

CASPER SOCCER CLUB

POLICIES & PROCEDURES



www.caspersoccerclub.com
PO Box 2101
Casper, WY 82601

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CASPER SOCCER CLUB BLADES PROGRAM

The Casper Soccer Club (CSC) is a club member of Wyoming Soccer Association (WSA) and affiliated with US Youth Soccer (USYS) who is a member organization of US SOCCER. CSC Blades programs come under the direction, and By-Laws of the CSC. All rules found within this document, Bylaws, and the CSC Board of Directors decision and shall comply with the rules and policies of the Wyoming Soccer Association (WSA), US Youth Soccer (USYS), and US Soccer Federation (USSF). The content of this material shall be made available to the players, Parents, and volunteers of the CSC organization. The CSC Blades programs serve competitive players who demonstrate the desire and ability to learn and play soccer at the next level. The competitive travel program is designed to develop each individual player to their potential while at the same time inspiring responsibility and commitment to a team. The competitive teams of the CSC consist of the Blades, the Blades United, and the Jr Blades travel teams.

DEFINITIONS

CSC Blades – The CSC Blades serve competitive players who demonstrate the desire and ability to learn and play soccer at the next level for the ages of 9U to 14U. The CSC Blades selects players to participate in a competitive team environment. The CSC Blades program is an annual commitment with three seasons: fall, winter, and spring. The CSC Blades teams participate in USYS, WSA, and other USSF sanctioned tournaments, games, and events.

Blades United - The CSC Blades United serves advanced competitive players between the ages of 15U and 19U. Players demonstrate the desire and ability to play soccer at a higher level with a focus on appropriate competition. The Blades United teams participate in USYS, WSA, and other sanctioned tournaments, games, and events.

Jr Blades - The CSC Jr Blades is a bridge program for 8U players moving from the recreational soccer program into the Blades pathway. Jr Blades provides a rec-plus model by providing age-appropriate weekly training and attending weekend events. Jr Blades is a 10-month program with fall and spring participation and an optional winter season.

The Board of Directors (BoD) – A Board of Directors governs the Casper Soccer Club. The BoD is composed of a president, vice president, secretary, treasurer, and Members at large as define by the CSC Bylaws.

Director of Coaching (DOC) – The Director of Coaching is the technical leader of the CSC, responsible for developing and implementing coaching philosophy, player development while also managing a supporting CSC coaching staff. The DOC will report directly to the BoD.

The DOC will oversee all activities of the Blades programming as outlined by the CSC Board of Directors in the rules, policies, and procedures. The DOC and/or the Executive Director will set tournament and event participation for the soccer year. All practice, events, and travel are subject to prior review and authorization by the DOC prior to participation.

The DOC will also be involved in the CSC Rec Soccer program.

Assistant Director of Coaching (ADOC) -The ADOC will assist the DOC in developing and implementing coaching technics and player development. The ADOC will assist the DOC as directed. The ADOC will report directly to the DOC.

In the absence of a DOC or Assistant DOC, the Board of Directors will appoint a 3-person committee.

Executive Director (ED)- The ED is the top leadership role of the CSC with the responsibility of managing daily operations and implementing strategies. The ED will work in concert with the Director of Coaching and all the activities of the Blades programming as outlined by the CSC Board of Directors and in the rules, policies, and procedures. The ED will report directly to the BoD.

Electronic Media- Communication Platforms – Electronic media refers to **any technology or system used to transmit, store, or move information electronically**. This includes both network-based communication and the physical transfer of digital data for example, the Internet, extranet or intranet, leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. (communication platforms)

Parent(s) – Includes parents of a player and/or legal guardian(s) and caregiver(s), and other adults who are tasked with the care, custody, and control of a player.

Member(s) -The Members of the Casper Soccer Club include Parents, players, coaches, staff, and volunteers.

Good Standing – A member in Good Standing must be current in all financial obligations to the club and team, including registration fees, team fees, and any other required payments. The members comply with the Rules, Policies and Procedures of CSC, WSA, USYS, and USSF.

Returning Player - A returning player is a Blades player who was officially rostered on a Blades team and who participated during the immediately preceding season.

New Player – A player who did not participate in and was not officially rostered on a Blades team during the immediately preceding season.

Multiple Sport Athlete (player)- Any registered player that participates in more than one sport at the same time during a soccer season.

Distance Player - A registered and officially rostered player whose primary residence is located 45 miles or more from Casper. All Distant Players must attend at least one training session per week.

SECTION I – CLUB OPERATIONAL PROCEDURES

A. CSC CODE OF CONDUCT

Casper Soccer Club (CSC) is an affiliated member of the Wyoming Soccer Association (WSA), US Youth Soccer (USYS), and US Soccer. As such, CSC abides by the Code of Conduct established by these governing bodies. All Members of CSC, spectators, and other invitees—are expected to observe and adhere to the standards set forth by WSA, USYS, and US Soccer.

US Youth Soccer Code of Conduct-[US-Youth-Soccer-Code-of-Conduct-4.23.22.pdf](#)

Wyoming Soccer Code of Conduct-[25.26-WSA-RULES.PROCEDURES 103025.pdf](#)

1. MISCONDUCT DISCOVERED WHILE AFFILIATED WITH CSC

For any concerns or complaints regarding abuse or misconduct, Members are encouraged to follow the reporting procedure outlined in our Grievance Policy. CSC is committed to addressing and resolving any issues in a fair and timely manner. Any person accused of misconduct may be suspended by CSC until the matter is resolved. Allegations or complaints of misconduct will promptly be investigated, and appropriate corrective action will be taken if warranted by the investigation.

2. DISCIPLINE AND SANCTIONS

Members of the CSC Programs are expected to conduct themselves in accordance with the Code of Conduct in such areas as behavior, speech, and action, and to follow the CSC Policies and Procedures. If Members do not conform to these Policies and Procedures, CSC has the right and duty to impose sanctions. Such sanctions may include but are not limited to suspension and/or dismissal from the CSC Program.

3. NON-DISCRIMINATION POLICY

CSC is committed to providing an inclusive and welcoming environment for all Members of our community. While Title IX (codified as 20 USC §§ 1681–1688) does not apply to CSC, CSC does not discriminate against its Members on the basis of race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, or sexual orientation.

This Policy applies to all CSC Members. CSC is committed to maintaining a team environment that is free from all forms of discrimination, including harassment. CSC does not permit any form of harassment, discrimination, or intimidation against any person(s), other Members, staff, spectators, or participants from other organizations. Any violation of this Policy by a CSC Member may be subject to disciplinary action as provided herein.

Members with concerns or complaints regarding discrimination and/or harassment are encouraged to follow the reporting procedure outlined in CSC's Grievance Policy. Casper Soccer Club is committed to addressing and resolving all issues in a fair, timely, and transparent manner.

