

Prior Lake Soccer Club



Policies & Procedures

**P.O. Box 161
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www.priorlakesoccer.org**

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PLSC CONTACTS

PLSC Board of Directors:

President	president@priorlakesoccer.org
Vice President	vicepresident@priorlakesoccer.org
Secretary	secretary@priorlakesoccer.org
Treasurer	treasure@priorlakesoccer.org
Registrar	registrar@priorlakesoccer.org
MYSA District Rep.	mysarep@priorlakesoccer.org
Referee Coordinator	refereecoor@priorlakesoccer.org
Field Coordinator	fieldcoor@priorlakesoccer.org
Risk Coordinator	riskcoor@priorlakesoccer.org
Coaching Director	coachtravel@priorlakesoccer.org
Player Development	playerdevelop@priorlakesoccer.org
In-House Coordinator	inhousecoor@priorlakesoccer.org
Traveling Coordinator	travelcoor@priorlakesoccer.org
In House Uniform Coordinator	inhouseuniformcoor@priorlakesoccer.org
Travel Uniform Coordinator	traveluniformcoor@priorlakesoccer.org
Volunteer Coordinator	volunteercoor@priorlakesoccer.org
Equipment Coordinator	equipmentcoor@priorlakesoccer.org

Introduction

These policies and procedures have been established to help our club grow and maintain uniform policies. All members are expected to follow established club policies and procedures. Procedural changes should be presented to the Executive Board and then posted for comments for a minimum of 30 days prior to approval and implementation.

These policies and procedures will be reviewed annually and voted on at the January meeting for assurance of compliance with MYSA requirements, Prior Lake Soccer Club (PLSC) constitution and bylaws, and other applicable issues.

About the Club

The Prior Lake Soccer Club is organized as a not for profit group. The purpose for which this association is organized is to develop and operate a youth soccer program. This Association will seek to implant, in the youth of the community, the ideals of good sportsmanship, fair play and honesty for the betterment of their physical and social well being.

This program is affiliated and governed by MYSA and USYSA, which are affiliated with the U.S. Soccer Federation (USSF) and the Federation Internationale de Football (FIFA).

More information about these organizations can be obtained by writing or accessing the following locations:

Minnesota Youth Soccer Association (MYSA)

11577 Encore Circle

Minnetonka, MN 55343

800-366-6972, 952-933-2384

Fax: 972-235-4480

Web: www.mnyouthsoccer.org

Email: mysa@mnyouthsoccer.org

Volunteers

PLSC is a non-profit volunteer based organization. As such, all members may be requested to help support club activities and initiatives. Volunteer opportunities are available year round. MYSA requires all volunteers with direct contact with players to submit an Adult Registration/Informed Consent Form annually. This includes all coaches, team managers and board members.

Each Team is required to have at least one coach and one team manager. See coaching section for more details.

All Board positions are listed for a two year term. An overview of the responsibilities of the board members is listed in the club's Constitution and Bylaws.

Registration

Registration will occur in the fall for the spring/summer traveling season. Registration for spring and fall in-house will be conducted approximately 8 weeks prior to the beginning of the season.

Registration Fees

Registration fees for the PLSC traveling and in-house programs are set each year and are kept updated on the club's website.

Registration fees for the travel program are greater than those for the recreational in-house program. The travel program has a longer season, greater dues to MYSA for travel games, tournament fee contributions, officiating costs etc. The registration fees do not include the cost of contracted coaches, training fees, uniforms, equipment, or tryouts.

Financial Aid/Scholarship

In some cases financial aid and/or a scholarship may be provided in the form of a 50 percent discounted registration fee. Requests for financial aid must be submitted to the club's President and/or Registrar who will review each request discreetly and notify only the necessary individuals. Assistance will be offered to residents within the ISD 719 boundaries.

Spring Season Registration

The travel program registration begins immediately following the posting of tryout results in late August/early September. During this time registration is open online at www.priorlakesoccer.org. Full or Partial payment is due at the time of registration. Registrations received after November 1st will be subject to an additional fee.

In-house Registration

Spring in-house registration takes place in January/February and Fall in-house registration takes place in July/August. Dates for each session will be published in the local papers and on the club's website at www.priorlakesoccer.org. During these times, registration will be open online at www.priorlakesoccer.org. Full payment is due at the time of registration.

Capital Improvement Fee

A \$5 fee will be added to each travel and in-house registration to be placed in a fund which will be used to cover the costs of future growth including contributions toward the development of additional fields, facilities and equipment.

