

LARAMIE SOCCER CLUB

POLICIES AND PROCEDURES HANDBOOK



October 10, 2023

Published by **Laramie Soccer Club (LSC)**, 725 Skyline Road, Laramie, WY 82070

Table of Contents

Foreword	5
Mission and Objectives	5
1.0 Programs	5
2.0 Scholarships and Refunds	6
3.0 Uniforms and LSC Apparel	7
4.0 Equipment and facilities	8
5.0 Team formation	9
6.0 League and Tournament Play	12
7.0 Coaches	13
8.0 Team officials	16
9.0 Players	16
10.0 Parents and/or Guardians	17
11.0 Discipline Policy	18
12.0 Grievance Policy	18
13.0 Fundraising and sponsorships	19
14.0 LSC Calendar	21

Foreword

The purpose of the Laramie Soccer Club Policies and Procedures Handbook is to detail policies and procedures of the Laramie Soccer Club (hereinafter "LSC") to be followed by board members, staff, coaches, parents, and players. The LSC Board of Directors (hereinafter "Board") is the ultimate arbiter of the intent and meaning of statements contained in this Handbook. The Club Bylaws are an additional resource that governs the Board and available for review.

Mission and Objectives

Mission

The Laramie Soccer Club (LSC) is a non-profit organization dedicated to positively impacting our community by promoting soccer and providing an active role in the leadership, personal growth, and advancement of our players and community.

Objectives

The objectives of LSC are to:

- a) Provide a healthy, safe and enjoyable soccer environment for all participants.
- b) Give every player, coach and referee the opportunity to develop their skills to the best of their ability.
- c) Provide a level of competition equal to each participant's ability, interest and desire.
- d) Foster and promote sportsmanship, honesty, integrity and good will within the community.
- e) Provide soccer-related educational opportunities to all players, coaches, parents, and referees.
- f) Be a positive role model and provide leadership to the community.

1.0 Programs

LSC promotes and manages a number of programs categorized as intramural, competitive, and player development. Each program considers the age (see Section 5.3), skill-level, and interests of each player. Find more details on all programs: www.laramiesoccer.org

U5-U7: Laramie United Pre-Academy

Pre-kindergarten and kindergarten players participate in the Intramural Soccer Program, offered twice per year (fall and spring). The aim of our Pre-Academy program is to prepare players to learn and enjoy soccer in a fun, exciting and educational environment.

U7-U14: Laramie United Intramurals

Intramural Soccer Program accessible to all players regardless of experience. All games played in Laramie, offered twice per year (fall and spring).

U8-U10: Laramie United Academy

Designed to provide players the opportunity to train and play in a travel league to prepare for the Laramie United Travel Program, offered twice per year (fall and spring).

U11-U14: Laramie United Travel Program

The Travel Soccer Program is for those players who wish to play at the most competitive level of their age group, mostly traveling within Wyoming and to Colorado. Players at this level commit to a full soccer year (fall and spring seasons.)

U15-U19: Laramie United Travel Program

This is a fall only Travel Soccer Program for high school players. Girls play in a league and boys play on tournament teams. Both groups travel to Colorado and around Wyoming for game weekends.

U8-U19: Practice Player Development Program

The Player Development Program is designed to accommodate the players looking for a more competitive experience than the Intramural Soccer Program but who are not ready for a full travel soccer experience.

U8-U19: Winter League

Offered as a winter indoor intramural league including a 3 v 3 league.

U8-U19 Camps

Offered in the summer for players of all skill levels. Typically held late July or early August to prepare players for the beginning of the fall season.

U16 and up: Adult Coed League and Drop-in

An intramural soccer league offered in the summer for adults ages 16 and up.

2.0 Scholarships and Refunds**2.1 Scholarship Policy**

LSC strives to assist the community by ensuring that financial hardships do not prohibit individuals from playing soccer. All applications will be taken into consideration based on availability of money for scholarships. Applications are located under the "ABOUT US" tab at www.laramiesoccer.org.

2.2 Refund Policy

LSC incurs costs for player insurance and processing fees upon player registration. These fees are non-refundable. In addition, teams are formed and registered into leagues based on player numbers. Once LSC commits teams to a league, the team depends on those registered players to fill out their roster for the playing season. United Academy teams commit to the league once in the fall (first part of July) and once in the spring (late February). United Travel teams commit to the league for the full soccer year (during the first week in June). Because of the size of the player pool in our community, each player is important in making sure our teams have adequate roster sizes. Refunds will only be considered when requested on the refund request form located under the “ABOUT US” tab at www.laramiesoccer.org.