Concerns, complaints, or allegations of discrimination and/or harassment will be promptly and thoroughly investigated. If the investigation determines that corrective action is warranted, appropriate measures will be taken.

B. DISCIPLINE COMMITTEE

The Discipline Committee (DC) operates under the guiding principle that the safety, welfare, and moral development of the youth participating in activities sponsored by CSC depend on the ethics, integrity, and trustworthiness of the officers, managers, coaches, and other CSC volunteers and affiliates.

The DC will consist of a pool of ten (10) CSC members. The Vice President of the CSC Board of Directors shall serve as the Chair of the Discipline Committee. Following the annual CSC Board elections, a pool of eligible CSC Members shall be identified and approved to serve on the Discipline Committee pool for a one (1)-year term. When disciplinary action is required, or a grievance issue is petitioned to the DC, the DC Chair shall establish a committee of three (3) members from the approved pool to serve on the Discipline Committee for that matter. DC members must have no conflict of interest related to the subject of the proceeding.

⌘ Any member showing continuous or significant disregard for the rules, policies, and procedures of the CSC, may be instructed to appear before the DC.

⌘ The DC is to conduct disciplinary or grievance proceedings to determine and enforce sanctions for continual violations of the CSC policies and procedures or for violations of the Laws of the Game, beyond those issued by referees.

⌘ The DC has the right to impose sanctions on players, coaches, Parents, and teams in CSC who engage in misconduct.

⌘ The decisions of the DC may be appealed to the Board of Directors and follow the steps in the Petition to the Board Procedure.

⌘ When no resolution for acceptable conduct can be achieved, the CSC Board of Directors, upon recommendation of the DC, may disqualify, or suspend the Member from CSC.

C. GRIEVANCE POLICY

Grievances most often concern an incident during a game or practice, CSC in general, or inappropriate behavior by a Member of the CSC. Issues specifically related to team formation and/or composition and team management matters- such as coaching philosophy, decision-making, style, and playing time- should be resolved by speaking directly with the head coach and/or assistant coach in a respectful and professional manner. In-person meetings are preferred. **The process of reporting a grievance can be found in CSC Procedures, “Grievance Reporting Procedure” (make this a link).**

1. GRIEVANCE REPORTING PROCEDURE

Should a CSC Member have a grievance, the Member must follow the reporting procedure outlined below as soon as reasonably possible after an incident.

Step 1: Communicate the grievance in person with 2 of the following persons;

- the head coach
- the assistant coach
- The team manager

One-on-one confrontation is discouraged. This step is intended to promote a resolution through respectful dialogue and mutual understanding.

Step 2: If the issue remains unresolved, a meeting will be coordinated in a timely manner with the head coach, assistant coach and/or team manager, and the involved parties. The DOC will be notified of the meeting.

⌘ Meeting minutes will be taken by either the head coach, assistant coach, and/or team manager, and will be available within 48 hours of the meeting to all involved. All parties are encouraged to take notes. Minutes must be shared with the DOC.

⌘ If the grievance is not resolved through the coordinated meeting, proceed to Step 3.

Step 3: The DOC will coordinate a meeting in a timely manner with the involved parties in Step 2. The DOC and all parties included in Step 2 will meet to work towards resolution.

≠ Meeting minutes will be taken by either the DOC, head coach, assistant coach, and/or team manager, and will be available to attendees. Involved parties are also encouraged to take meeting notes.

≠ The DOC will make a decision based on information provided to resolve the grievance.

≠ If this decision does not satisfactorily resolve the issue for the Member(s), the Member may petition the DC.

≠ The DOC may escalate the grievance to the DC.

2. PETITION TO THE DISCIPLINE COMMITTEE (DC)

If a matter is not resolved following exhaustion of the aforementioned steps, a CSC Member must follow the below reporting procedure to petition the DC.

Step 1: A detailed written notice must be submitted to the DC within 10 business days of the completion of step 3 of the grievance procedure. Written notice must include the following:

- Date of initiation of grievance proceedings.
- Name, phone number, and email address of the person filing the grievance.
- Name of player(s) and/or other person(s) involved. (if applicable)
- Team identification and name of head coach.
- Complete description of issue, including date(s), time(s), location(s), names of witnesses, etc.; and
- Explanation of actions taken to date to resolve the issue.

Step 2: The Vice President will serve as the Discipline Committee Chair and will form a 3-member committee from the committee pool to address the concern. The DC will be composed of Members who have no conflict of interest in the matter being heard. The DC will not include any person who has adjudicated the matter at any other level. The parties involved will be contacted for information on the grievance within **10 business days** of the written notice.

Step 3: The committee will gather and review all the information pertaining to the grievance in a reasonable time frame.

Step 4: If a hearing is required or requested, the committee will notify the parties involved no later than seven (7) business days in advance of the hearing date. The person(s) wishing to address the committee shall notify the committee within four (4) days of the hearing.

≠ Each person is allotted 10 minutes to address the committee. If anyone cannot attend, they can submit a written statement.

≠ DC members will be allowed to ask questions after each person's allotted time. Additional time will be allotted for responses and discussion.

Step 5: The DC will meet and render their decision by written notice to all parties involved within 10 business days. The decision will be presented at the next CSC Board of Directors meeting in the executive session.

3. APPEAL TO THE BOARD

Any party involved appeal the DC's decision to the CSC Board of Directors. The appealing party must provide a written appeal to the CSC Board of Directors, including a basis as to why the committee's decision should be overturned, within 10 business days of the DC's decision.

- Decisions concerning risk management issues are not appealable.
- The CSC Board of Directors will review the written appeal, the DC's decision, including all investigatory materials.
- The DC will also be permitted to submit a written statement as to why the decision should be upheld.
- The CSC Board of Directors will render a decision at the next available CSC Board meeting in the executive session.
- The parties involved will be notified in writing of the CSC Board of Directors' binding decision. There are no further appeals through CSC.
- The Board of Directors' decision may be appealed to WSA and USYS.

4. CONFIDENTIALITY

CSC recognizes the sensitive nature of certain grievances and will take all reasonable steps to ensure that the information reported and gathered through investigations shall be kept confidential and only shared with those individuals with a need to know in order to resolve the grievance.

Wyoming state law (**statutes 14-3-205 & 35-20-103**) states that any person who suspects child abuse, neglect or exploitation is required to report it to law enforcement or DFS (**Department of Family Services**).

All Members directly involved and/or are affected by a filed grievance will not be subjected to future retaliatory-like actions as a result of the filed grievance. If retaliation is suspected, the affected party may follow the Petition to the DC procedure.