Registration Refund Policy

All refund requests must be submitted to the Registrar. The registrar will communicate these refunds to the Treasurer. All such requests will be looked at on an individual basis and decided upon based on the following policies:

In-house Spring/Fall Refunds

- 100% refund of paid fee prior to the first scheduled practice. No refunds will be issued for voluntary withdrawal from the program after the first scheduled game.

Refunds Summer Travel Season

- U11-U19 Before team announcements -\$100 refund of paid fee (less any non-refundable fee)
- U11-U19 After team announcements initial \$150 is nonrefundable –refund will be payment amount less \$150.
- All age levels -No refund is provided for voluntary withdrawals on/after January 1st.
- Travel players will not receive a release form after team placement unless MYSA requires PLSC to release the player.

Lack of Minimum Travel Players Refund

- If a team has less than 50% registered players (to meet the minimum criteria) the team will be dissolved by the Executive Board prior to the season starting. In this case, each registered player will receive a full registration refund.
- If a team has 50% or more players the Executive Board will inform the team and give them the option to start practices and try to recruit players or to dissolve the team. If the team is dissolved without starting practices, each registered player will receive a full refund. However, if the team elects to start practices and then dissolves the team after the first month of practice the registration refund will be issued less the non-refundable deposit. If the team elects to continue to practice past the first month and later decides not to participate, general refund policies apply.

Injury and Relocation Refunds Travel Season

- Registration fee less the non-refundable deposit is granted in the case of a season-ending injury or player relocation before May 1st (for spring/summer) or September 1st (for fall season).

Fall Season

Participation in the fall season is optional for teams and players. The Registrar will submit the proper forms and payments to MYSA. Player selection and coaching is determined by the parents and coaches.

Winter Season

While the club encourages its members to participate in available conditioning or training programs throughout the winter, the club currently has no affiliation with any structured program at this time. Members may choose to train or practice at a variety of local facilities that offer individual or team based programs.

Travel Team Creation

Travel Teams are classified Classic 3, Classic 2, Classic 1 or Premier based on overall team performance and player ability (with 3 being the lower level). U10 teams and under are classified as a maroon or gold teams (with gold being the lower level).

Age Levels

According to US Youth Soccer Rule 204: proof of age shall consist of a birth certificate, passport or a Uniformed Services Identification and Privilege Card (DD Form 1173). Should neither of these be available, see the MYSA web site for alternatives. Players may request to play up but not down. A player may play for another team on an unlimited basis under the following conditions:

- Both teams are registered
- A player has received approval from his/her Coach or the Travel Coordinator
- There may not be more than three play-ups in a single game
- Players cannot play for another team at the same age level and competitive division (play across) as the team on which they are registered.
- Players may not play down below the age level to which they are registered even if they would have been age-eligible to register on that team.
- Players on Premier teams may only play up to another Premier team at an older age level.
- Players on classic teams may play up to an older age level or more competitive division. For example, players from a C2 team may play up to a C1 team at the same or older age level.
- Recreation and recreation plus players may play up on competitive teams by obtaining player passes and coach or travel coordinator approval.

Players will be assigned based on the birth year guidelines posted on MYSA's website.

Number of Players per Team

This is based on the MYSA standards

Age Group	Minimum Players on Roster	Maximum Players on Roster	Standard Number of Players on Field (Includes Goal Keeper)	Minimum Number of Players on Field (Includes Goal Keeper)	Ball Size
U9	8	12	6	4	4
U10	8	12	6	4	4
U11	10	14	8	6	4
U12	10	14	8	6	4
U13-U19	11	18	11	7	5

Player Placement Committee

This committee is made up of the Director of Player Development, Traveling Coordinator, one Independent Evaluator and Executive Board. The committee's purpose is to review all data for each player that has registered for PLSC travel spring season. The committee will use this tryout data, coach's evaluations, and independent evaluations to properly place the player on an age and skill level appropriate team.

Player Assignment and Team Creation

Players will be assigned to play in their age group according to MYSA standards. If no team exists in their actual age group, players will have the option of trying out for an older age team that is appropriate or withdrawing from the program. Any player may request to try-out for an older age group or a higher division team. However, placement is not guaranteed. Each application that is received is treated equally. A C2 or C3 coach may not select his/her own team. C1 coaches will select their own players, with guidance from the Player Placement Committee. Coaches must remain independent of the player assignment for the following reasons:

- PLSC must ensure that each player has equal rights to play and is considered equal during the entire registration process.
- PLSC must ensure that players/parents can express their issues about a coach without feeling that they may risk their spot on a team next season.
- Teams created based on skill level must be assigned to the coach based on the try-out process.
- Coaches should not be put in the position of being accused of having "favorites" because he/she was able to handpick, at least in part, their team.