3.0 Uniforms and LSC Apparel

Each player is responsible for obtaining their own jersey for intramural league and full uniform kit for United Travel Program. Each player is also responsible for acquiring appropriate footwear and shin guards. Sometimes the club will have sponsors who purchase jerseys for the players. More information about the current year can be found at www.laramiesoccer.org/uniforms.

3.1 United Travel Uniform

As specified in the LSC Bylaws, the representative colors of United Travel Program teams shall be a combination of royal blue and white, and may include additional colors (for special events) as long as the following criteria are met:

- The Board must approve any color variations.
- The LSC or “United” logo is printed on each jersey and the alternate color(s) must be combined with royal blue and white in some manner (e.g., pink socks for October with the traditional royal/white uniform).
- Teams must wear shorts that are of the same color and the same pattern and style.
- The standard socks are knee-high socks and must be worn to always cover the shin-guards. Socks must be either royal blue or white and may include additional colors as long as the aforementioned criteria are met.
- Players born in an even year will be assigned even numbers. Players born in an odd year will be assigned odd numbers.
- Uniforms can be purchased directly through soccer.com, see our website for links and details www.laramiesoccer.org/uniforms

3.1.1 Dress code: The standard uniform of LSC (see above) shall be worn for any game that is officially sanctioned by LSC. Players are urged to familiarize themselves with the requirements for league and tournament play. Be aware that, during games, jerseys must be worn tucked inside the shorts waistband, that referees can request that players change any part of their uniform to the alternate color, that unapproved headwear may not be worn, and that there are specific rules governing the acceptability of jewelry, visible undershirts and under-shorts, and long pants.

3.1.2 Travel bags and warm-ups: Royal blue travel bags, warm-up jacket and pants, and goalie uniforms are an optional item for team members. They can be purchased through soccer.com. Travel bags are useful for carrying personal items such as spare/additional clothing, water bottle, athletic tape, Band-Aids, cold pack, and snacks, to games. With written prior approval of the Board, a sponsor's name may be added (see section 13.3). Players are responsible for any additional screen printing of their own bag.

3.1.3 Additional items: Other club apparel is available on soccer.com, and occasionally from local screen printers (see section 3.2). If players or teams wish to display the LSC or United logo on other items, e.g., apparel not currently offered, other travel bags, flags, tents, etc., written prior approval must be obtained from the LSC Board.

3.1.4 Blood jerseys: Each United Travel Program team will be provided an extra (blood) jersey at the cost of LSC that can be used in the event a player should have to change jersey's during a game. It is also advised that each team use their team account to order a few extra jerseys to use for guest players. Shirts will be numbered as recommended above in an effort to alternate numbers between teams that may share players for tournaments or in team realignments.

3.2 LSC Apparel

LSC apparel is a line of clothing and other items bearing the LSC logo. It includes jackets, 'polo' shirts, sweatshirts, sweatpants, T-shirts, caps, headbands, etc. LSC apparel is available for order from soccer.com and seasonally through local screen printers. The LSC 'mark-up' over wholesale cost is modest, so while club apparel sales do generate a small financial contribution to the general fund, the primary function of club apparel is to allow players and parents alike to promote LSC by wearing LSC apparel for everyday activities.

3.2.1 Volunteer coach and team parent appreciation: At the discretion of the board, Head Coaches, Assistant Coaches, and up to one (1) team parent for each team may receive LSC apparel each season in appreciation for their time and efforts.

4.0 Equipment and facilities

The LSC Equipment Manager, working with the LSC Board Treasurer, Director of Coaching (DOC) and Executive Assistant (EA) is responsible for the acquisition and oversight of all LSC owned equipment, including balls, practice goals, cones, corner flags, goal nets, first aid kits, etc. The LSC Equipment Manager maintains an inventory of equipment and disburses and collects requested items as necessary. Head Coaches should contact the LSC Equipment Manager with their specific equipment needs. The LSC Equipment Manager will also coordinate the designation and lining of fields and set-up of goals with the City of Laramie and other parties as necessary.