D. COACHING STAFF

The Blades program strives to provide the best soccer experience possible for the players. This goal will be met by the dedication of experienced, educated, and US Soccer licensed coaches. The Blades program requires the coaches to improve their levels of certification/training whenever possible and adhere to Code of Conduct set forth by the CSC and WSA.

CSC requires the selected coaches to follow the current USSF Coaching Education Pathway.

Potential head and assistant coaches are required to apply for the position by completing the application to coach/agreement form to the DOC prior to the annual Blades evaluations. The application to coach form will be available by April 1 via a link on our webpage and by request by for the season beginning in August. Submission of an application to coach does not guarantee a coaching position.

1. HEAD COACH

The Blades team head coach shall hold the appropriate level of USSF Coaching License for their assigned age group by August 1. Reimbursement of the Blades Membership fee and designated travel expenses is contingent upon the coach's licensing status appropriate for the age group.

Head coaches are expected to attend all CSC coach meetings and educational functions as designated by the DOC.

2. ASSISTANT COACHES

Assistant coaches are encouraged to obtain the age-appropriate USSF coach license for the age group they are coaching. Reimbursement of the Blades Membership fee is dependent upon coach's licensing status appropriate for the age group by August 1.

Assistant coaches are expected to attend all CSC coach meetings and educational functions as designated by the DOC.

3. CONDUCT GUIDELINES FOR BLADES COACHES

A coach's primary goal is to support the mission, vision, and core values of the CSC including teamwork, respect, integrity, excellence, and personal growth. Coaches will follow the CSC Blades Policies and Procedures. In addition to the Blades Policies and Procedures the coaches will abide by the code of conduct outlined by USYS and WSA and the items below:

- Follow the direction and leadership of the DOC and the Assistant DOC.
- Prepare, plan, and execute weekly training sessions for their team (head coach).
- Read and adhere to all of the CSC policies and procedures.
- Be proficient in the [FIFA](#) Laws of the Game as well as the event rules.
- Be dedicated to the Blades team and the Blades programs.
- Include all team players in training activities—players will receive equal training opportunities during the regular fall and spring seasons.
 - Off season (indoor/winter) is optional or voluntary. Indoor training sessions may be limited to those players attending off-season (indoor winter) events, due to the availability of indoor space.
- Lead from the sidelines, giving positive direction to one's own team on points of strategy and position so long as no mechanical, electrical, or other devices are used to amplify the voice.
- Accept responsibility for the actions of his/her sidelines (Team, Parents, and spectators).
- Supervise players during training and games.
- One-on-one interaction between player and coach must be observable and interruptible.
- Be respectful of other coaches, players, Parents, and/or officials.
- Any player movement discussion needs to be addressed with the DOC prior to discussing with Parents. No decisions will be made without DOC approval.
- Provide players with access to water and restrooms.
- Coaches must have access to the medical release forms for all players at training and games.

4. COACH RESPONSIBILITIES TO PARENTS, PLAYERS, AND CSC

- Know, implement, and adhere to the directives set forth by the DOC.
- Conduct a Parent meeting prior to the beginning of the fall and spring season.
- Provide an evaluation for each player at the end of the fall and spring season.

The coach will utilize the standardized format or form provided by the DOC. The coach will submit the evaluations to the DOC. The evaluation will be distributed electronically to the Parents by the DOC.

- All team communications must be through the Stack Team App (the current selected and approved app for team communications).

- Electronic/digital communications will always include the Parent when addressing a player.

- Coaches are not permitted to communicate with a Parent/player using any other platforms or social media platforms (such as Instagram, X, Facebook, messenger, text, email) when discussing team or player concerns. The coach needs to redirect communication with a Parent/player to the Club designated communication app (Team App) and if needed, set up a meeting.

- Start and end training on time and arrive at training and games prepared to coach.

- Provide players with the opportunity for equal playing time and opportunities in training. Equal playing is not guaranteed during games.

- Any potential player concerns will be communicated to the DOC. The DOC and coach(es) will review the situation and decide on a course of resolution. The Parent(s) will be notified of any concerns.

- Treat each player as an individual with respect and dignity and help develop the players' ability to deal with pressure, success, and defeat, and emphasize cooperation and shared responsibilities.

- Do not discuss potential player movement or placement on a team with players or Parent(s) before consulting with the DOC.

In matters not outlined above, the CSC and the DOC reserve the right to review and advise on appropriate behavior or interaction between players, Parent(s), referees, and spectators. A violation of the policies and procedures may result in disciplinary action.

The DOC retains the discretion to remove a coach from the Blades program at any time.

E. PLAYERS

1. CODE OF CONDUCT FOR PLAYERS

Good sportsmanship and team play are mandatory. There is no justification for poor sportsmanship. In addition to the WSA and CSC Code of Conduct, CSC establishes the following standards to govern the behavior of the Blades players before, during, and after activities. This includes but is not limited to:

- Players are expected to attend all trainings, tournaments and events as scheduled by the club. An absence in an emergency, absences due to illness or other unpreventable circumstances should be communicated to the coach(es) in advance of training or event.
- No verbal abuse or physical abuse.
- Respect the rights and property of others.
- Be respectful of coaches, players, officials, Parents, and spectators.
- Be on time for all training and games. Be an active participant.
- Substance use and/or possession thereof including but not limited to drugs, alcohol, vaping, and/or tobacco is cause for immediate dismissal from the program.
- Bring and wear proper equipment and uniform for all training and games.
- No jewelry shall be worn during training and/or games per the FIFA Laws of the Game.
- Take pride in your appearance as a Blades player.

In matters not outlined above, the CSC and the DOC reserve the right to review and advise on appropriate behavior or interaction between coaches, players, Parents, referees, and spectators. The CSC Blades Code of Conduct is included in the online registration process and is electronically signed at registration. The WSA Code of Conduct is also included in the online registration process and must be agreed to prior to registration.

2. PLAYER SANCTIONS

The player is subject to disciplinary actions imposed by the coach and/or DOC if any of the items in the Code of Conduct are not followed.

Player Discipline Procedure

Step 1 – Verbal warning from coach(es) to the player.

Step 2 – Meeting with coach(es) and manager, Parents. The coaches will organize a meeting as soon as possible when all parties can meet. Notes/minutes will be recorded.

- Parents and coaches will work towards a resolution.
- Minutes will be available within 48 hours of the meeting. Minutes must be shared with the DOC
- If the situation is not resolved

Step 3 – Meeting with all parties in Step 2 and DOC. The DOC will coordinate a meeting when all parties can meet as soon as possible to resolve the concern.

- Notes/minutes will be recorded and will be made available within 48 hours after the meeting.
- The resolution to the situation may include practice or game suspension, suspension from the team and/or club activities as deemed appropriate by the DOC and will include a path for reinstatement.