A coach may however, after team formations are complete and presented by the Player Placement Committee, and do some recruiting outside of the club to add players (as long as the number of players for the team does not exceed the maximum number set by MYSA).

When there are two or more teams at the same age level like C2 and C3 status; we will put fewer players on the C2 (A team) and more players on the C3 (B team). This allows the C3 team's players to play up on the C2 team during the season.

Competitive Levels – Team Placement

MYSA provides multiple levels of competitive play, with Premier being the most competitive division and Classic 3 the least competitive. Within each competitive division, there may be one or more teams. A team that does not have a competitive rating from the preceding summer season is considered a new team and will be placed at the lowest competitive division available.

- U9 through U13 teams may choose their level of play, with guidance from the Director of Player Development and the Player Placement Committee.
- Any U13 or older Classic 2 and 3 teams that place first in their leagues are automatically promoted. Classic 2 and 3 teams that score 75 percent or higher of the total number of points possible for their league are automatically promoted.
- Any U13 or older team placed last in each classic 1 or 2 leagues is automatically relegated. In addition classic 1 and 2 teams that score 25 percent or lower of the total number of points possible for their league are automatically relegated.

PLSC traveling soccer will have single age tryouts and will field primarily single-age teams with the objective of fielding an upper level team within each age group whenever possible. Our Player Placement Committee will place players within an age group when possible. Teams will be formed in order from the highest competitive level to the lowest level. The highest team is selected first, then the next highest level, until all teams have been selected for an age group. This will allow players to play at their skill level. This may cause stronger and weaker teams within the same league. Our goal is to get the stronger teams to win their league and move up a classification level. If the number of players does not warrant single-age teams at a level, the Player Placement Committee will work to accommodate the greatest number of players while taking into consideration the skill level expectations for each level of play.

No player from the 719 school district will be cut from the Club to open a roster spot for a non-school district player. A non-district player can take a spot on an A-team (higher level at that age group), unless it cuts a player completely from the program. This also applies to players playing up an age group. Tryouts will be conducted for U11 and above. U11 and above will be placed by tryout scores.

Tryout Guidelines

- The tryout process will be conducted using evaluators who will evaluate players based on technical skills and/or small sided and full field games when available based on age group.
- There will be a separate tryout for different age groups. Players should arrive 15 minutes before the start of their session; they must be registered for tryout, have paid the tryout registration fee and must fill out the liability waiver form. They should bring

- a ball, shin pads, soccer shoes, and a water bottle.
- The tryouts will be scheduled and conducted to afford the greatest opportunity for players to attend. All players must attend the scheduled tryouts. If they do not, they may be placed on the lowest classification team. Provisions shall be made, when possible, to accommodate players who miss tryouts because of injury, illness, family emergencies, or other reasons acceptable to the Executive Board.

Notification of Team Assignment

Once the teams are formed the first name and last name will be placed on the PLSC's web page. Once a player is placed on the web page, the player can only be moved under extenuating circumstances that support such a move. Player movement after website posting must be approved by the Player Placement Committee.

Roster-Up Requests

The request to play up may be indicated on the players registration form. Additionally, roster-up requests can be made to the Player Development Director.

Prior to placing the player on the higher aged team, the Player Placement Committee, Player Development Director and the head coach of the higher aged team must agree that the player moving up will be in the top 50% of the older team, and top 3 of his/her age group. The three scoring systems are used to determine the player's ranking in their age group. This is to ensure that the roster-up player can truly contribute to the older age team and that the move is beneficial to both the team and the player. Roster up players are reviewed by the Director of Player Development.

A player moving up one year does not guarantee that the player will move up every year. Players will not be allowed to roster up more than two age groups. The Player Placement Committee reserves the power to roster-up a player(s) if it is deemed to be in the best interest of the program (i.e., move a goalkeeper up an age group to balance the number of available keepers within certain age groups.) Although MYSA considers rostering up to be moving up one age group, PLSC reviews the classic level movement as well.

Coaches

Coaches are crucial to the success of the soccer club. Without the dedication, time commitment and ongoing development of coaches we would not be able to develop our players. Because of this, PLSC will reimburse 100% of the fee for an E license and 50% for a D license. Coach must be assigned to a Prior Lake team for at least one year and complete the season to receive reimbursement.

Head coaches and assistant coaches must sign an Adult Registration/Informed Consent Form that allows MYSA to do a background check. This must be submitted prior to the season starting, before they have any contact with the players.