5.0 Team formation

The player tryout and placement process must comply with Section 11 of Wyoming Soccer Association (WSA) rules on tryouts, recruiting and poaching. The goal of the placement process is to maintain a fair, objective and thorough process for assessing a player's abilities and skills in order to place each player on a team that will best match and challenge their current level of play. Players in U8-U19 age divisions will be placed on teams in accordance with the US Youth Soccer (USYS) and WSA birth year matrix. If player numbers are large enough to roster more than one team, LSC, under the direction of the Board and its DOC, will hold a skills assessment/tryout for players U8-U19 to place individual players on a team that will allow the greatest opportunity for development and skill growth.

5.1 Team Name

Travel and Academy teams are to use the LSC United name (e.g., LSC United 2003 Boys or similar) when representing the club in leagues, tournaments, out-of-town leagues, or in any of their associated club activities (e.g., fundraising, volunteer work, etc.). "Blue" and "White" may be used when multiple teams have been formed in the same age group.

5.2 Team Composition

The composition of a team is specified by the official team roster appropriate to the particular league or tournament in question. To be eligible for inclusion on a team roster, players must be officially registered with WSA and must be of the appropriate age. The number of players included on the team roster (up to the maximum permitted number by the sanctioning body) shall be determined by the Head Coach of the team in consultation with the DOC. Teams formed to play in a competitive league are generally established in June, before the start of the fall soccer season, and remain affiliated for the full soccer year (August 1st – July 31st) provided that all necessary registration steps have been completed successfully.

5.3 Player Eligibility

A player's placement in a program is based on the US Youth Soccer birth year mandate and is different than a school year. The soccer age year starts January 1 and ends December 31. A player's age group is determined by the birth date within the calendar year. For example, if a player turns 8 within the calendar year then a player is considered U8. Visit <https://laramiesoccer.org/youthoverview> to assist in determining playing age.

Players will play on the youngest age group team for which they are eligible, unless receiving authorization from the Board to play on an older age group team, as detailed below. No player may "play down" on a younger age group team. In general, players are discouraged from playing on an older team, but if such a request is received, it will be reviewed by an *ad hoc* committee comprising the Vice President - Travel, or their appointed representative, the DOC, and the head coaches of the relevant teams for which the player both is eligible and desires to be eligible. Requests to permit the player to 'play up' will only be recommended for approval if they are supported by at least three of the committee members, including the Vice-President Travel (or

their appointee). Approvals for playing up will expire at the end of the soccer year. Renewal of permission to play up during any subsequent soccer year will again require a review of the case, following the established procedure, at the beginning of the new soccer year. Approvals for playing up will usually be limited to cases of players who exhibit exceptionally advanced overall development or in cases where a team needs additional players to complete a roster.

In general, no U14 or younger player may play on a team that is composed of players falling into an age group that is more than one age group older than that of the player. In every case of “playing up”, there must be special care taken that the safety as well as immediate and longer-term development of the player concerned is protected. Although there may be cases where “playing up” is approved, this should not detract from LSC’s strong commitment to have players play on teams in their own age group. Finally, both WSA and CSA rules allow girls to play on boy’s teams, but no boy may play on a girls’ team.

5.4 Player Selection

Players shall be selected for teams by the DOC, Vice-President of Travel, and relevant coach (or coaches) in the fairest possible manner, without bias or discrimination of any kind. Teams will generally be formed on the basis of open tryouts held at least once each year. Tryouts shall be adequately publicized in advance. Generally, tryouts, shall be held in April or May to form teams for the following soccer year. Additional tryouts may be used either to fill vacancies on existing teams or to find players to form new teams. Additionally, players may be invited to demonstrate their skills at a ‘skills session’ or during regular team practices, so that the LSC coaching staff and the DOC can become acquainted with the talent pool in each age group in advance of any need for player selection. All potential players must have one of their parents or legal guardians complete an indemnification waiver prior to participating in the tryout/skills session. For player vacancies that arise at other times, coaches may, in consultation with the DOC, (1) recruit players from a waiting list of those who previously tried out or demonstrated their skills, but were either not selected or were unable to join the team, (2) hold a special tryout or skills session.

April/May tryouts will be conducted by coaching staff with the assistance of the DOC to determine teams for the following fall season, in a manner that is fair to all players. Tryouts and skill sessions shall be designed to evaluate the characteristics desirable in a good, competitive player. These include, but are not limited to: athletic ability such as speed, coordination, and endurance, specific soccer skills such as ball control, trapping, passing, heading, etc., an appreciation of tactics, “coach-ability”, and a positive attitude and work ethic towards skills enhancement, and parental support.

