

ADEL DESOTO SOCCER CLUB POLICY MANUAL

Adel DeSoto Soccer Club (ADMSC) Rules and Regulation are in accordance with and governed by the Rules and Regulations of the Greater Des Moines Junior Soccer League (GDMJSL), the Iowa State Soccer Association (ISA), and United States Youth Soccer Association (USYSA).

A PLEA OF IGNORANCE TO ANY PUBLISHED RULE OR REGULATION SHALL NOT BE CONSIDERED AN EXCUSE FOR VIOLATING THE SAME.

I. GENERAL CLUB POLICIES

A. Player Development Philosophy:

The ADMSC is a recreational soccer club. We consider a successful season as one, during which, all players have fun, every one's basic soccer skills improved and their life skills grew. Our primary focus is to help each individual player develop, grow, and mature as soccer players, athletes and people. It is a long-term process that cannot be rushed. There is no guarantee that a player will reach his or her potential, but we must give the players an opportunity to become the best that they can be.

B. Coaching Placement:

All ADMSC coaches are volunteers and the ability level of each coach will vary based on experience or coaching classes taken. ADMSC will provide various resources for coaching tools including but not limited to books, videos and internet sites available through the Coach page on the ADMSC website, clinics, and reimbursement for all levels of licensure after one full season of coaching at each respective level. All coaches must complete a volunteer disclosure every 2 years that will allow for a background check. Coaches are expected to make every effort to consistently hold practices at times when most of the players are available.

C. Player Role:

All ADMSC players should strive to be the best they can be on and off the field. Players should hold themselves and each other to the highest standards possible and make the effort treat others the way they wish to be treated. All players should make every effort to attend practices when scheduled and communicate with coaches when conflicts arise. Players should come to games/practices with all the appropriate gear including uniforms, shin guards, cleats or appropriate shoes, ball and water bottle.

D. Parent Role:

The parent's role is extremely important in the development of the young soccer player. At practices, we ask that parents remain detached from the training area so as not to

distract the players during training. If parents plan on attending games, we welcome your applause for good play by all players. Coaching by parents from the sideline is discouraged. Referees are not to be abused in any way. Coaches are not to be approached by parents before or after games concerning players. This is an important time for the team and staff as they must remain focused on the task at hand. Commentary regarding other children in the club should be positive only. Avoid negative dialogue at all times regarding the club and its membership. If you need to discuss personal matters about your child with your coach, please do so when the coach is available and not in the presence of other children.

E. Conduct:

We expect all ADMSC players, parents, coaches, and administrators to carry themselves with the highest standards on and off the field. Remember, you are representing yourself as well as ADMSC. All participants involved in the sport including players, referees, coaches, and parents regardless of their club affiliation deserve the highest respect from the ADMSC membership at all times. Any breach of these expectations will be handled on a case-by-case basis.

F. Communication:

Communication will occur most often through email or the club's website at ADMSoccer.net. Please check your email and the website daily to be informed on schedules, updates, field and weather conditions, and news. Additional information can be found on the ADMSC Facebook page and Twitter account.

G. Academic Standing:

ADMSC recognizes the importance of academic achievement and does not require a specific level of academic achievement for participation in any of the ADMSC programs. Instead, ADMSC supports parents setting academic standards for their children. ADMSC coaches are expected to honor temporary limits to a player's participation in soccer to support academic studies, if necessary.

H. Consent Policy:

It shall be understood by parent(s)/guardian(s) that child(ren) participating in ADMSC will abide by all rules and regulations of Greater Des Moines Junior Soccer League (GDMJSL), the Iowa State Soccer Association (ISA) and United States Youth Soccer Association (USYSA). It shall also be understood that parent(s)/guardian(s) acknowledge that there is risk of injury when participating in the ADMSC and that parent(s)/guardian(s) have to assume all risk of injury to the child and hereby agree to indemnify and hold harmless ADMSC, the ADM Community Schools, the City of Adel, Iowa, and the agents, servants, contractors and employees for each of them from any claims, demands, or liability arising out of said child(ren) participation in ADMSC.

