria governing the player-requested rostering up policy may or may not apply.

Player requests must be made in writing by the player's parent or guardian and submitted to the appropriate Director of Coaching, within seven (7) days of the tryout period. Rostering up provision is made on a year-to-year basis.

### ***Recreational Division***

The Coaching Staff recognizes there may be unique circumstances when adjustments to team rosters are requested. At the discretion of the Director of Coaching, players may be moved to accommodate these requests. However, due to the size of the Recreational Division and rostering limitations, there is no guarantee the request will be honored.

### **Dual Rostering Policy**

With appropriate DOC approval, players may opt to dual-roster. However, CBSC must be listed as the player's primary club if they reside in Iowa and within 60 miles of Council Bluffs. A dual-rostered player, whose primary club is CBSC, is expected to attend CBSC practices, games, tournaments, and other events when in conflict with the secondary club's practices, games, tournaments, and other events. No more than 3 players on one team can be dual rostered. If the dual roster is between a CBSC Select or Recreational team, the Select team is Primary and is an annual commitment.

### **Local Player Policy**

As a general policy, CBSC primarily relies upon players residing in Council Bluffs and players residing in the 60-mile radius ("Local Players"). CBSC does not actively recruit or accept applications from players outside of this 60-mile radius (a "Non-Local Player") unless the Non-Local Player is:

- Committed to full participation in all club activities, or



- A particular competitive team is in need of additional players to provide a sufficient number of players to field a competitive team.

### **Players Participating in Multiple Sports**

CBSC is flexible with players who play multiple sports. CBSC tries to work with the other sports schedules as much as possible but there must be good communication between the parents and the coaching staff on which practices and games that player will miss. CBSC will not penalize players who play multiple sports, however CBSC encourages parents and players to honor the commitment to the selection process. Not all players make a team, therefore those that do accept a roster spot should be committed to team expectations.

### **Guest Player Policy**

CBSC follows IASSA and ISA rules.

## **CLUB COMMUNICATIONS AND PRIVACY**

Communication is the cornerstone to ensure that CBSC is and stays a successful organization. As issues, events, and opportunities arise, CBSC will make every effort to communicate these to our members.

### **Communication Tools**

The CBSC website is the primary tool for advertising programs and disseminating information through postings and emails. CBSC also utilizes online tools, social media and email and electronic newsletter communication.

### **Chain of Communication**

Club members should begin by communicating with the team coach and manager. If additional attention is needed, members may convey their ideas or concerns via the appropriate chain of command as per the following CBSC Organization chart. However, it is critical that coaches and the team managers communicate effectively with their teams to reduce avoidable demands upon the Executive Director and Board members.

### **Privacy and Identity Theft Protection**

As a matter of conducting the business of the club, CBSC utilizes 3<sup>rd</sup> party vendors for registration and electronic payment processing. It is critical that the club act to prevent the unauthorized disclosure of this information.

- The board will implement measures to ensure the physical and electronic security of records maintained by the club.
- The board will implement measures to secure the financial information from members from unauthorized access to a standard that is accepted throughout the industry.
- The board will use either an in-house shredding capability or contract with an outside vendor for the shredding of all documents containing personal information.

### **Sale of Personal Information**

CBSC will never sell email databases or other contact information. However, we cannot be held responsible for our partners, including Iowa Soccer Association, USSSA, the United States Soccer Federation (USSF), and the United States Youth Soccer Association (USYSA) in this matter. We are required to provide information to our certifying organizations and they have their own such policies on these issues. Complaints about such releases of information should be communicated directly to the management of that organization with a copy to the CBSC Executive Director.

## **RISK MANAGEMENT**

All adults in positions of responsibility or direct contact with members of the CBSC who are directly involved with the members of the CBSC teams, including coaches, assistant coaches, referees, team managers, board members, CBSC staff, etc. will complete a Risk Management form as provided by the United States Youth Soccer Association (USYSA). These forms must be filed as directed by the timetable released by the Director of Risk Management for the Iowa Soccer Association. The form should be completed online during the registration process.