Step 4 – The Player may be requested to meet with the Discipline Committee. The resolution may include removal and release from the CSC.

3. EXPEDIENT ACTION OPTION

CSC reserves the right to bypass any step and may immediately suspend a player or coach without notice depending on the severity of the violation. The Discipline Committee will be selected to review the immediate suspension and follow the steps as outlined in the Petition to the Board.

F. PARENTS

1. CODE OF CONDUCT FOR PARENTS

In addition to the Code of Conduct, CSC establishes the following standards to govern the behavior of the Parents before, during, and after CSC activities. This includes but is not limited to:

- Parents are responsible for ensuring a player's commitment to the Blades program
- Read and adhere to all CSC Policies and Procedures.
- Read and adhere to the rules, policies, and procedures of US Soccer, USYS, and WSA.
- Adhere to the rules and policies of attending events, whether hosted by CSC or another entity.
- Ensure players attend all scheduled trainings and games.
- Drop off and pick up player(s) on time for training and games.
- Ensure players are prepared and dressed appropriately for trainings and games.
- Utilize the Stack Team App for all team correspondence.
- Respect the rights and property of others.
- Be respectful of coaches, players, other spectators, and officials.

In matters not outlined above, the CSC administration and the DOC reserve the right to review and advise Parents regarding appropriate behavior or interaction between coaches, players, Parents, referees, and spectators. The Code of Conduct is included in the online registration process and is electronically signed at registration.

2. PARENT SANCTIONS

Parents(s) are subject to disciplinary actions imposed by the DOC and the Discipline Committee. The steps can be found in the Parent Sanction Procedure section.

Parent Sanction Procedure

Step 1 - Verbal warning. If it is necessary to repeat the same or similar verbal warning 3 times in a season, proceed to Step 2.

Step 2 - Meeting with Parent(s), DOC, and if applicable, the offended party to resolve the issue.

- A person from the DC pool will record the minutes of the meeting. Minutes will be available within 48 hours of the meeting and emailed to the parties involved.

Step 3 - If the matter is not resolved, the DOC may refer the incident to the Discipline Committee (DC).

The steps outlined in the DC section will be followed.

3. EXPEDIENT ACTION OPTION

CSC reserves the right to bypass any step and may immediately suspend a Parent(s) without notice depending on the severity of the violation. The Discipline Committee will be selected to review the immediate suspension and follow the steps as outlined in the Petition to the Board.

Inappropriate behavior of a Parent(s) may be presented to the CSC or to the DOC from a tournament or event in the form of a referee report and will follow the outlined steps above. Inappropriate behavior of a Parent(s) that falls under the Referee Abuse Policy (RAP) will follow the disciplinary actions or sanctions of the RAP policy.

SECTION II - SAFETY

CSC is committed to providing a safe environment for its Members and players. Every Member of this organization is responsible for protecting our players and ensuring their safety and well-being while involved in CSC activities.

1. RISK MANAGEMENT

CSC fully subscribes to the to WSA's risk management program, all coaches and program administrators must submit to a sensitive criminal history background check every two years, complete the mandatory Concussion training through the Centers for Disease Control and Prevention, and be SafeSport trained, (initial training and annual refresher). CSC fully subscribes to the following:

- **USYS Code of Conduct**, [US-Youth-Soccer-Code-of-Conduct-4.23.22.pdf](#) ,
- **USSF Recognize to Recover**, [Recognize to Recover](#)
- **SafeSport MAAPP, (Minor Athlete Abuse Prevention Policy).**[ModelMAAPP 2025 FINAL. LAO APPROVED](#)
- Wyoming Soccer Association SAFE SOCCER Risk Management Policy.

All volunteer coaches and staff who are directly involved in players' activities are required to complete the risk management requirements. These requirements include but may not be limited to background screening and SafeSport education.

MANDATORY REPORTING OBLIGATION UNDER FEDERAL LAW

Please be aware that under the *Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017*, adults who work in youth sports that compete across state lines and/or internationally are "mandatory reporters" who have an obligation to report to law enforcement facts giving them a reason to suspect child abuse within 24 hours of becoming aware of the facts.

A. LIABILITY AND MEDICAL

As an affiliated club of WSA, the Casper Soccer Club (CSC) is provided liability insurance and secondary accidental/medical insurance coverage during sanctioned events. The coverage is secondary and does not meet the requirements of health coverage under the Affordable Care Act.BB

B. BACKGROUND SCREENING

USYS and WSA require a sensitive criminal history background screening every two years for staff, board of directors, program administrators, team managers, and all volunteer coaches of CSC. The screening is necessary for the protection of the organization, its Members, and players. It shall be completed per WSA guidelines before any coach or volunteer is allowed to participate in any activities involving Members who are minors.

C. SAFESPORT EDUCATION

USYS and WSA require staff, board of directors, program administrators, team managers, all volunteer coaches and volunteers who have contact with players of CSC to complete the USOC SafeSport education annually. SafeSport is a comprehensive overview of facts, principles, and strategies to help provide safe and positive sports environments. The SafeSport education program includes sexual misconduct awareness, mandatory reporting, and physical and emotional misconduct (including bullying, hazing, and harassment).

D. CONCUSSION EDUCATION

USYS and WSA require concussion education to be completed per WSA guidelines. CSC will follow the guidelines of WSA on concussion protocol. [wsa_concussion_protocol1.pdf](#)

E. ANIMALS (PETS)

For the safety and health of all players, coaches, officials, and spectators, no animals are permitted on or around any field during training or games, other than certified service animals as defined by the Americans with Disabilities Act.

F. WEATHER/ENVIRONMENTAL CONDITIONS

CSC will provide a safe training environment based on current and/or forecasted weather and air quality conditions. The proximity of inclement weather and the air quality rating will be a contributing factor to training or games being postponed or canceled. CSC will follow the guidelines as outlined by the US Soccer health and safety program, *Recognize to Recover*. [Recognize to Recover](#)

Every effort is made to hold training and games as scheduled. Environmental conditions may change with little to no notice. CSC will update teams and players within our club about delays, cancellations, or field closures via Stack TeamApp.

SECTION III –EVALUATION-SELECTION-REGISTRATION

A. SOCCER YEAR

The soccer year, as defined by US Soccer, is from August 1 to July 31 of the following year. The player's participation on a team for the soccer year is based on their birth year as set forth by the Standards of Play by USSF, USYS, and WSA.

The CSC soccer year has designated seasons; fall, winter, and spring seasons.

- Fall and spring are the main competitive seasons for the Blades traveling teams. The events and game format are based on US Soccer guidelines for youth soccer and are conducted at an outside venue. The start and end dates of each season will be determined annually by the DOC and executive staff. The Blades players are expected to participate in the fall and spring seasons.