I. Injury Policy:

Please seek medical attention if an injury results in a player temporarily discontinuing their participation. ADMSC recommends the players follow the advice of their

physician and only return to play when it is deemed appropriate or safe. Injured players are encouraged to continue to attend team events during their recovery.

J. Insurance Claims:

In the event of injury that may be subject to benefits through the ISA or another player insurance policy, contact the ISA office (www.iowasoccer.org) immediately after the incident. This is a secondary policy.

K. Inclement Weather Policies:

1. Same-Day Cancellation of Practice, Games and Events:

The Director of Fields will make the decision to cancel activities at the ADMSC Complex (or any other fields/facilities ADMSC uses) on game days; such decision will be made by 7:30am on Saturday, 10:00am on Sunday, and 4:00pm on weekdays. Please check the ADMSC website (home page) for any cancellation information before you leave for the soccer fields. If you are playing an away game, check the opposing club's website for information about their fields before leaving.

2. Weather Related Suspension / Cancellation of Practices in Progress:

The Director of Fields or Coach will make the decision to suspend or cancel training in progress at the ADMSC Complex (or any other fields/facilities ADMSC uses) under conditions of severe weather or when severe weather is reported in the area.

3. Weather Related Suspension / Cancellation of Games in Progress:

The referee will suspend the game if a warning of severe weather is reported – listen to him/her!

Notes/Procedures governing games that are suspended in progress:

- a. Go to your cars as quickly as possible. Remain in your car until the severe weather warning has expired and/or for 30 minutes after the last detected lightning strike.
- b. After 30 minutes following the last lightning strike, the referee will determine whether play will resume.
- c. If the referee determines that play cannot resume, you will be informed the game has been abandoned and you will be instructed to leave. The referee will then report the game was abandoned in his/her report.
- d. If you are participating in a tournament please abide by their weather guidelines, which will be in the rules and on their website.
- e. Weather related stoppages are at the final discretion of the referee.

L. Jewelry Policy:

NO JEWELRY may be worn during practices and games. This includes earrings, necklaces, bracelets, hair clips, bobby pins, and watches. They CANNOT be taped or

bandaged and must be removed, even if newly pierced. Referees will not allow players to participate if jewelry is not removed.

M. Volunteers:

ADMSC is a 501C3 non-profit organization and for the club to reach its full potential we rely heavily on volunteers to carry out many activities directed by the club. Parents/players are expected to assist when called upon to carry out the many activities and events that contribute to a successful ADMSC program.

N. ADMSC Complex Field Usage Policy:

The use of the ADMSC fields is primarily for scheduled match play for all ADMSC teams as approved by the club. Second priority is given to High School training during the week as well as to auxiliary programs. If available, other groups may utilize the fields for soccer games on a first come, first served basis as approved by ADMSC. Additionally, requests for field usage must be made a minimum of seven (7) days in advance by contacting the club via email to info@admsoccer.net. To protect the turf, ADMSC limits the number of weekly games played on each field. (Please note: All soccer games played at the ADMSC complex must be officiated by a USSF Certified Referee or other agent agreed upon by both participating coaches prior to the start of a match.)

O. ADMSC Complex Field Usage Practice Policy:

Due to the size of our membership and constraints we face with respect to our facility, the use of the fields must be regulated. Practices at the complex will not be permitted unless they are conducted under the auspices of our staff. *All teams shall comply with this policy - with **no** exceptions.*

P. Pet Policy at the ADMSC Complex:

All pets must be on a leash at all times and owners are responsible for cleaning up and disposing of waste. Pet owners assume resume full responsibility for all injuries or damages caused by their pet.

Q. Social Media Use Policy:

ADMSC parents, players, family members, guardians, coaches, referees, and staff are all representatives of the club and community. The club requires all members to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

Best Practices and Reminders for use of social media:

1. Think twice before posting. If you wouldn't want your parent, player, coach, or others involved in ADMSC to see your post, don't post it.
2. Be respectful and positive.
3. Remember, many different audiences view your posts.
4. The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you make a post. Do not post when your judgment is impaired.