Coaches will be responsible for fees incurred by the coach ejection or players receiving a red card, or due to forfeiture of an assigned game, or any other MYSA or PLSC fines incurred by a team. Examples of these fees are listed below:

Coach Ejection PLSC fine \$100.00
Player Red Card PLSC fine \$50.00
Forfeiture MYSA fine \$100.00 - \$400.00

Many coaches will join the club with some prior experience. However, for those that are new to soccer we strongly encourage them to take advantage of the E license training. For the younger age groups, experience and training is not as important as the desire to learn and an appreciation for the game. However, to be a coach for the older age groups it becomes a necessity to either have a license or other formal training/experience.

Coaches are encouraged to attend PLSC scheduled Coaches Roundtable Meetings to stay informed of program changes, etc. Coaches in turn are expected to conduct at least one parent meeting in the beginning of the season to communicate with the parents and provide parents with necessary forms and information packets.

Expectations

Coaches are expected to comply with and have read the Policy and Procedures document as well as the Club Bylaws. Even though each coach will have a different coaching technique the desire to improve player performance must be evident. For the younger age groups a positive attitude is important in retaining players. Coaches are expected to communicate with the players and parents in the beginning of the season and provide updated information throughout the season as needed. Coaches are expected to attend coaches training and meetings when scheduled by the club. While working as a coach for PLSC the coach may not recruit players for other clubs either by communicating to players/parents verbally or in writing.

Team Managers

Each team should have a team manager. Each coach may have different expectations for this position but in general a team manager serves as the liaison between the parents, the coach, Travel Coordinator and Volunteer Coordinator. All managers must submit an Adult Registration/Informed Consent Form.

Travel Fundraising

The PLSC registration fee pays for all basic club expenses. Parents may not be reimbursed for this fee through fundraising. Fundraising exists for the sole purpose of benefiting the players through the purchase of practice and/or game equipment, tournament fees, etc. However, the team can pay for items such as these without following these procedures as long as no public fundraising is needed to raise the funds (when items are paid for by parents "chipping in"). Regardless of how the funds are raised, a team may not hire and pay a coach without prior club approval. Generally one fundraising event per year will be

scheduled to raise funds for the club all club members are strongly encouraged to participate and contribute to the growth of our organization.

Fundraising exists for the sole purpose of benefiting the players through the purchase of practice time, trainers, tournament fees, etc. However, the team can pay for items such as these without following these procedures as long as no public fundraising is needed to raise the funds (when items are paid for by parents "chipping in").

A meeting between the team representatives and the Treasurer must be scheduled prior to fundraising events taking place. The Treasurer will review the team plan and check the existing fundraising schedule to make sure there are no conflicting activities. Once fundraising has been approved by the Treasurer and scheduled. A copy of the fundraising plan must be on file with the board.

Team representatives receiving payments from the public should have checks made payable to Prior Lake Soccer Club or PLSC. These team members are responsible to track all funds received. The club Treasurer or board member will be available to the team to accept and process the funds raised. All funds will be "earmarked" for that team and can only be used for expenses incurred by that team. The club Treasurer will disburse team funds based on qualified team expenditures. (See example below) Documentation is extremely important, without it, payments cannot be made. This is to ensure that PLSC is in compliance with all rules and regulations governing non-profit organizations.

Fundraising Accountability:

Upon request, the club Treasurer shall provide the team with an account summary of the team's fundraising balance and at the end of the season a statement will be provided to the team representatives. Should the team have funds left at the end of the season, they can choose to keep the funds for the next season (knowing that all team members may not be on that team next season), or the team may make other arrangements to spend the funds on such things as team building events, awards, etc. All donated funds must be used for the benefit of the whole team or the club. No fundraising activities shall be performed representing PLSC without board approval. In the event any member(s) are found abusing or violating this policy the team can have their fundraising privileges suspended and will be required to turnover any funds received in violation of the policy.

Travel Tournaments

Tournaments enable players and teams to improve their skills by providing additional games with a different level of competition. Traveling teams may only play in tournaments sanctioned by the MYSA or USSF. PLSC recommends each team play in two or three tournaments per season and one is mandatory. Prior to the start of the season, the coaches shall inform the parents and players of suggested tournaments for the year. Consensus shall be made between the coaches and parents prior to registration in a tournament to accommodate for maximum player participation. PLSC will provide the registration fee for tournaments per team (up to \$400).