## **CONFLICT RESOLUTION AND DISCIPLINE**

CBSC is committed to promoting a healthy environment for all participants, including players, coaches, team and club officials, referees, parents and family members, and fans. Harassment, abuse of any kind, ethical violations and unfair treatment shall not be tolerated.

- Any club member/parent having a grievance which he/she is unable to satisfactorily resolve by direct communication with the involved individuals should contact the next level of authority as per the CBSC org chart posted on the Club website.
- If this does not result in satisfactory resolution of the situation, the individual may request a hearing before the Board of Directors. The individual must submit a written request to the Board Secretary. The decision of the Board will be final.

### **Disciplinary Procedures**

Regardless of the level of management (Coach, DOCs, ED, or Board) involved in resolving the incident, the following procedures shall be followed. Some instances may result in communication directly from the board where egregious offenses result in removal from the club.

#### ***Verbal Counseling***

A minimum of two responsible management members (Coach, ED or member of Board) shall conduct a meeting with the party involved at which they will be notified that they are being placed on verbal notice and future allegations will result in additional action. The management members will maintain written documentation of the conversation for future reference if necessary.

#### ***Written Notice***

Should a second actionable offense occur, the party in question will be provided written notice, outlining the results of the first meeting with the management members and notifying them of a second actionable offense. The written notice shall include:

- Nature of the problem.
- Action to be taken and consequences due to the infraction(s).
- Notification that if the behavior continues and another complaint is lodged, they will be asked to discontinue their relationship with CBSC.
- Instructions for appealing the allegations and disciplinary actions to the Board of Directors, should the party in question feel they were unjustly accused or disciplinary actions were not warranted. Appeal notification should be in writing within two weeks of the written notice.
- A copy of the Written Notice shall be provided to the Board.

#### ***Termination Notice***

Upon receipt of a third actionable offense, the party involved will be asked to discontinue their relationship with CBSC. Such notice will be provided in writing and include:

- Nature of the problem.
- Notification that the situation will be brought to the CBSC board for review and date and time of that review.
- Notification that the relationship with CBSC is suspended pending the CBSC board decision.

- Possible consequences which will be enforced.

## Red Cards

Any CBSC coach, player, member or family member who receives a red card or is ejected from any game will be subject to a one (1) game suspension for the next scheduled game. (This applies to both league and tournament games.) Anyone who receives two (2) red cards during the soccer calendar year will be subject to a three (3) game suspension for the next three (3) immediate scheduled games after the second red card is given. Anyone who receives three (3) red cards in a season will be subject to a disciplinary hearing and shall follow the procedures outlined in "Termination Notice".

## INCLEMENT WEATHER POLICY

Severe weather in our area that may involve the suspension or cancellation of a game, practice or other activity generally includes lightning, heavy rain, hail, tornadoes, and snow. All games and practices will be suspended upon sight of lightning. ([https://www.usyouthsoccer.org/news/lightning\\_safety\\_outdoors/](https://www.usyouthsoccer.org/news/lightning_safety_outdoors/))  
USSF Guidelines: <https://bsbproduction.s3.amazonaws.com/portals/14043/docs/ayso%20thunder.pdf>

While these are the guidelines that referees, coaches and/or staff will follow in these severe weather conditions, it is important that each individual take responsibility for their own safety. All individuals should know and heed community warning systems and general rules of severe weather safety. Families are encouraged to have their own plan for severe weather regarding shelter and carpools from canceled games/practices and events.

## Same-Day Cancellation of Games and Practices

CBSC staff will make the decision to cancel activities at any fields CBSC uses. Please check the CBSC website's home page before you leave for the soccer fields. The Club or coach will try to provide information regarding cancellation as earlier as possible. If you are playing an away game, check that club's website for information about their fields before heading out.

## In Progress Suspension of Games

The referee will suspend the game if a warning of severe weather (severe thunderstorm, tornado, flash flood) is issued by the National Weather Service for the game field. Game officials will suspend the game if severe weather is sighted at the field. Game officials will suspend the game if lightning is detected within 10 miles (or closer) of the game field. Policies governing games which are suspended in progress:

- Go to your vehicles as quickly and orderly as possible. Follow your family's severe weather safety plan.
- After 30 minutes the referee will determine whether play will resume.
- If the referee determines that play cannot resume, you will be informed the game has been abandoned and you will be instructed to leave. Games that are abandoned within the first half of play will be rescheduled. If play is abandoned during the second half of play, the game will be considered played complete.
- A referee canceling a game due to inclement weather will report that decision to CBSC within 24 hours of the event. Coaches whose games are canceled due to inclement weather are to follow the reschedule process.