ADMSC Board of Directors (BOD) may, at any time, monitor social media activity. Posts containing derogatory, inappropriate or offensive language towards another member, opponent, the community or ADMSC will be placed on file. Penalties ranging from temporary suspension to club expulsion will be at the discretion of the ADMSC BOD.

R. ADMSC Website Photograph Posting Policy:

Photos submitted for posting on the ADMSC Website must first follow the criteria below to be eligible:

1. Photo must be of ADMSC player(s) in ADMSC uniforms/apparel (photos of ADMSC tournament teams that wear their own uniforms are not eligible for posting).
2. Caption for each photo may not list ANY names of players.
3. Photos in .jpg format must be submitted to info@admsoccer.net with a description of the team, event and accomplishment.

S. Club Logo and Spirit Wear Policy:

The ADMSC logo is considered intellectual property and is proprietary to ADMSC. The logo may only appear in the following manners.

1. Only approved vendors are allowed to produce spirit wear items. Spirit wear is defined as all items, including apparel and merchandise that carry the ADMSC logo and/ or name.
2. All spirit wear merchandise for sale to the membership falls under the direction and control of ADMSC.
3. ADMSC members cannot use the ADMSC logo, name, e-mail list, tax ID without the prior approval of the ADMSC BOD.
4. Teams/members must have prior approval of the ADMSC BOD to sell spirit related items such as stickers, banners, pins or flags.

T. Anti-Bullying Policy:

Definition of Bullying - Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks/gestures/actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

All reports of actions falling into the definition above will be investigated and dealt with seriously by the ADMSC BOD. Consequences for a participant shall vary based in the method and severity according to the nature of the behavior, the developmental age of the individuals involved, and the history of problem behaviors. Efforts will be made to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

U. Substance Free Environment:

ADMSC facilities, training, games, tournaments, special events and other ADMSC-

sponsored events are tobacco, alcohol, and substance free environments. Coaches, players, parents, spectators and staff are expected to refrain from use of tobacco, alcohol and other chemical substances while on ADMSC property or attending ADMSC events.

V. Player Release Policy:

ADMSC will release players from a team during the soccer year only if requested by parents/guardians. If the child is already registered with ADMSC and the registration process is closed a refund will NOT be issued.

W. Referees:

All referees are responsible for maintaining current certification each year. ADMSC will provide new referees with an equipment pack at the completion of their initial referee certification.

II. RECREATIONAL POLICIES:

A. AFFILIATION

1. All players shall be affiliated with United States Youth Soccer Association (USYSA), Iowa Soccer Association (ISA), and the Greater Des Moines Junior Soccer League (GDMJSL).
2. ADMSC shall collect and remit all necessary fees and ensure above affiliations.

B. REGISTRATION PROCEDURES AND REQUIREMENTS

1. Registration Fee: Players shall be registered each season on-line, as instructed by the ADMSC. Each player shall pay the ADMSC registration fee online or with cash as set forth by the ADMSC BOD. No checks will be accepted.
2. Proof of Age: Proof of age via state issued birth certificate shall be required to register for the first season that a player registers according to Iowa Soccer Association regulations as seen at www.iowasoccer.org.
3. Player Identification Cards: All players in Under 8 through Under 19 teams shall use Player identification cards. Identification cards shall be issued by ISA with player name, date of birth, and team assignment (both Primary & Secondary teams, if dual rostered). Player identification cards must be validated (stamped) by the ISA Registrar. Identification cards shall be presented to the referee before the start of each game. Player identification cards must have a

current photo uploaded in the registration system. Laminating of player's cards is required. Identification cards are not required for Under 6 teams.

4. **Incomplete Registrations:** Incomplete or partial registrations will not be processed. Players will not be placed on rosters until all information and/or registration monies have been received.

5. **Withdrawal Policy:** Any player withdrawing from a team must submit their intention to withdraw, in writing, to the ADMSC Registrar. The player(s) will not be removed from the roster until the written withdrawal has been received. NO player will be removed from a roster based upon rumor or hearsay. Putting pressure on a player/parent to withdraw or putting pressure on any ADMSC BOD to withdraw anyone from a team will result in action from the ADMSC BOD.