Tournaments outside of Minnesota

Coaches must obtain approval for travel as required by the MYSA and USSF regulations. This involves obtaining a travel permit from the MYSA local office, filling it out as appropriate, and returning it to MYSA with any fees required. Fees shall be the responsibility of the team. This application shall be submitted to MYSA at least 30 days prior to the start of the tournament. Longer times are required for international permits. The permit is required to cover the team for insurance purposes.

Travel Games

Game rules the "Laws of the Game" are based on FIFA rules, published by Federation Internationale de Football Association. These rules can be reviewed at www.fifa.com.

Games in General

MYSA will set the game schedule in regards to dates, locations and away game times. Half of the total games are played at away locations within our district. Who the opponents are cannot be determined until all the clubs submit their teams to MYSA. Until the schedules are generated, the club does not know where/when the away games will be. MYSA recommends that away game times for games requiring significant travel start no earlier than 4 PM. Once all home fields and game times are decided for each team, the district makes a complete game schedule for each team. Game dates are set by MYSA and can only be changed with consent of coaches from both teams. Transportation to away games is the responsibility of the parents or guardians. Each coach is provided with a field directory to help in locating the assigned field.

Home Team Responsibility

PLSC is responsible for scheduling referees through the Referee Coordinator, marking fields and putting up nets. The home team must provide a ball that is acceptable for play and place the corner flags. It is suggested that in advance of a game, coaches should contact each other to be sure time and directions are clear. In the case that the color of uniforms conflicts (as determined by the referee), the home team must change to an alternate color.

Players Equipment

The referee shall not permit a player to wear or use any equipment or clothing which, in the opinion of the referee, would likely risk injury to the player or others. The referee has the final decision on the safety of player's equipment and clothing. Visible under garments such as cycling shorts are authorized. They must, however, be the predominant color of the shorts of the player's team and not extend farther than the top of the knee. In the case of extremely cold weather, the use of sweat pants or shirts underneath the uniform shall be acceptable. They must however, be the predominant color of the jersey uniform.

Rescheduled Games

This is the coach's decision. It is possible for coaches to reschedule games, but this is not encouraged unless absolutely necessary due to the effects that this has on field use, referees and player schedules. Reschedule requests must be reviewed by the Field Coordinator, and Referee Coordinator.

Forfeit game

If a team fails to make a game, does not have enough players to play, does not have player passes or simply decides not to play, it is considered a forfeit. MYSA charges PLSC for each forfeit. This charge will be passed on to the team. The MYSA fees for forfeiture ranged from \$100 - \$400.00.

Games cancelled due to weather

All games will be played rain or shine. In rare cases a game may be cancelled if the owner of the field (school district or city) closes the fields. Other than that, the referee is the only one that may cancel a game due to weather. However, the home coach is expected to review the weather information and communicate with the game officials (referees) should it appear that severe weather storm may warrant game cancellation shortly before the scheduled game time. The referee may cancel the game due to weather only if it is considered unsafe to the players. Unsafe conditions include: severe threatening weather, tornado sirens, thunderstorms or darkness.

Generally if a game is terminated because of weather or darkness and 50% of the 2nd half has been played, the game will be considered complete. If less than 50% of the 2nd half has been played the game must be rescheduled. This is a MYSA rule and should be verified with MYSA after each game that has been terminated prematurely. If a team decides not to play, it is considered a forfeit.

Reschedule Procedure

- 1) The Coach/Team Manager to pick a few alternate dates
- 2) Email fieldcoor@priorlakesoccer.org with the Game Number and the alternate dates. The game number is important because there are normally > 150 games per season.
- 3) The Field Coordinator will email the Coach/Team Manager the date, time and field of the rescheduled game.
- 4) The Field Coordinator will contact the Referee Coordinator with the reschedule information.
- 5) The coach/team manager will coordinate with the other team. Both teams need to fill out the Game Reschedule Report (<http://mnyouthsoccer.org/forms/gamereschedule.pdf>) and submit to MYSA.

Weather Related Cancellation

- 1) If the fields are wet or rain maybe coming in, it is the responsibility of the home Coach/Team Manager to call the Field Hot Line at 952-447-9825 to see if the fields are open.