## INJURY POLICY

Please seek medical attention if an injury results in a player temporarily discontinuing their participation. CBSC recommends the players follow the advice of their physician. A player shall not participate in any practice, training, or games without release by a licensed Medical Professional for severe injuries including concussions. Injured players are encouraged to continue to attend team events during their recovery. Please review CBSC Insurance policy.

## Concussion Guidelines

As part of an overall strategy that aims to educate players, coaches, athletic trainers and other personnel, guidelines are intended to minimize player risk for complications related to concussion, both short and long-term and to maximize the length of playing time, both in-season and over a career. All coaches will complete required concussion protocol training. Further compliance will be directed by state agencies including heading policies for younger players.

## Anti—Bullying Policy Including Social Media POLICY

### Bullying Definition

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. It is done to intimidate, coerce, control, embarrass, exclude or instill fear. Bullying may be premeditated or unintentional, done as a group or as an individual.

### Statement of Intent

Council Bluffs Soccer Club (CBSC) is committed to providing a caring, friendly and safe environment for all our members so they can participate in soccer. Bullying of any kind from any member of the game (Parent, Player, Coach, or Referee) is unacceptable. Any issues of bullying should be brought to the Coach or ED. Issues with ED should be brought to CBSC Board President. Discretion and sensitivity will be given to each individual case, but each case presented will be subject to an investigation.

### Scope

- Any acts of bullying including: physical, psychological, electronic, or otherwise, applies to all members of CBSC
- Grievances involving coaching decisions for squad selection, playing time, player positions are outside the scope of this policy and should be handled by only the ED.

Players, Parents, Coaches, Referees found to be bullying may face consequences but not limited to legal restitution for damages, and temporary or permanent suspension from participation in any club program.

# SECTION IV – RECREATIONAL DIVISION POLICIES

## OVERVIEW OF THE RECREATIONAL DIVISION

Our Recreational program is open to everyone from a beginning player to older players who just enjoy the game. At the recreational level everyone plays equally, and emphasis is placed on learning basic skills and nurturing the love of the game.

In this program, we aspire to:

- Provide a positive environment for children to learn the game of soccer from NEST to U19
- Promote health, exercise, and good character through soccer
- Focus on player development that allows each player to reach his or her desired potential
- Represent the diversity of our area
- Provide financial assistance if needed, so no child is unable to participate due to financial concerns

## N.E.S.T. PROGRAM

The N.E.S.T (Nurture, Engage, Sensory, Teach) program is the Council Bluffs Soccer Club introduction into soccer for our youngest players. This program is to get young players used to playing with a ball. There are no formal coaches that will coach a "structured game" because at this age everything on the field should be all about them and their ball. The players will be part of small groups playing games that are intended to get the players familiar with the ball.

- For those children who are 3, 4, 5 years of age. (U4,U5, U6)
- Required Equipment: Players will be required to purchase the club approved reversible jersey through our local vendor. Any customization to the jersey is at extra cost to the player.

## RECREATIONAL PROGRAM (REC)

This program is designed for children aged between 6-18 years of age with seasons being offered in the fall and spring of the calendar year. (U7-U19)

## TEAM FORMATION & NUMBERS

### Teams

All players on a team **MUST** be properly registered with the CBSC. Identical team names shall not be used for more than one (1) team in the same age division. A player who meets the age, registration and assignment requirements in these club rules is considered an eligible player if playing on the team to which he/she is assigned. The team formation process will be random in nature.

### Number of Players

- In the U13 and U19, the desired number of players per team shall be 18 (eighteen). No team shall be allowed more than to 22 rostered players.
- In the U12, the desired number of players per team shall be 16.
- In the U11, the desired number of players per team shall be 16.
- In the U10, the desired number of players per team shall be 12.
- In the U9, the desired number of players per team shall be 12.