6. **Refund Policy:** Requests for refunds must be made in writing on or before the fall and spring registration deadline. State and League Affiliation dues are paid well in advance of the season on a per player basis and administrative costs are incurred. Therefore, a \$25 administrative fee will be deducted from any refunds. Refunds will not be considered after the season's registration deadline unless we are unable to place your child on a team. Withdrawals as a result of health conditions or relocations will be handled on a case-by-case basis.

7. **False or Improper Registration:** Any player who has not met one or more of the above referenced requirements and participates in ADMSC play shall be referred to a ADMSC BOD for disciplinary action.

8. **Multiple Registration:** U11-U19 Players may register on no more than two teams provided they comply with the rules set forth by ISA for multiple registration. The designated primary team will take precedence when practice/game conflicts arise.

9. **Reimbursements:** Coaches will be reimbursed 100% for each dependent child coached. Board members will be reimbursed 100% for the first dependent child registered and 50% for all additional dependent children. Board members will be reimbursed 100% for all ADMSC camp fees.

C. TEAM DEFINITIONS:

ADMSC organizes recreational Level 3 teams only. All forms of recruiting, invitations, and tryouts or any like process to roster players selectively to any team on basis of talent or ability are specifically prohibited at this recreational level. Coaches will have no direct input to or involvement with the assignment of players to their team(s). Coaches are allowed to request to co-coach/assistant

coach(s) with 1 other coach of their choosing for the U6-U12 divisions or 2 other coaches for the U13 and older divisions. ALL coaches must submit the request to the ADMSC registrar.

ADMSC accepts any and all eligible youth (subject to reasonable terms of registration).

Recreational soccer programs are intended to provide the opportunity for all interested children within the area served by ADMSC to participate in and enjoy the game of soccer without regard to athletic ability or soccer skills, up to the limits of the ADMSC and GDMJSL to accommodate them.

Criteria for player assignment will include **NO** consideration for the ability of the player or the relative strength of the team. “Special” requests by parents/guardians for specific team assignments are strongly discouraged and will be handled by the ADMSC BOD on a case-by-case basis. Parents/guardians with special considerations must address the ADMSC Board, in person, at the beginning of the ADMSC regular monthly BOD meeting held prior to the registration deadline. Parents/guardians will be advised of the BOD decision, in writing, in a timely manner.

D. TEAM FORMATION GUIDELINES FOR RECREATIONAL:

1. The ADMSC will use the computer program designated or approved by ISA for all team formation functions. Teams are formed primarily by birth date. The 2 classifications within each age division are COED (boys and girls or all boys) and GIRLS (girls only).
2. Teams are formed according to the Iowa Soccer Association mandated birthday cut-off of January 1st. Late registrations may not be accommodated. In the event teams are full, late registrations will be placed on a waiting list.
3. Age Group Team Formation Guidelines:
 - a. U6 Level – When there are enough boys and girls enrolled, they will be placed on all- boys/all-girls teams and will play their games against the same. However, if there are not enough of boys or girls to create enough viable teams to play various opponents, coed teams will be formed. An exception to this is if opposite sex siblings request to be placed upon the same team. In this event, the girl will be placed on the boys (coed) team. If this request is made prior to the registration deadline, it will take precedence over late registrations. Each team will be made up of various ages allowing for each team to best represent a cross-section of the ages of all players registered. ADMSC schedules U6 games as inter club matches.

U6 Maximum roster size = 6 players

b. U8 Level – When there are enough boys and girls enrolled, they will be placed on all- boy/all-girls teams and will play their games against the same. An exception to this is if opposite sex siblings request to be placed upon the same team. In this event, the girl will be placed upon the boys (coed) team. If this request is made prior to the registration deadline, it will take precedence over late registrations. An exception to this will be made if younger and older siblings request to be placed upon the same team. In this event, the younger sibling will be placed with the older sibling’s age group. If this request is made prior to the registration deadline, it will take precedence over late registrations. Games are scheduled with VSA (Waukee) and Dallas Center Grimes.