- 2) If the fields are closed, the Coach/Team Manager must contact the other team to cancel the scheduled game.
- 3) The Referee Coordinator does not have to be contacted
- 4) Follow the "Reschedule" process above to reschedule a game

Other Cancellations

- 1) If a game has to be canceled the day it was scheduled, the Coach/Team Manager must contact the Referee Coordinator. The Referee Coordinator will contact the referees about the cancellation.
- 2) Follow the "Reschedule" process above to reschedule a game

Weather Guidelines

Weather related revisions to games timelines:

Heat Index	Guidelines
Up to 89 degrees	Normal Play
90 - 99 degrees	Mandatory 2 minute water breaks per half with running time. Each half shortened by 5 minutes.
100 - 105 degrees	Mandatory 2 minute breaks per half with running time. Each half shortened by 10 minutes.
Over 105 degrees	Suspend Play

Cold Index	Guidelines
46 and higher degrees	Normal Play
40 - 45 degrees	Additional clothing allowed and recommended
35 - 40 degrees	1) Shorten games 2) 5 minute half
Under 35 degrees	Suspend Play

Travel Playing Time/Player Development

The PLSC Travel Teams are in a competitive soccer program. The goal is to enrich players' lives by increasing their soccer skills at both the individual and team levels. In the event a player or a player's parents do not agree with the coach regarding the amount of time the player is played, the parents need to follow certain guidelines:

1. Talk to your coach and try to resolve the issue. Coaches should also speak with the player and/or the parents so they are aware of the reasons the player is not being played.
2. If the coach and parents are unable to resolve this issue, the parents communicate the issue to the Coaching Director.
3. In the event the above steps do not satisfy all parties involved, the issue will be reviewed by the Executive Board and a solution will be proposed to all of those involved.

Coaches will do their best to adhere to the following guidelines for playing time.

U12 & under

These players should play at least half (50%) of each game. This playing time can be adjusted slightly based on the coach's assessment of the player's attitude, attendance, and performance.

U13 & up

These players should play at least one quarter of each game (25%). Again, this playing time can be adjusted accordingly based on the coach's assessment of the player's attitude, attendance, performance and ability. At this age, players should be expected to show and be rewarded for dedication (attendance at practice and games) and performance. Winning becomes more important to the players. This also prepares them for even more competitive teams (i.e. Premier, High School, and College programs).

Player Positions

In order to develop players it is recommended that ages U13 and under play different positions during the season.

Referee Information

Referees shall have full charge of the game, whether the ball is in play or out of play. They shall administer the policies so as to ensure safe, sportsmanlike, fluid play with a view towards fostering the spirit of the game. Referees must promptly report problems of improper behavior by coaches, players and fans. This behavior may result in forfeiture of the game or other appropriate action as deemed necessary by the District Director. If a coach is out of control, a referee may request the coach leave before a game continues. For additional information go to www.mnyouthsoccer.org or www.mnsra.org.

Referees

PLSC is required to use certified referees. To ensure that the referees are certified, the referee coordinator reviews the annual MNSRA list before the beginning of the season. If no list is provided by MNSRA the Referee Coordinator will require a copy of each referee's certification receipt. It is the referee's responsibility to re-certify annually. PLSC shall pay all referees twice during each season, once in the middle of the season and again at the end. Payments are made in the form of a check and mailed to the address on file. Should payments to a referee exceed \$600.00 for the year, the club will issue a 1099. Referees will be provided club specific information at the beginning of each season.

Uniform and certification fee for referees

Upon successful completion of referee certification, registered referees may submit an expense form for applicable certification fees. Additionally, upon registration with PLSC; referees will be provided up to a \$50.00 uniform and/or certification reimbursement fee after the referee officiates three travel or five in house games. The reimbursement request must be filed by November 30th.

Development Plans

These development plans are required by MYSA. These plans may be amended as needed. Any changes must be PLSC board approved and submitted to MYSA for recording purposes.

Risk Management Plan

In order to provide for a positive youth soccer environment, the PLSC will take the following steps to minimize recreation player and coach injuries and adverse experiences:

- First Aid kits will be available at all fields through coaches being provided with supplied kits for use at all practices and games.
- All players are required to wear shin guards, no jewelry or sharp hair accessories are allowed.
- Players will be requested to provide their own full water bottles for use at practices and games.
- Whenever possible, player safety will be included in coach and referee training, including discussion lead by qualified medical personnel to include such topic as player conditioning, stretching and stopping overly aggressive play.
- Travel teams with mixed age groups and/or genders that may have possible safety concerns will be carefully explained to the parents/guardians of the players involved and will proceed only with their full consent.
- Games and practices will not be played under unsafe conditions such as heavy rain or snow, during lightning or other extreme weather conditions.
- All coaches and any volunteers working with the players must sign and have notarized a consent form authorizing background searches as often as required by MYSA (at least once per year).
- Program field monitors, directors, and board members will actively monitor coach and other volunteer or parent behavior for any inappropriate or abusive behavior.
- Completion and submission of written medical information forms for all players are required. Coaches are required to keep these and use them in case of injury at

practices or games.