- Winter season is considered an optional off-season, meaning participation in winter activities is not mandatory for players. Typically, events are indoor (futsal) soccer with 5v5 format for all teams.

B. PLAYER EVALUATION for SELECTION OF TEAMS

Evaluations are open to players in the 9U to 19U age groups for potential placement on Blades teams for the upcoming seasonal year.

Player evaluations and selection will be conducted once a year; for the Blades teams, the second or third week of June. United group evaluations will take place in the first or second week of June. Participation in the Blades program is an annual commitment.

Dates for the evaluations will be posted on the CSC website at least 120 days in advance. All interested players (Parents) must register and pay the evaluation fee prior to evaluations to be considered for the team selections. It is in the player's best interest to attend all evaluation sessions for their designated age group. There are no guarantees players will be selected for a Blades team.

The CSC Blades coaches will be directly involved in the evaluation and selection of players for teams under the direction of the DOC and the ADOC. The evaluation procedure can be found in the "CSC Evaluation Procedure."

1. EVALUATIONS PROCEDURE

The DOC/ADOC determines the application of the criteria for evaluation sessions. Evaluation information will be provided to the coaches by the DOC prior to the evaluation sessions. Players will be evaluated on the following criteria:

A. U9/10-U11/12-U13/14 Age Groups

1. Technical Ability -first touch/ball control, dribbling, passing, finishing
2. Decision making, speed of play and movement off the ball
3. 1v1 attacking - 1v1 defending (individual)

4. Physical Qualities: Speed, Agility, Endurance, strength/balance

B. United Group U15-U19 age groups

1. Technical Ability -first touch/ball control, dribbling, passing, finishing
2. Tactical ability – Positioning, defensive and attacking shape
3. Decision making, speed of play and movement off the ball
4. 1v1 attacking (individual)/1v1 defending (individual)
5. Physical Qualities: Speed, Agility, Endurance, strength/balance

The evaluation session will be led by evaluating coaches as directed by the DOC and ADOC and will include:

- Group Warm Up will be included in all days of evaluation.
- Day 1: Small-sided games may include 1v1, 2v2, 3v3 or 4v4 games.
- Day 2: May include small-sided games and full-sided games based on age group numbers.

During evaluations, the DOC/ADOC and evaluating coaches may decide an additional 3rd session is [necessary to determine the selection of players for specific team placement](#).

Post evaluations: The DOC, ADOC, and age group coaches involved in the evaluation process will meet and select players for teams for the upcoming season. The process will be completed and communicated with the evaluation group within 15 business days of the evaluation. A summary of a player evaluation may be made available to the individual player's Parent upon request to the DOC via email.

All New Players shall attend the scheduled Blades evaluations to be considered for team selection.

If a **Returning Player** is unable to attend evaluations, the Returning Player's parent must send a written/email notification to the DOC, 21 days prior to the post start date of the evaluations. Notification of absence does not guarantee team placement. Exceptions to the 21-day written/email notification requirement may be considered in cases of unforeseen circumstances such as illness, injury, or other extenuating situations beyond the player's control. In such cases, the Returning Player's parent must notify the DOC as soon as reasonably possible. The DOC/ADOC will review the circumstances on a case-by-case basis. An exception to the notice requirement does not guarantee team placement. Evaluation of Returning Players will be made based on the current season's performance by the DOC/ADOC. It is in the players' best interest to attend the evaluations.

Players with disabilities shall be provided with reasonable accommodations during evaluations if requested. Accommodations can be requested at the time of registration via the registration form.

The ED will communicate with Parent to determine a reasonable accommodation. However, team placement is not guaranteed for any player.

Membership registration and documents will be required upon the selection of players for teams.

2. AGE GROUP DEFINITIONS & TEAM FORMATION

CSC forms competitive traveling teams based on ability in 2-year age brackets and single gender groups starting at the U9/10 age group up to the U14 age group, dependent upon player and coach availability.

Selected players shall be placed on teams in the appropriate age group and gender as defined by the USYS/WSA guidelines as follows:

- U9/U10 Girls U9/U10 Boys
- U11/U12 Girls U11/U12 Boys
- U13/U14 Girls U13/U14 Boys

The U8, Jr Blades, and U15-U19 United divisions are explained in sections 4 and 5. In extraordinary cases, teams may be formed as co-ed using age group guidelines or may combine age groups. Any deviation from the standard guidelines will be reported to the CSC Board of Directors by the DOC at the next board meeting.

C. SELECTION OF PLAYERS FOR TEAM PLACEMENT

The coaches and DOC will select players for placement on teams based on player performance as described in the CSC Evaluation Procedure and as noted in Section III B. Some players may not be selected to participate in the Blades program. A player(s) may be better suited for the recreational program. All players are required to possess and demonstrate the necessary skillset compatible with the playing level age.

If there are more than enough selected players for the Blades program to form more than one team in an age group, then additional teams may be formed. CSC may implement up to three teams in the U11/U12 and U13/U14 age groups and up to four teams in the U9/U10 age group. The teams will be designated as the Blades Red, Black and White. In extraordinary circumstances, an exception may be made, and an additional team may be formed in an age group, if the skill set is appropriate for the age group and coaching staff is available.

There may be situations where teams may not be formed depending on the competitive ability and the number of players.

- CSC teams will be referred to by single gender and designated age group of the team. The Red team will consist of those players determined by the coach(es) and DOC to be of the ability to

make the team as competitive as possible (placement in the top tier without compromising the overall program).

- The Black team will consist of those players determined by the coach(es) and DOC to be of the ability to make the team as competitive as possible (participate in the second tier without compromising the overall program).
- The White team(s) will consist of those players determined by the coach(es) and DOC to be of the ability to make the team as competitive as possible (participating in the third tier without compromising the overall program).
- At the discretion of the DOC and coach(es), there may be tournaments/events that a team may enter at a different level than our designation due to the level of the competition.
- Blades teams may be competing in events the same weekend at different locations.

Teams will practice with their designated rostered players. Occasionally teams within the same age group may train together.

All players will be notified of team placement via email 15 business days after evaluation sessions are completed. Once notified of team placement, the player is required to register for the Blades program and pay the membership fee by the designated due date. Upon registration and payment of the membership fee, players are committing to the Blades program and designated team for the soccer year.

All documents required by CSC, WSA, and USYS, including but not limited to releases, demographic information and proof of age documents, must be submitted by the posted deadline before a player may participate in the CSC Blades program.

Notification of player selection will be provided to the CSC Registrar for the collection of Membership fees and the necessary player data for submission to WSA prior to the new soccer year, beginning August 1. All player registration and roster requirements comply with WSA and USYS rules and procedures.