- In the U8, the desired number of players per team shall be 8.
- In the U7, the desired number of players per team shall be 8.

## Team Formation and Player Assignment

**Returning Player** – All players who played the previous season AND who register during open registration will be guaranteed placement back onto their teams provided there are enough players to form a team and someone is eligible and volunteers to coach the team. Any returning player who registers within 15 days after the open registration will be placed on the same team if Coach has submitted a team. Any player registering there after potentially forfeits their team placement.

**New Player** – Players who did not participate during the previous season are considered new players and will be assigned accordingly to player pool.

**Player Request** - Players will be assigned to Recreational teams at the discretion of CBSC. Special requests to play with a specific team or child will be taken into consideration, but we cannot guarantee these requests will be granted.

## Random Placement Process

Players shall be placed by random from the player pool and not based on players' identity, preferences, ability, team desires, etc.

**Player Assignment:** A player (with no team) will be assigned to teams randomly based on a combination of variables, such as: the neighborhood school the player attends or area where they reside, the availability of coaches, vacancies on teams and the registration date/time. Players registered during open registration are considered on time. A registration is late if received after the open registration period. Those players whose registrations are late will be assigned to teams in the sequence of when their online registration was received. There is no advantage or preference given to parents who register weeks in advance of the final day of open registration.

Teams will be formed from each season for U7-U19 will be formed each season from players in the pool by the following methods:

- U4 through U6 – Random placement club wide
- U7 and U19 – Random placement

## Registrar

The Registrar(s) shall direct the placement of players on teams.

## Placement Procedure

1. After registration, the registrar shall determine the continuity of existing teams.
2. Based on the number of players in the player pool and the number of spaces available on existing teams, the registrar will determine how many teams are required. The registrar will determine specifically how many players are required for each team. The teams shall be formed with numbers as close to the same size as possible while keeping within age divisions specified.
3. Special players shall be placed first, such as coaches' children, assistant coach, and team admin.
4. The registrar shall place those and remaining players in the player pool on teams to the appropriate brackets by age.

## RULES OF PLAY

### Affiliation and Unaffiliated Play

No team shall participate in games or tournaments against teams unaffiliated with USYSA. No team shall have unregistered players. Every player on every team shall be a member of this Club.

### General

The rules of play shall be the Laws of the Game as published by FIFA, except those modified for the benefit of youth soccer by the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), and the Iowa Soccer Association and /or as specified herein.

### Playing Time

U6 players will play in NEST.

All recreational players will play at least 50% of each game

Parents must be notified of disciplinary action of players prior to the game that will result in limits to playing time. (conduct and attendance issues)

### Field and Ball Size, Duration of Games

All regularly scheduled games shall be played in two equal periods. The U6 and U8 divisions are the only exceptions to this rule.

Teams in the U6 and U8 division will take quarter breaks. There will be a ten-minute half- time intermission, maximum, for all age divisions U10 and above. Field and ball sizes will be as follows:

- NEST Division: (4-6 age group) 4 quarters of 6 minutes each, play on modified sized field; use size 3 ball.
- Under 8 Division: (7-8 age group) 4 quarters of 8 minutes each; play on modified sized field; use size 3 ball.
- Under 10 Division: (9-10 age group) 2 halves of 25 minutes; play on modified sized field; use size 4 ball.
- Under 12 Division: (11-12age group) 2 halves of 30 minutes; play on 3/4 to full-sized field; use size 4 ball.

Game will count for record if more than 8 minutes of the 2nd half has been played before an early termination.

- Under 14 Division: (13-14 age group) 2 halves of 35 minutes; play on full field; use size 5 ball. Game will count for record if more than 10 minutes of the 2nd half has been played before an early termination.
- Under 16 Division: (15-16 age group) 2 halves of 40 minutes; play on full field; use size 5 ball. Game will count for record if more than 20 minutes of the 2nd half has been played before an early termination.