- Coaches will be informed of the need for alternate clothing in case of bodily fluid release requiring an immediate change into uncontaminated apparel.
- Unleashed pets will not be allowed on the fields. They must be contained and prevented from mixing with the players.
- Drugs, alcohol or any illegal substance will be prohibited from being used at the fields.

Field Development Plan

PLSC maintains access to field space by working with ISD 719, Prior Lake and Savage Park & Recreation Departments. PLSC provides a Field Coordinator and other volunteers to work with the school district to mark fields for lining, and then maintains communication with ISD 719 during the season for the purpose of moving goals to accommodate the school's mowing schedule.

PLSC will take the following steps to develop field space to meet anticipated growth:

- Maintain existing relationship with ISD 719 for continued use of available green space.
- Continue working with neighboring cities for use of the fields which are adjacent to schools serving Prior Lake/Savage students.
- Communicate our growth needs to school district for consideration of adding additional soccer fields as new schools are constructed.
- Work with the cities of Prior Lake and Savage to promote the field space needs of our organization as complexes and parks are being designed and constructed throughout our city.
- Publicize space needs to attract land donation.

Player Development Plan

In order to provide for a positive youth soccer environment, PLSC will take the following steps to recruit new players and insure player development:

- Players will be placed on teams, according to try out results, age, ability level and team availability.
- Provide high caliber and age appropriate coaching to improve player skills.
- Players will be provided a complete uniform consisting of two different colored jerseys, one pair of shorts and two pair of socks. They will become the property of each player.
- Players will be encouraged and given the opportunity to play different positions during the course of the season.
- Players will be required to bring and wear appropriate equipment and uniforms to all practices and games.
- Players will receive Soccer Times from MYSA during the year.
- Players will be encouraged to learn soccer as a team sport in which coordinated play is superior to individual achievement.
- Club will advertise registration deadlines through the club newsletter, press releases to local papers and website.

Coach Development Plan

In order to provide for a positive youth soccer environment, PLSC will take the following steps to encourage participation by the community member as coaches and improve team coaching:

- Designate a Coaching Director; task shall include implementing this plan.
- Recruit new coaches each year for new and existing teams.
- Foster an environment that retains coaches from year to year.
- Sponsor PLSC roundtable coaches meetings during the year.
- Advertise coaching clinic and club coaches meeting through club newsletter, press release to local papers, website and letter to all coaches.
- Facilitate additional training for coaches, such as timely information to coaches on clinics and other soccer related events offered through MYSA.
- Encourage coaches to learn and implement new coaching techniques during the season and educate themselves.
- Provide an accurate means of communication to each coach whereby they may become familiar with club policies, procedures, demands and needs.
- Board, Committee members and field monitors shall monitor coach performance by observing practices and games and talking with players and parents, assistance will be offered to coaches where appropriate.
- Provide parents, players and coaches an evaluation form to attain feedback on coaches needs, development and overall experience had by all.
- Provide coaches with jersey, first aid kit, corner flags, practice cones, player goalie jersey when necessary and practice pennies to encourage coaches to be involved and active while developing the skills of the players.

Referee Development Plan

In order to provide for a positive youth soccer environment PLSC will take the following steps to encourage participation by community members as referees and improve refereeing at all games:

- Designate a referee coordinator and assigner; task shall include implementing this plan.
- Develop a recreation referee program that emphasizes player education and safety in any setting.
- Provide referees for as many U9 and older recreation games as possible.
- Sponsor orientation meetings to new and returning referees before the first season of the year and again after a season to answer questions and clarify expectations.
- Assign referees carefully to games, making every attempt to place them according to their experience, level, ability, comfort level and age.
- Monitor referee performance through observation and discussion with involved coaches, referee coordinator, mentor and/or program directors.
- Provide clear communication regarding schedules, updates of information, meetings, program options and needs and club policies.
- Recruit referees from existing soccer players, interested soccer parents and coaches to accommodate growing program.

- Maintain competitive compensation to retain existing referees and attract new ones.
- Recommend, whenever possible, potential referees to MYSA sponsored and sanctioned tournaments.

Restrictions and Safety Issues

Discipline Procedure

Player Behavior:

Players are expected to come to all games and practices with a positive attitude. Players that are disruptive to the team can be removed from a team upon the request of the coach. All requests will be reviewed by the Executive Board. The player will be given one warning that their position on the team is in jeopardy. The warning is via a letter to the parents of the player. A board member will attend practices and games to witness the player conduct. If the player does not improve his/her behavior, the result will be a second letter from the Executive Board indicating the player has been removed from the team. No refunds will be issued as a result of this removal and a player release will not be granted for the current season.