4. JR BLADES

The Jr Blades program is a bridge from the recreational program to the Blades program. The Jr Blades is a 10-month single age U8 program with a fall and a spring season and an optional winter season. The start of the program is in August and concluded at the end of May. The DOC will be directly involved in the Jr Blades program.

The available dates for Jr Blades registration will be publicized 60 days prior to the due date (early August) by available media, within reason, to reach the potential players. Jr Blades does not have a

tryout/player selection process. A limited number of players will be accepted into the Jr Blades program due to team roster limits. Registration and payment must be completed to secure a place on a first come first serve basis. The fall and spring seasons consist of approximately 6 weeks of training. The Jr Blades will practice together with a focus on skill training sessions and inter-squad small-sided games.

Players will be evaluated in training sessions by coaches and placed on appropriate tournament event teams.

The optional winter season may include limited training sessions on a regular basis for participating players and indoor (futsal) events.

The roster of players selected for each event may vary; players will be selected for Jr Blades' tournament teams by the Junior Blade Coaches based on ability, skill, and single gender. Teams will be designated as Red (Tier 1), Black (Tier 2), White (Tier 3).

5. BLADES UNITED

The U15 to 19U age group will be designated as the Blades United. The 15U to 19U group will be a gender specific pool of players from which teams are formed for events, tournaments, or games. Being placed in a player pool does not guarantee a player will attend events. Pool placement from player evaluations is not guaranteed.

- 15U/19U Girls Player Pool
- 15U/19U Boys Player Pool

Players will attend evaluations and be selected to a team pool. (s)

Single-gendered teams will be formed as needed for events from the pool (s) of registered players. The selection of team players for an event will be made by the head coach with the approval of the DOC and may be based on, but not limited to, the age division available, competitive level of the event, attendance at trainings, positional needs of the team, proficiency (ability & skill) of the players, and availability of the players.

All players will participate in the practices during designated summer and fall sessions with their designated pool (s) as outlined by the DOC, coach(es), and the club's programs and may participate in the optional winter season. The 15U-19U program will be inactive during the spring high school soccer season to accommodate participation in the high school teams.

6. MULTIPLE SPORT AND DISTANCE PLAYERS

Although CSC supports multiple sport athletes, playing multiple sports at the same time is a choice. All players are expected to attend regular training. The player and their Parents must communicate any potential conflicts to the head coach and manager via team stack app. Failure to consistently attend scheduled training may result in reduced playing time or removal from tournament rosters.

Attendance is a key factor in player development, team cohesion, and eligibility for competitive opportunities.

All Distant Players must attend at least one training per week.

7. IN-SEASON-MID-YEAR PLACEMENTS

For consideration of a *new* player moving into the community during the season, who has contacted the club with an interest in joining the Blades program.

In-season player selection is determined not only by player proficiency but also by the team needs. A tryout fee is required for the player evaluation process.

If a position is available, the DOC/ADOC will communicate with the player's Parents and make arrangements for evaluation of the player in a training session. Additional sessions may be necessary to evaluate the player. If selected by the DOC/ADOC, the player will be offered a spot on a team. The player/Parent is responsible for the membership fees.

Returning Player- If the Returning Player does not register at the start of the next soccer season, the returning player must wait until the next scheduled player evaluations to be eligible to be added to a team.

D. CSC PLAY UP POLICY

Many factors are present in determining a player's ability to "Play Up" out of his/her chronological age. CSC and our staff realize that any decision regarding a child playing up an age should be based on what is best for the child, each team, and the club. Please review the Play up Procedure for additional information.

To be considered, the requesting player must be a top player within their current age group's Red team and be evaluated as a top player for the older age group's Red team.

The decision for a player to "play up" into an older age group will be made through the assessment of the DOC/ADOC and Red team coaches from both the player's current age group and the proposed older age group.

Factors that may be considered are:

- Skill level: technical and tactical ability.
- Chronological age: actual age of the player
- Team roster numbers in both age divisions.
- Training and game performance.

WSA requires an additional waiver and release of liability form when a player plays up more than three years.

1. PLAY UP PROCESS

- Step 1: The parent of the player requesting a "Play Up" exception, will complete the play up request form outlining the reasons for the player wanting to play up. The request must be submitted at least 21 days (prior to the annual Blades Team evaluations and team selections. Any request received less than 21 days before the evaluations will not be considered. The request must include:
 - o Player's full name and birth date.
 - o Parent's full name and contact information.
 - o Specific reasons to play up.
- Step 2: The DOC/ADOC will consider the play-up request.
- Step 3: If the DOC/ADOC determines the player does not meet the criteria to play up, the player (Parents of the player) will be notified in writing before evaluation. The communication will state that the request has been denied and that the player will be evaluated within their current age group.

If the request is accepted, the player (parent of the player) will be contacted in writing before the evaluation and instructed to follow the next step (Step #4).

- Step 4: The coaches in both age groups of the player requesting to play up will be notified. The player requesting to play up will attend the first day of evaluations with their current age group. The player will attend the second day of evaluations with their requested play-up age group.
- Step 5: After player evaluations are completed, teams will be formed and a decision will be made by the DOC within 15 business days and communicated in writing to the player (parent) involved in the process.

The decision is at the discretion of the DOC/ADOC. All decisions are final.

E. UNIFORMS

The CSC is dedicated to the appearance of unified Blades teams. Each Blades player is required to purchase the club's current uniform package. Failure to do so may result in player suspension of a game. The club administrator or team representative will have available the official uniform ordering and purchasing information from the contracted vendor. The CSC Board will determine the official club uniform(s). CSC reserves the right to secure sponsorship for the Blades program and include the sponsor

on the official club uniform. The official uniform package will change on average every two years based on the availability of uniforms.

The CSC Blades Official Uniform package includes:

- Two jerseys- one red and one white
- One pair black shorts
- Two pairs of socks (red pair and white pair)
- Blades Backpack

It is recommended that the player purchase an extra pair of shorts and extra socks. Additional items such as warm-ups pants & jackets add to the appearance of a unified Blades team but are not required. Additional items will be available from a specific vendor. Fanwear will be made available throughout the year for the players and their families from different vendors.

The selection of uniform numbers will be determined by an odd/even numbering system, and be based on the ending birth year of the age group. For example, players in the U9 age group (birthdates from August 1, 2017, to July 31, 2018) fall into an age group ending with an even birth year, so they will be assigned even-numbered jerseys. by birth year. Players born in an odd year will select an odd number. If a jersey number conflict arises, the player whose number does not comply with the even/odd year designation, will be required to select an appropriate number.