All age groups will have half-time breaks of at least five minutes to ten minutes (based on division). Referee has the final decision on shortening half-time break. In cases where it appears likely prior to the start of a game that a regulation length game will not be played (due to threatening weather, late start, approaching darkness, etc.) the referee may implement "shortened half" rules which would modify game times as follows:

- U6: 4-minute quarters
- U8: 8-minute quarters
- U10: 25-minute halves
- U12: 30-minute halves
- U14: 35-minute halves
- U16: 40-minute halves
- U19: 45-minute halves

### Uniforms for Recreational Player

The Council Bluffs Soccer Club will provide access to purchase Uniforms. Players will be required to purchase the club approved uniform package through soccer.com. Other uniform options can be discussed with executive director. Coaches will give their team instructions on further team uniform requirement that can be purchased though soccer.com. Jerseys

are expected to last two seasons. Players who lose or outgrow their uniform will be expected to pay for replacement jersey.

### **Required Uniform/Equipment for Recreational Player**

- All new players are required to purchase a uniform to play with assigned team.
- Shin Guards (Must be worn for all practices and games for safety purposes.)

### **Recommended Uniform/Equipment for Recreational Player**

- Any color soccer socks for practice
- Soccer cleats or athletic shoes
- Age appropriate size soccer ball

### **Player Equipment**

Players will be allowed on the field provided they satisfy the following criteria:

- Proper uniform (t-shirts tucked in during play)
- Shin guards covered by socks
- No jewelry may be worn.
- Soft headbands or hair ties only
- Properly padded casts and splints must be approved by League Director

## **GAME PROCEDURES**

### **Duties of the Teams**

Each team must be available for presentation (U7 +), upon request by the referee or opposing coach/manager, a completed and valid team player cards to be utilized as confirmation of player eligibility. Each player shall, in turn, present himself/herself for inspection by the referee, and the opposing coach/manager if requested.

Irregularities of player eligibility and any other potential cause for protest shall be brought to the attention of the opponent and the referee and, if resolved prior to the start of the game, shall not be cause for protest.

### **Duties of the Referee (U7+)**

The referee will be in complete charge of the players, team officials, and playing grounds from the time he enters the field of play until he leaves the field of play. He shall determine the fitness of the field and, in consultation with the coach/manager of the home team shall satisfy himself that the rules of use of the playing surface set forth by the field owner are not violated. The referee is required to summon each team, in turn, to inspect each player. The referee will sign Referee's Cards signifying his inspection of player's persons. If a game is being played under protest, the referee shall so indicate on the Referee's Card. Prior to the start of the game the referee shall decide whether to utilize volunteer linespersons and if he decides to do so, shall instruct the linespersons on their duties.

The referee shall complete each Referee's Card to report the outcome of the game and any other reportable specifics. Instances of misconduct or other incident may require a separate letter as an addendum to the Referee's Card. All instances of player caution (yellow card) and ejection (red card), and coach ejection shall be noted on the Referee's Card and circumstances reported immediately following the game to the ED.

### **Coaches**

The Club Admin, Registrar and ED are responsible for enlisting recreational coaches. The ED is responsible for all coach actions. The coach may obtain the required parent volunteers as follows: (see Risk Management Policy)

- Assistant coaches.
- Team parent volunteers to assist in coordinating activities of the team such as:
  - Treats (schedule and remind)



- Team schedules
- Pictures (take orders on team photos)

### **Team Equipment**

Coaches are given equipment at the start of each season year. New Team equipment kits will be provided in spring for newly created teams. Contact League Director for details. The Equipment is the property of that given Coach/Team. Exchanges can be made with equipment manager at time of pickup.

## **GAMES AND EVENTS**

Games shall be scheduled by the Club Scheduler. Revised schedules shall be approved by the League Director, Scheduler prior to being distributed. Games will be scheduled according to the following procedures:

### **Game Brackets and Scheduling**

- Schedules will be released at minimum 1 week before start of season.
- The Council Bluffs Soccer Club Scheduler makes field assignments for club play.

### **Game Cancellation and Postponement**

Cancellation or postponement of scheduled games will be considered due to any of the following criteria:

- Any weather conditions that staff or the game referee determines may threaten the player's safety or be hazardous to the preservation of the playing field.
- In the event a team is unable to field a team due to a scheduled school activity that is approved by the scheduler.
- The assigned referee or game official may call the game at any point immediately prior to or during the game.