Policy on Dangerous Conditions

The following guidelines apply to MYSA league games. Tournaments set their own policies – see the individual tournament rules and policies. FIFA and MYSA rules allow the referee, and only the referee, to decide whether a match is played, postponed for few minutes or cancelled because of playing conditions. The safety of all is the most important, independent of any cost, inconvenience or advantage due to the replay (or lack thereof) of the match. State and local referee associations instruct referees regarding suspension of play due to dangerous weather (lightning, storm sirens, etc.) and other playing conditions. The referee's decision stands.

In the event that the referee suspends play, PLSC recommends getting all to safety and waiting a brief amount of time (up to 15 minutes) to see if conditions improve enough to allow continued play. If play can not be resumed, the match is ended. MYSA policy on league games is: A league game is considered complete if play is ended MORE THAN halfway through the second half of the match – according to the REFEREE'S watch. The score at that time is considered the ending game score. If play is ended prior to this point in the game, the match is considered "not played" and must be replayed from its start at a subsequent time/day/place as agreed upon by the teams' coaches within 48 hours.

If, in the opinion of the coach(s), dangerous conditions (weather or field condition) exist at the game site prior to the start of the match, coaches of the 2 teams are encouraged to come to an agreement whether to play the match or reschedule. The coaches must confer with the referee on this decision. A coach can choose to forfeit or play under protest (inform the referee) if he/she feels that conditions are unsafe. If safety is truly the concern, forfeiting should not be an issue. A legitimate refusal to play is rarely classified as a forfeit. Practices are generally held as scheduled during rainy conditions. (This can be valuable since a team is

likely to play a game or two in the rain during the season.) However, practice will be canceled or cut short if dangerous conditions occur (lightning, dangerous winds, extreme temperature drop, etc.). Parents will be expected to monitor the weather and return to the practice field immediately if dangerous conditions occur.

Insured Practice Areas

See MYSA website <http://www.mnyouthsoccer.org/about/insurance.cfm> for details.

Anchoring of Soccer Goals

Unanchored soccer goals are very dangerous to anyone on the field at any time. Each team should appoint a parent who is responsible to check both goals on any field of play before each game or practice. Make this an automatic start to any game or practice. Do not play or practice on any field where the goals are not anchored. Report any unanchored goals to the referee in a game situation (home or away) and report any unanchored practice field goals to the field coordinator immediately.

Protective Head Gear, Jewelry, Eyeglasses

There has been much written about the dangers of heading balls by young soccer players. USSF has yet to come to a consensus on this issue. They have taken the following position regarding protective headgear in game situations: Headgear will be viewed as player equipment and the decision to allow or disallow is left to the discretion of the referee at each individual game. In other words, if the referee says "no" – the headgear will not be allowed. We advise any player or parent with concerns to wear protective headgear during practices, as this is where most players do the majority of their heading. The USSF rules on uniforms and equipment will be enforced. The current version of the law book says that no jewelry may be worn. Even if earrings are taped, they constitute jewelry and still are not safe. It does not matter if the player's ears were just pierced or if the last referee allowed them. Metal eyeglass frames are allowed if they are safe in the opinion of the referee. All eyeglasses must be held on by strap or tape.

Substance Abuse Policy

- **ALCOHOL** - A player shall not use, possess or obtain a beverage containing alcohol at any time during the year (including summer), regardless of the quantity. Players who violate this rule shall be suspended from participation in all team/club sponsored activities for the time specified below.
- **TOBACCO** - A player shall not use, possess or obtain tobacco anytime during the year (including summer). Players who violate this rule shall be suspended from participation in team/club activities for the time specified below. Penalties: Same as alcohol. (See below)
- **DRUGS** - A player shall not use or consume, have possession, buy, sell or give away marijuana or any substance defined by law as a drug, unless specifically prescribed by his or her doctor for the player's own use, anytime during the year (including the summer). In addition, a player shall not use, possess, buy, sell or give away drug paraphernalia. Penalties: Same as Alcohol and Tobacco. (See below)

- **First Violation**

Penalty: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

- **Second Violation**

Penalty: After confirmation of the second violation, the player will be suspended for the remainder of the season in which he/she is currently participating in.

- **Third Violation**

Penalty: After confirmation of the third and any subsequent violations, the player will be suspended for a minimum of one calendar year. After that time, the student may petition the club for reinstatement of his/her eligibility.