Within the 15U to 19U age group, jersey number conflicts will occur due to the four to five-year age span. The player whose number does not comply with the even/odd year will be required to select an appropriate number. If both comply and there is still a conflict, the younger player will need to select an alternate number. A conflict may also occur when a player is playing up more than two years, and the younger player will need to select an alternate number. If a player does not return during the registration period for the season, they will lose claim to a selected number, even if they are the older player.

a. CSC LOGO

The CSC Blades logos belong to the CSC and cannot be used without the consent of the CSC.

No CSC team will be allowed to self-produce CSC branded apparel at any time without the approval of the CSC.

Any reproduction of the CSC logo is prohibited unless consent has been given by the CSC administration.

b. PROHIBITED ITEMS

Any item which may constitute a potential danger to the player(s) will be prohibited.

- Jewelry of any kind, watches, hard brimmed hats, barrettes, or hard objects worn in the hair, or other items that constitute a potential danger to the player and/or other players shall not be worn during games and practice activities. Taping over earrings is not permitted. It does not negate the safety hazard. Medical alert and religious jewelry may be worn if made safe to the satisfaction of the referee, such as by taping it to the body.
- If a player is wearing a cast, splint, or brace, he/she may participate in games with appropriate padding or covering as determined at game time by the referee. Padding should be one or two layers of slow-recovery foam taped over the cast. Players with a soft cast, cloth brace, or similar item wrapped with soft material may play at the discretion of the referee.

In judging the suitability or safety of a player's uniform and equipment, the referee has the final decision.

F. BLADES TEAM EQUIPMENT

Each Blades team will be provided with the following equipment as needed for the year:

- Basic First Aid Kit
- One new Game Ball
- Basic Equipment (cones, pennies) and practice balls—based on stock availability.

G. GUEST PLAYERS AND GUEST PLAYING

Borrowing a player from another team for games and tournaments is referred to as "Guest Playing," and is commonplace in youth soccer. The CSC policy and the WSA Policies & Procedures shall be followed regarding guest playing even between two CSC teams. CSC encourages its coaches and teams to allow guest playing within CSC when there is not a schedule conflict. The DOC must approve guest players and guest playing.

1. REQUEST A GUEST PLAYER GUIDELINES

Occasionally, a Blades team requires an additional player(s) to fill the roster for an event due to player injuries, vacations, or other absences. The Blades coaches must verify the rules and policies of an event prior to implementing the use of guest players for the event. The Blades coach must ask for approval of the DOC to use a guest player. The use of a guest player must comply with the rules and policies of the attending competition. Guest players will be used to supplement the event rostered players and will not replace attending team rostered players.

It is the intention of CSC to fill these positions with CSC Blades players whenever possible. Coaches will consult with the DOC requesting a potential guest player.

- Request a guest player from a team within the same age/gender group, who may be able to play at the team's level.
- After every effort has been made to obtain a guest player from within the club, the head coach will consult with the DOC to request a guest player from another USYS affiliated club. In obtaining a player from another club, the Blades head coach will:
 - o Request a potential guest player by contacting the Parents and the coach/DOC/President stating their situation and request a guest player from their team or club.
 - o Must meet the age requirements of the team.
 - o The CSC DOC has the final decision on all guest playing requests.
- A current, valid USYS Membership card must be provided, either in physical or electronic form, in a timely manner to submit the roster information.
- Additional information needed; email address, zip code, and birth date.
- Provide the required medical/travel release forms, if required.
- Timely provide the guest player form and/or travel papers from his/her club association/coach, if required.

2. GUEST PLAYING OUTSIDE CSC

On occasion, a Blades player will be asked to guest play on another team from another club. **Guest playing must be approved by the DOC and must not conflict with the Blades team schedule.** Below are the guidelines for such situations.

- The team requesting a guest player from CSC must be a valid USYS member.
- The requesting team coach/DOC must contact the CSC DOC and request to obtain the guest player(s). Parents of the player will also be contacted.
- Information may need to be obtained from the CSC office to provide the needed docs for guest playing.

H. BLADES TEAM EVENT PARTICIPATION

Players are required to participate in the scheduled team events and attend team training as scheduled for the fall and spring seasons.

1. CASPER SC EVENTS

CSC Blades teams are required to participate in CSC hosted events and will be assigned team duties.

2. NON-CASPER SC EVENTS – US Soccer Affiliated Sanctioned Events

The DOC will provide a seasonal list of recommended tournaments/events for the Blades, Jr Blades, and Blades United teams to attend. Blades teams are not limited to the number of events attending, but the goal or reason for attending the events will be reviewed with the DOC to secure appropriate competition for the teams. **Not all teams will attend the same events.**

3. NON-SANCTIONED EVENTS

Some events are not sanctioned by an affiliated organization of US Soccer, e.g., Kick It 3v3 or college-sponsored events. These events are not governed by the US Soccer rules, policies, and procedures. Member benefits, such as insurance coverage, **ARE NOT** extended to these events. Teams, players, and coaches participate at their own risk.

Teams and players are prohibited from attending these events as Blades teams or Blades players. Blades team uniforms may not be worn for the non-sanctioned, non-affiliated events.

4. WSA EVENTS (STATE CHAMPIONSHIPS)

All eligible Blades teams are expected to represent CSC in the Wyoming State Events; Wyoming Cup and Championships, United Cup, and/or the Equality State Cup. If a team is expecting to participate in the WSA state events, that team must participate and qualify as outlined in the rules and procedures for the WSA sponsored events.

5. USYS REGION AND NATIONAL EVENTS

All eligible Blades teams having advanced to represent WSA and CSC are encouraged to attend the Region and National events.

SECTION IV- VOLUNTEER DUTIES AND RESPONSIBILITIES

A. VOLUNTEER STAFF

1. HEAD COACH

The Blades head coach shall be selected annually from the applications/Intent to Coach forms submitted to the DOC. Coaching responsibilities are outlined in Section 1F.

2. ASSISTANT COACH

The Blades assistant coach shall be selected annually from the applications/Intent to Coach forms by the head coach and the DOC. Coaching responsibilities are outlined in Section 1F.

3. TEAM MANAGER

The team manager shall be available to assist the coach in communications, registration of tournaments, travel documents, etc., as outlined in the Team Manager Handbook. The team manager serves as the liaison for the team with the CSC executive staff. The CSC executive staff will work with the head coach to select a team manager for each age group as required. The Team manager will not be directly related to the head coach of a team.

All team managers are required to follow the WSA Risk Management requirements including, but not limited to, a background check and Safe Sport education.