# SECTION V – COMPETITIVE DIVISION POLICIES

## OVERVIEW OF THE COMPETITIVE DIVISIONS

### Select Soccer Program (U11 through U19)

The Select program is for players who are seeking more competitive play. Players train multiple times each week and play appropriate competition to prepare them for challenging soccer matches regionally and nationally. Our goal is to create pathways for each player to get the proper experience in training and in competition that can move players to elite programs provided by ODP, and on to college soccer or beyond.

Select is a competitive program and limited roster spots are available. If a player is not selected for during team formations, they can still choose to play in the recreational program as team rosters allow.

Some teams may need to look to outlying areas to find quality competition and may require additional travel. The Select Program

- Continues the instruction introduced in the Academy Program
- Emphasizes roles and responsibilities of positions
- Sharpens tactical development while polishing technical ability
- Focuses on developing individual skills
- Develops team dynamics
- Creates a challenging and fun environment for the players to develop technically and tactically
- Travels to tournaments that may require overnight stays

### Academy Soccer Program (U7 through U10)

This program emphasizes creating a playing environment that is tailored to individual development over the team's development. Typically, Academy players will train two to three times per week.

The Academy program is based on giving a higher level of training and appropriate competition for kids wanting a little more than what the recreational program offers.

The Director of Coaching in collaboration with the Coach-in-Charge of each age division will be able to assess what type of competition will be needed for each player and group of players.

### Academy Program

Players are identified and grouped by age. The staff will teach and develop these players to have the confidence, and the technical ability to enjoy the game. All training is curriculum based to achieve fundamentals necessary within the game. The trainings will be based on Pool Training. Groups will be matched up by level(s) to keep the training environment challenging if needed.

Player development at the Academy ages is VERY FLUID due to different rates of physical / technical maturation and game awareness. CBSC will be following these pool training and team guidelines for the Academy Division.

- CBSC Staff will mix players outside their respective teams and age division to allow for all the positive developmental aspects that come from stepping beyond their comfort zone.
- Players are placed in an environment that allows them to develop an awareness of the “club culture” among different peers with whom they may compete in the future. It is less about the team and more about the club.
- The coaching staff is afforded regular evaluation opportunities across a given age group.
- Pool training is a competitive cauldron across teams and age groups, giving players a chance to learn from and measure themselves against the other players their own age.

- Pool training allows us to fill a pipeline of players in the club. The stronger academy players will often form the teams in the select level.

## **Select Program**

The purpose of the CBSC Select Division selection process is to form competitive teams to travel throughout the region with players of similar soccer abilities and commitment. This process will identify players of similar abilities and place them on teams. Depending on the number of players in each age group, either combination of age groups may occur, or players may not be invited to participate in the Select Division.

Staff members consisting of the DOC's along with selected coaches will evaluate each player. The players will be evaluated on skills, performance, attitude, sportsmanship and other factors. The DOC's shall make the final decision on all player evaluation and team selections.

### ***Team Size and Structure***

The Select Division presently may have two teams in an age group / gender. With a maximum of one development team in an age group/gender. There will be some movement in these groups for developmental purposes, to create group and club pride, and to challenge players in different environments as they may improve or, conversely, move toward other interests or recover from injuries. To ensure that each team has adequate number players and to insure players have playing time, select teams shall be no smaller than 10 players and no larger than 18 players. Exceptions can be made by executive director to match state requirements on roster size. The top-rated players will create the A Team. If an age group has sufficient numbers to create additional teams, a B Team will be created and subsequently development C team. The DOC may combine age groups to create a second or third team.

### ***Team Commitment***

Each player and parent shall sign a Team Commitment Letter. The letter shall identify the expectations of the coach for the team, the level of participation required, and the minimum tournaments and events the player shall participate as part of the team.

By signing the Team Commitment Letter, it is assumed that all players are assessed for and will participate in all events identified.

CBSC has a 60 day commitment window for all events. If a team member cannot participate in an event and notifies a team representative (i.e. coach and manager) the player will still be charged for any coaching expenses for that event and the tournament fee. If notice is given within the 60 day commitment window, the player will be charged for the event and all related coaching expenses unless the reason for the notice not to participate is for a family emergency, injury, or similar related event.