U8 Maximum Roster Size = 6 players

c. U10 Level – When there are enough boys and girls enrolled, they will be placed upon all- boy/all-girl teams and will play their games against the same. An exception to this is if opposite sex siblings request to be placed upon the same team. In this event, the girl will be placed upon the boys (coed) team. If this request is made prior to the registration deadline, it will take precedence over late registrations. An exception to this will be made if younger and older siblings request to be placed upon the same team. In this event, the younger sibling will be placed with the older sibling’s age group. If this request is made prior to the registration deadline, it will take precedence over late registrations. U10 games are scheduled by ISA. The U10 Coordinator makes suggestions for divisional placements with input from the U10 Coaches, Director of Coaches and Registrar. The scheduling club may not always adhere to these suggestions.

U10 Maximum Roster Size = 12 players

d. U11 – U19 Level – When there are enough boys and girls enrolled, they will be placed upon all-boy/all-girl teams and will play their games against the same. An exception to this is if opposite sex siblings request to be placed upon the same team. In this event, the girl will be placed upon the boys (coed) team. If this request is made prior to the registration deadline, it will take precedence over late registrations. If a younger and older sibling request to be placed upon the same team, in this event the younger sibling will be placed with the older sibling’s age group. If this request is made prior to the registration deadline, it will take precedence over late registrations. The U11-U19 age division’s games are scheduled by ISA.

U12 Maximum Roster Size = 18

U13 & Above Maximum Roster Size = 22 (max. 18 play/game)

4. Playing-Up:

a. Parent /guardian Requested – Playing up based on parent/guardian request will be handled on a case-by-case basis each season. Requests must be made via email or standard postal mail to the Director of Registration prior to the official registration deadline. The BOD will

approve requests only if playing up does not affect the number of players to make viable team rosters in any of the other age divisions.

b. Club Requested – A recreational player may be asked to play up into an older age division if needed to fill a roster. The parent/guardian must consent to this playing up. If the club requests a player to play up to fill a roster, the club reserves the right to move that player down to their age appropriate level for the next season. The player’s physical size or skill level will not be taken into consideration when being asked to play up as decisions to play up will be determined by birthdate.

5. Dual Rostering: See II. B. 8.

6. Other Sport/Activity Conflict Policy:

ADMSC is supportive of participation in other extra-curricular and school activities. We also understand there can be conflicts from time to time. Reasonable efforts should be made by both players and coaches to work around outside activities for team practices. Please confer with the team coach and team regarding practice and game conflicts. As practices are arranged by the assigned coach and assigned team’s discretion, ADMSC will not be responsible for placing players on teams or transferring players to a team to resolve these conflicts. Furthermore, no refunds will be granted if these conflicts arise.

E. Financial Assistance for Club Fees:

The Every Kid Plays program, sponsored by the Adel Kiwanis, provides financial assistance for registration fees on a case by case basis.

III. HANDLING OF MISCONDUCT AND DISCIPLINARY POLICIES AND PROCEDURES

A. MISCONDUCT

1. The ADMSC BOD will review all complaints. Any act of intimidation, harassment, badgering and/or verbal abuse against any volunteer or employee of the club, including through club voicemail and/or e-mail, will not be tolerated.

2. Where there is found to be unreasonable abuse or harassment, the following disciplinary measures will be taken:

a. Offense 1: Suspension of violating person or player for two (2) games.

- b. Offense 2: Suspension of violating person or player for remainder of current season and all of the next season of participation.
- c. Offense 3: Automatic and indefinite expulsion from ADMSC.

B. ADMSC COACHES POLICIES

The ADMSC values the efforts of our volunteer coaches and appreciates the time commitment they have given to their team(s) and to the club. At times, there may be the need for action by the Board of Directors (BOD) of the ADMSC based on allegations of misconduct. If the need arises, below are some guidelines for that purpose:

1. Verbal Notice:

When a verbal or written complaint is registered with the ADMSC BOD, the Director of Coaching will meet with the Coach in question regarding the alleged infraction of policy or misconduct. At this meeting the coach will be notified that he/she is being placed on verbal notice and future allegations will result in additional action by the ADMSC BOD. The Registrar will maintain written documentation of the meeting for future reference, if necessary.