When a new team is formed, the Head Coach of the team, shall work together with the DOC and other coaches as directed by the Vice-President of Travel, to select the team members. If the team is formed prior to the selection of a Head Coach, the DOC, the Vice-President of Travel or their appointee, shall determine team membership. When two or more teams are formed

simultaneously in an age group, the DOC, Vice-President of Travel, and coaching staff will determine whether to form equal teams or “A” and “B” teams depending on the age and developmental needs of the players. Teams will be designated as a ‘LSC Blue’ team and ‘LSC White’ team for the following season.

5.5 Player Notification

Following tryouts, and/or skill sessions, each Head Coach must notify all players interested in joining the team for which they are responsible, of their status, within 5 days of the end of the tryout/skill session. Generally, those players invited to join the team should be notified first and their acceptance confirmed prior to contacting players who were not selected. Each team’s Head Coach must notify players not selected. It is often helpful to suggest how the player might improve so as to be more likely to be chosen when players are next selected. Players must be notified that their selection is dependent on completing registration before any deadline set by LSC. Failure to complete registration in time can mean the loss of a guaranteed roster spot on the team for the following season.

5.6 Player Transfer

Player transfer from one team to another during the soccer year will be permitted only as allowed by WSA and CSA Player Transfer procedures. Care must be taken to preserve each team’s status with WSA and CSA with regard to player rosters and eligibility for play in various competitions. Player transfers may only occur during the playing season under truly exceptional circumstances. If needed, teams are permitted and encouraged to add guest players from another team in their age division for tournament play.

5.7 Team Roster Changes

As long as the applicable rules of WSA and/or CSA are not compromised, if there are roster vacancies a player may be added to a team throughout the soccer year, which runs from August 1st through the following July 31st. The DOC and Vice President of Travel will approve all roster changes. Note that during the soccer year, a league player may not be removed from a team roster except where WSA and CSA rules permit. Examples of just cause for removing a player from the roster include (i) the player moving away from Laramie to live permanently at another location, (ii) serious injury that precludes the player from participating again in that soccer year. The number of roster changes in each soccer year may be limited, both WSA and CSA have more detailed rules.

5.8 Registration and player cards

All players must register with LSC, pay associated fees, and complete a medical release form prior to practicing or playing with their team. Head Coaches and Team Managers are responsible for ensuring all team players have registered and signed required release forms. Additionally, new players must provide a headshot (passport or driver’s license type) photo and a copy of a birth certificate or similar document for registration with WSA. Head Coaches and

Team Managers shall work with LSC registrar to create player cards and a team roster well in advance of any games.

5.9 Exceptions and final decisions

Exceptions to these selection policies and tryout/skills sessions procedures may be allowed with prior approval of the Board. Unless otherwise described in the policies of section 5.0, the DOC shall make final determinations regarding team rosters.

5.10 Guest Playing Outside LSC

On occasion, a Laramie United player will be asked to guest play on another team from another club. Guest playing must be approved by the LSC DOC and be in good standing with the club (fully registered and fees paid). Below are the guidelines for such situations.

All Laramie United players must follow the criteria:

- If a player or parent is contacted by another coach to guest play, the player or parent will notify their LSC Head Coach and the DOC.
- The team requesting a guest player from LSC must be a valid USYS member.
- If there is a conflict, the LSC player being requested will first commit to their Laramie United team. Failure to commit first to a Laramie United team will result in suspension.
- Players must be in good standing with the LSC as outlined in the Player Code of Conduct (see section 9.1).
- Players may only participate on tournament teams as secondary players (e.g., not permanent player on the tournament roster).

Steps to play outside of LSC:

- The requesting team coach/DOC must **email** in advance the LSC Head Coach, and DOC (doc@laramiesoccer.org) and request to obtain the guest player(s).
- The requesting club will contact the parents of the player.
- If all criteria are met, all parties will request and provide the required paperwork to guest play with another team or participate on a tournament team.
- The LSC DOC has final decision on all guest playing requests.

6.0 League and Tournament Play

Rules of Play:

LSC teams are required to comply with the Rules of Play defined by the organization(s) hosting each event they participate in. For example, if participating in a USYS sanctioned event, the team must comply with all the applicable Rules of Play under USYS, the State Association and club hosting the event. The same statement is applied to events sanctioned by other soccer organizations such as AYSO, USCS and any other USSF affiliated organization. The Head Coach is responsible for reviewing and verifying their team's compliance upon registering for an event.