Occasionally, teams find it necessary to enter an event with limited notice. This typically occurs early in the soccer year for events held shortly after the teams form in July and/or during the soccer year as a substitute for planned tournaments which the team did not enter or for which the team was not accepted. If a team decides to enter any events with limited advance notice (that is within the 60 day commitment window described above), the commitment window will begin on the date when the event registration is submitted.

Guest players will not be charged fees to assist on a team in tournaments.

This policy is provided for those instances when a player is unable to attend an event and notice is given well in advance of the event and to ensure that teams don't have to fill rosters via alternate placements because of late drop-outs.

## COACHING EXPENSES

Both Academy and Select head coaches travel and related expenses will be paid by the team. To ensure that there is not excessive financial cost and burden to our members, CBSC has established the following reimbursement rates. Teams will divide the expenses for coaches equally to all committed players for that event unless they meet the notification requirements under Team Commitment section. If a coach is coaching multiple teams at the same event, the coaching expenses will be split equally between the teams.

- **Hotel rooms**

The team shall pay for the head coach's hotel for a standard (king or double queen) room. If multiple teams are attending the same tournament, coaches from different teams may share a room and the cost divided between the teams. Managers should try to secure a complimentary room for the coach.

- **Food allowance**

A \$35 per day food allowance. Itemized receipts must be submitted, no expense will be reimbursed without a receipt.

- **Mileage**

A gas allowance shall be paid to coaches for use of their personal transportation. The IRS mileage rate shall be used. Coaches are encouraged to share rides to minimize expense. If a coach shares a ride with a parent, they may request a reimbursement of ½ the mileage rate for the driver. Gas mileage rate is paid for round-trip travel from home to tournament site, plus game related miles. Rental cars may be required for travel based on cost comparisons to be determined by ED and Treasurer.

- **Equipment and Miscellaneous Expenses**

Coach will be reimbursed for minor equipment and other miscellaneous expenses (i.e. tape, medical items, etc.) if a receipt is submitted with the expense report to team manager.

For local tournaments / local club games / training within 100 miles of Council Bluffs Iowa, teams do not reimburse coaches for their expenses.

## NON-RECREATIONAL PLAYING TIME POLICY

### Academy Program

The Academy program within the Council Bluffs Soccer Club is an inclusive environment. For players to be able to develop the skill sets provided in the training, it is imperative that players can develop in the game setting.

Players are not all guaranteed equal playing time but will play at least ½ of each game. Coaches understand that players need the game time to show and develop what has been learned over the course of the training cycles.

### Select Program

Playing time is not guaranteed. However, our primary goal is player development. The coaching staff will make every effort to enhance a player's confidence and development by giving players an appropriate opportunity to play. Playing time for tournaments will not be guaranteed.

## TRAVEL AND TOURNAMENTS

All Council Bluffs Soccer Club Select and Academy teams travel and tournaments shall be established by the ED.

All Council Bluffs Soccer Club Select and Academy teams will participate in tournaments as an organization in sanctioned tournaments that are approved. No team or group of teams will travel outside of those approved tournaments and/or select their own rosters to attend a tournament outside of the approved tournament listing without approval from the Head Coach and Director of Coaching.

## TRAINING FACILITIES

To ensure adequate training facilities are available to all Academy and Select Division teams, the following policies have been established. All Council Bluffs Soccer Club Select and Academy teams will train indoors at the Iowa West Sports Plex.

- Council Bluffs Soccer Club shall reserve and assign space based on training schedule, size of teams and age of team.
- Any coach or team that would like additional space shall coordinate the reservation. Any expenses for the additional space shall be charged to the team.
- Additional time beyond advertised winter training dates is reserved at CBSC rate and is an additional fee to teams/players. This includes outdoor weather cancellations.

## UNIFORM POLICY

CBSC will be affiliated with a set athletic brand contract and will abide by the contracted agreement. There shall not be unapproved modifications, additions, or sponsor logos allowed to player uniforms, warm-ups, training shirts, coaches gear, or equipment throughout all Council Bluffs Soccer Club divisions. In addition, teams may not produce team specific gear. The Council Bluffs Soccer Club is a professional organization and players, coaches, and staff will represent the club, not as individual teams. The Board of Directors has the sole authority to approve uniform branding. Any Council Bluffs Soccer Club team found in violation is subject to review. All uniforms with unapproved alterations may be replaced, at the cost of the team, before the team can compete again.