4. TEAM TREASURER

~~The team manager may also serve as the team treasurer. The team treasurer will maintain the funds and transactions for the team. If a treasurer is needed for a team, the manager and executive staff will select a treasurer for the team. The treasurer may not be directly related to the coaches of the team.~~

~~It is required that the team maintain an account specifically for the team's funds. The ED will assist the team treasurer in creating an account as outlined in the team's financial policies. WSA policy requires all team treasurers participate in annual volunteer risk management requirements including, but not limited to, a background check and Safe Sport education. The team treasurer will be required to give the team an accounting of the team funds on a regular basis and as reasonably requested. The team funds can be used for but **are** not limited to tournament fees, referee fees, equipment, and uniforms.~~

~~All purchases out of the team account must be team approved.~~

~~It may be required of a Blades team to present financial accountability to the CSC Board on an annual basis to ensure compliance with the requirements for a Non-Profit Organization 501(c)3. Financial Policy Guidelines for the accounts are available within the Blades Policies and are posted in Stack Team App under the documents tab.~~

SECTION V- FISCAL AND FUNDRAISING POLICIES

A. FEES

1. BLADES MEMBERSHIP

The CSC Board will determine the annual membership fees for the Blades programs (Blades, Jr. Blades, and Blades United). The annual membership fee includes but is not limited to the cost of WSA/USYS/US Soccer membership, cards, insurance fees, city fees, CSC membership fees, equipment, nets, and field striping.

- ∄ Players are required to pay the Blades membership fee as outlined in the registration for the season based on due dates set forth by the CSC board.
- ∄ **Refund Policy of Blades Membership Fee.** The fee is an annual membership in the program offered by the CSC. Blades membership is for the soccer year, from August 1 to July 31. Cancellation and refund request for the Blades membership fee is available as follows:
 - ∄ Request prior to August 1 - A refund less the administration fee of \$30.
 - ∄ Request from August 1 to August 20 - A refund less the administration fee of \$50 if the player has not participated in an event (game or tournament). If the player has participated in an event, no refund will be available.
 - ∄ Request after August 20- no refund will be available.

2. NON-CURRENT STATUS

Delay in payment will delay the issue of USYS membership cards and team rosters and may result in late charges. Special arrangements may be considered in extenuating circumstances. Any player who is not current in their CSC/Blades membership fees or team fees is prohibited from participating in any practices, team trips, games/tournaments, or other activities of the CSC.

3. TEAM FEES

Team Fees may include but are not limited to tournament fees, travel applications, league fees, and are the responsibility of each team player. Team fees are in addition to the Blades membership fees. The DOC will compile a list of appropriate events for each of the teams to attend. The DOC will consult and advise the coaches in determining the events the teams will attend. The players are expected to attend the selected team events. The event fees for the Blades and Jr Blades will be divided equally amongst all the designated team players. The United teams will divide the event fees by the rostered players for the stated event based on a due date set by the administration.

a. TEAM FEES FOR THE FALL AND SPRING SEASON:

- ∄ Fees must be paid to the team by the designated due date in order for the entry fees for the event to be submitted at the time of registration.
- ∄ On average, most tournament fees are due 30 to 40 days prior to the event.
- ∄ Unpaid tournament fees by a player may result in the suspension of all club activities until the fees are paid in full.
- ∄ Players must pay all club(team)-designated team tournament fees, regardless of participation.
- ∄ Additional team fees may include equipment costs as presented to and approved by the team Parents. The equipment then belongs to the Blades team and not the individual coach(es).
- ∄ Team fees do not include goodie or gift bags, event socks, and items or other such items. Contributing to these items is optional, and will not be included in the seasonal fees.

b. TEAM FEES FOR THE OPTIONAL WINTER OFF-SEASON:

- Team fees may include indoor event fees and facility rental costs for practices.

- Facility rental costs are divided amongst the participating players for a predetermined time period for the practice sessions.
- Participating players must pay the selected team tournament fees by the designated due dates.

Teams may create fundraising opportunities for team fees and will need to follow the guidelines of team fundraising location in the Team Financial Policies.

It may be required of a Blades team to present financial accountability to the CSC Board on an annual basis to ensure compliance with the requirements for a Non-Profit Organization 501(c)3.

4. FINANCIAL AID

Financial aid is available to any player based on financial needs. Financial aid is provided by waiving a portion of a player's annual Blades Membership fees. No monetary payments will be made to a player. Financial aid will not be used as a recruiting inducement or as a reward for exceptional play. All requests for financial aid will be reviewed by the Executive staff and will be confidential. An application from the Parents of the player must be submitted via the online application by the published request date to be considered for financial aid. Additional information may be requested before a decision is made. A decision will be rendered within 10 days of the request.

B. DONATIONS, CONTRIBUTIONS, AND FUNDRAISING

The CSC/Blades organization may accept any designated contribution, grant, bequest, donation, or devise consistent with the CSC general tax-exempt purposes as required by the IRS as a 501(c)3 organization, as set forth by the CSC Articles of Incorporation, and Bylaws.

As so limited, donor-designated contributions will be accepted for special funds, purposes, or uses, and such designations will be honored.

However, the CSC/Blades shall reserve all rights, title, and interests in and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose, or use. Further, the CSC/Blades shall retain sufficient control over all funds (including designated contributions) to ensure that such funds will be used to conduct the CSC tax-exempt purposes. Contributions made to individual teams must be deposited in the team account within 10 business days of being received. The CSC office must be notified if the contributor requires documentation of the contribution, and the CSC shall issue a receipt of the donation within 10 business days of receiving notice.

1. FUNDRAISING

It is the policy of the CSC/Blades to allow individual teams to participate, as a team, in fundraising activities. Each fundraising activity must be submitted to the CSC office for prior approval at least 10 business days prior to the suggested activity. Fundraising activities must comply with the guidelines for a nonprofit organization. It is not the intention of the approval process to restrict fundraising but to

encourage and coordinate the efforts of all teams and the CSC. Fundraising activities must comply with IRS regulations and may require additional forms to be completed.

Some Fundraising activities are better suited for a club fundraiser instead of a team fundraiser. Club fundraising will benefit the organization as a whole. It is the team's responsibility to be aware of requirements or guidelines that are placed on receiving and using funds for a team expense. Teams/players must be aware of the regulations of cash payments or gifts to individual players affecting the amateur status of the player.

Some fundraising activities do require certain information (tax Exempt Documents) that can be provided only by CSC officers or administrators. Any fundraiser that requires a signed agreement needs to be signed by a CSC officer or administrator.

The financial team guidelines and fundraising request form are available in Stack TeamApp under Documents.

The CSC Executive Director, Director of Coaching and/or CSC Board of Directors reserves the right to review and decide on matters not addressed in the policies and procedures. The CSC Board of Directors reserves the right to change or update the policies and procedures with or without notice.

Blades Policies and procedures adopted June 2022

Revised June 2022

Revised Sept 2023

Revised Uniform Number Section Sept 2024

Revised October 2025

Revised January 2026

Blades Policies include

Team Financial Policies – currently under revision August 2026

Manager Handbook- currently under revision August 2026