When hosting an event, LSC will establish Playing Rules that comply with the sanctioning organization(s).

6.1 Fort Collins and Colorado League

- U8-U10 Academy will typically play fall and spring leagues in Fort Collins.
- U11 and up Travel will typically play the entire year of Colorado League (Centennial League).
- In consultation with the DOC, alternative playing options may be considered should this not be practical for reasons such as lack of sufficient players or developmental level of the players.

6.2 Wyoming League

Teams may elect to participate in Wyoming League. Teams typically register in the league and then participate in approved WSA events/tournaments. Teams that participate in Wyoming League are eligible to participate in the State Cup.

6.3 Tournaments

LSC teams are expected to play in Cowboy Turf Wars. Teams are encouraged to play in additional tournaments. Depending on age of the players, coaches should work to offer one or two additional tournaments per season (outside of Cowboy Turf Wars); participation by players is optional. Tournament fees are extra as they are not covered by league registration. Head Coaches and Team Managers can find tournaments through the WSA or CSA websites and by asking the DOC and other club coaches for recommendations.

6.4 Wyoming Cup

The Wyoming Cup is the state championship tournament and occurs in May. Head Coaches and Team Managers should be aware that teams must qualify to participate in the Wyoming Cup. Qualifying rules can be found on the WSA website.

7.0 Coaches

Every member of LSC is responsible for reporting any case of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.

7.1 Head Coach

Each team must have at least one documented Head Coach. It is the Head Coach who has ultimate responsibility for all aspects of the conduct of team activities.

7.2 Assistant Coach

As league (and most tournament) rules require a documented team coach to be present during games, each team is recommended to have at least one Assistant Coach.

7.3 Recommendation to Coach

Prior to becoming a team's Head Coach or Assistant Coach, the qualifications and suitability of a candidate will be reviewed by the DOC and the Vice-President of Travel. The Board reserves the right to reject any application for a volunteer coaching position without explanation if it feels that appointment of the individual concerned would either compromise risk management goals or would not be in the best interests of the club.

7.4 Annual Coach Registration and Approval

All coaches and team personnel who are directly involved in children's activity are required to complete the risk management requirements. LSC Head Coaches and Assistant Coaches must complete WSA and CSA registration each August, and no later than 1 month before the first game. Registration with WSA and CSA involves submitting to a background check, successfully completing the CDC concussion course, successfully completing the SafeSport training, and any other WSA or CSA requirements. These must be completed and approved before coaches may begin working with their team in any official capacity. Both Head Coaches and Assistant Coaches must initially complete both USYS and LSC Coaches Code of Conduct forms before their documentation can be processed.

7.5 Coaching Education

LSC will strive to support participation in coaching courses and clinics so that head and assistant coaches may acquire the appropriate coaching licenses from USYS and other recognized organizations. LSC aims to provide the best soccer experience possible to its players. This goal can only be met by the dedication of experienced, educated, and certified coaches. The normal progression of licensure is under US Soccer Coaching education, from "Grassroots" through "A". LSC shall permit only those coaches with an appropriate Grassroots or higher license to fill the Head Coach position of a LSC team. The USSF Grassroots license is required to be obtained within the first year of coaching a LSC team. Equivalent licenses through United Soccer Coaches will also be recognized. Waivers may be granted by the LSC DOC to those with no license as long as they have demonstrated ability to coach and make every effort to obtain a license within the first year of selection, and continue to make every effort to obtain the USSF Grassroots license and additional coaching education and no other person with a coach's license has applied for the same team.

7.6 Role and Duties of Coaches

The principle role of a Head Coach is to prepare the team and its players to compete in league games and tournaments. In preparing players for play, the coach should take into account the level of development of each individual player and the integration of that player's various talents for the good of the team. In this context, winning is an affirmation of having

successfully mastered the fundamentals; losing is not necessarily evidence of failure or the absence of growth. In particular, the Head Coach will strive to:

- Promote the health and safety of players (see section 7.7);
- Establish and conduct productive practices;
- Educate the players in the rules of the game;
- Exhibit good sportsmanship and support the same in all persons associated with the team;
- Seek out current methods of skill development, game strategies and coaching methods;
- Attend LSC orientation and coaches' meetings;
- Attend coach development and coach licensing clinics;
- Develop good relationships with the players and good communication with parents and the Board;
- Comply with the policies and procedures of CSA, WSA, US Youth Soccer, and the Board.