2. Written Notice:

Should a second founded complaint be registered with the ADMSC BOD, the Coach in question will be provided written notice, outlining the results of the first meeting with the Director of Coaches and notifying him/her of a second complaint of alleged infraction of policy or misconduct.

The notice will include:

- a. The nature of the problem
- b. Action to be taken and consequences if further infractions occur
- c. Request that the Coach will refrain from continuing the offending behavior
- d. Notification that if the behavior continues and another complaint is lodged, he/she will be asked to step down as the coach
- e. The ADMSC BOD will keep a copy of the written notice, along with the documentation from the Verbal Notice for future reference.

3. Upon receipt of a third founded complaint by the ADMSC BOD, the Coach in question will be provided written notice, stating that while we appreciate his/her willingness to volunteer to coach, we will no longer be willing to allow him/her to do so. Effective immediately, he/she will be replaced as the Coach of the team and will refrain from attending practices. He/she should be encouraged to attend games to watch his/her child(ren) play.

IV. BOARD OF DIRECTOR DUTIES

Any person serving on the ADMSC board is expected to participate in all club functions

and meetings to the best of their ability in order to maintain good standing as a board member.

A. DIRECTOR OF REGISTRATION

1. Recruit youth for soccer registration and soccer related activities.
2. Register youth for soccer and soccer related activities.
3. Maintain the list of players who are members as defined by Article III
4. Review and require compliance of state, national or international rules concerning membership in and with the youth soccer associations.
5. Assist with assigning team rosters.
6. Submit teams to the appropriate associations in a timely manner.
7. Report to the BOD the activities of the Registration Committee.

B. DIRECTOR OF REFEREES

1. Recruit and certify eligible referees.
2. Assist with scheduling referees for available games.
3. Act as a liaison to ISA, VSA/DCG/ ADMSC coalition for scheduling/rescheduling games.
4. Act as a liaison for Arbiter to get referees access to assigning games.
5. Address any complaints filed against any referee
6. Report to the BOD the activities of the Referees.

C. DIRECTOR OF FIELDS AND EQUIPMENT

1. Oversee maintenance of all equipment owned by the Club.
2. Oversee inventory of all field maintenance supplies.
3. Oversee maintenance of all fields, parking lots and adjacent areas used by the Club.
4. Schedule and oversee field clean up events.
5. Communicate with Director of Volunteers on needs for clean up events.
6. Report to the BOD the activities of the fields and equipment committee.

D. DIRECTOR OF COACHES

1. Maintain and oversee inventory of all team equipment supplied by the Club.
2. Coordinate practice schedules
3. Coordinate team pictures.
4. Communicate with coaches with any updates as the season progresses
5. Address coaches if complaint by player, parent, referee
6. Report to the BOD the activities of the coaches.

E. DIRECTOR OF SPECIAL EVENTS

1. Schedule and coordinate special events such as tournaments, team scrimmages and camps.
2. Communicate with Director of Volunteers regarding volunteers for

special events.

3. Report to the BOD the activities of the special events.

F. DIRECTOR OF SCORES

1. Make sure all coaches are reporting scores online in a timely manner.

2. Report to the BOD activities of the scoring director.

G. DIRECTOR OF CONCESSIONS

1. Oversee maintenance of all concession stand equipment.

2. Oversee inventory for concession stand.

3. Oversee scheduling of concession stand workers.

4. Report to the BOD the activities of the concession stand.

H. DIRECTOR OF VOLUNTEERS

1. Oversee list of potential volunteers for various activities.

2. Coordinate with other Directors to provide volunteers as needed

I. DIRECTOR OF COMMUNICATIONS

1. Maintain ADMSC website, Facebook and Twitter accounts

2. Coordinate with Director of Registration and Special events to get registration updated for all events each season.

3. Update website, Facebook and Twitter for cancellations or field closings.

THESE RULES AND REGULATIONS WERE APPROVED AND ADOPTED BY A MAJORITY VOTE OF THE CLUB BOARD ON JULY 13, 2016 AT THE REGULAR MEETING OF THE ADMSC.