## UNIFORMS

The Council Bluffs Soccer Club has a signed, exclusive, agreement with certain vendors. Player uniforms, training gear, coach's gear, and equipment must be ordered from current vendor. All uniforms will be ordered through Club vendor.

### Select Program

The uniform cost for the Select Division is separate from club fees and the responsibility of the player to have prior to the first game. Uniforms have a two-year cycle. The required kit will be determined and communicated at team offer for parents to make an informed decision.

### Numbering System

The Council Bluffs Soccer Club will assign player numbers.

# SECTION VI – FUNDRAISING & SPONSORSHIP POLICIES

## OVERVIEW

As a 501c3 organization, the Council Bluffs Soccer Club (CBSC) may solicit and promote ways for the organization to secure donations from sponsors and other fundraising sources for the following purposes:

- To manage club operating expenses
- To enhance team budgets
- As a means to fund capital improvements and development
- As a means to fund the CBSC Financial Assistance Program

## DONATION PROCESSING

All revenues from donations obtained by members, staff, community at large and board members will be received by the Treasurer and deposited into the general fund with appropriate distribution based on restrictions. Both cash and In-Kind donations will be receipted based on IRS Guidelines.

## FUNDRAISING & SPONSORSHIP COMMITTEE

CBSC will establish a Fundraising committee comprised of CBSC Board members and the Executive Director

- All Fundraising and Sponsorship Programs must be conducted in cooperation and approval of the Board of Directors.
- No member of the committee will receive any compensation for his or her role in the committee.
- The committee reserves the right to deny any sponsorship upon evaluation.

## CLUB FUNDRAISING

### Approach

CBSC club level(s) fundraising efforts may benefit both the club annual operating budget and provide for some contribution back to team budgets. The committee will determine, based on the specific fundraising activity, how much if any of the net proceeds will be returned to team budgets. All revenues from club level fundraising obtained by the committee will be received by Club Admin staff and deposited into the general fund with appropriate team distribution to follow.

### Approvals

The fundraising committee must approve all fundraisers including that of all teams, prior to authorization or commencement.

Failure to receive approval may result event cancellation and in extreme cases, forfeiture of the proceeds to the Club's general fund. Special Events: A "Special Event" is defined as: A club wide activity that requires retail patronage in return for a rebate based on sales volume. Example: DICK's Sporting Goods Day. No team may plan or execute a Special Event without prior approval.

## TEAM FUNDRAISING

Each team may participate in fundraising activities pending approval from the committee and or the CBSC Board.

### Participation

If a team chooses to participate in a team fundraising activity, each player will be expected to participate in the event. Players may be excused from events only if they "opt out" of the fundraiser by contributing the equal

value of the net financial benefit to the team prior to the fundraiser beginning.

### **Distribution of Funds**

Any monies raised by the team for the team must be evenly distributed to all roster players up to the full amount of the dollars raised. Any dollars raised above the team budget will be returned to the club general fund and not applied to individual accounts.

Each team is responsible for managing its own monies raised for future expenses. No refunds will be made back to individuals from the club or from the team account.

**Notice:** No Utilization of logos, marks or otherwise using the Club name will be permitted without permission by the fundraising committee.

## **SECTION VII – TOURNAMENT POLICIES**

### **OVERVIEW**

Hosted and Sponsored Tournaments, clinics, camp or special events provided by Council Bluffs Soccer Club are organized by the club. Any and all information, rules, policies, housing etc. are handled by the Tournament Director and/or the DOC of that given event. Any and all information, rules, policies, etc. are handled by the DOC and/or person assigned for that given event.

See [www.cbsoccerclub.org](http://www.cbsoccerclub.org) for more information on given event.

## **SECTION VIII – REFEREE POLICIES**

### **OVERVIEW**

As regulations and rules change, please reference [iowareferees.org](http://iowareferees.org) for more information on current referee policies.