A primary objective for each Head Coach is to foster the development of each player to the highest possible competitive level. This can be achieved by developing each player's physical, mental, and social skills. Physical skills include improving physical conditioning, learning specific sports skills, developing good health habits, and avoiding injuries. Mental skills encompass the ability to learn new strategies, and how to express emotions appropriately, to acquire mental toughness and resilience in challenging circumstances, and to develop feelings of self-worth. Social skills involve learning how to cooperate as the member of a team in a competitive context, and learning appropriate standards of conduct, with an emphasis on sportsmanship.

7.7 Ensure safety of players

Head Coaches and Assistant Coaches will ensure the safety of players to the best of their ability by implementing the following procedures:

- Making sure the field/facility are free of hazards and that goals are secured;
- Leaving outdoor fields when lightning approaches. The WeatherBug/Spark phone app will be used to check the distance of lightning. If that tool is not available, the number of seconds you can count between a flash and thunder can be used. The number of seconds divided by 5 equates to distance in miles. Shelter immediately following a lightning strike within 8 miles and remain until 30 minutes have passed with no lightning strikes within 8 miles.
- Having access to a basic first-aid kit and a phone for emergencies;
- Making sure players wear proper footwear, shin guards, and attire for the weather;
- Ensuring that players are properly hydrated, particularly when it is hot.

7.8 Administrative tasks

Together with the Team Manager, Head Coaches shall work with LSC to ensure that

- All players are registered and have paid required fees before playing or practicing;
- All players have a signed medical release on file;
- Player cards and rosters have been created by the registrar in a timely fashion, including by asking new players to submit a photo and birth certificate as specified in section 5.8;
- Tournament and league registrations, with the assistance of the treasurer and registrar, are completed prior to respective deadlines;
- Parents are properly informed regarding team news, including practice and game times, plans and anticipated fees for league and tournament play, etc.;
- All other club policies described in this document and the club bylaws are strictly followed.

7.9 Coaching Reimbursement

Funds are available to reimburse the travel expenses of head coaches based on General Services Administration (GSA) standard rates. Requests must be made through the Travel Reimbursement form that is available from the DOC, EA, or Treasurer.

7.10 Removal of Coaches

The Board can summarily dismiss a coach with or without cause. Assistant coaches are subject to the same dismissal procedures as Head Coaches.

8.0 Team officials

8.1 Team Manager

Each Travel team shall have a Team Manager to carry out responsibilities relating to the off-field administration and management of the team described in section 7.8. These include such matters as player registration, information dissemination, tournament and league registration, travel arrangements, fundraising, etc. All Team Manager activities should be coordinated with the team's Head Coach. It is recommended that some responsibilities be shared or delegated to other parents as deemed appropriate.

8.2 Team Representative

In addition to the Team Manager, teams may choose to send a representative to board meetings and/or the LSC Annual General Meeting (AGM). Attendance facilitates the exchange of information between teams and the Board of Directors.

9.0 Players

9.1 Code of Conduct for Players

Good sportsmanship and team play are mandatory. There is no justification for poor sportsmanship. In addition to the LSC Code of Conduct, LSC establishes the following standards

to govern the behavior of the LSC players before, during, and after activities. This includes but is not limited to:

- No unsportsmanlike conduct will be tolerated.
- Persistent unruly behavior will not be tolerated.
- Respect the rights and property of others.
- Be on time for all training and games. Be an active participant.
- The Laramie United team is the player's primary team; tournament teams are secondary.
- 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 attire to all training and games.
- No jewelry shall be worn during training and games.
- Take pride in your appearance as a Laramie United player.
 - Wear the current regulation uniform – as defined by the LSC Board.
 - Uniforms should only be worn for games.
 - Be clean and presentable for games.
 - Boxer shorts and sports bras are not to be visible from under the uniform.
 - Shin guards are required to be worn during all training and games.
 - Socks are to be worn, pulled up, and over the shin guards.

Any incidents of violent conduct, serious foul play, cautions, send-offs, or other violations of the LSC Code of Conduct will be subject to review by the LSC Disciplinary Committee (Section 11.0) to determine if additional penalties should be imposed, up to and including an organizational ban.

10.0 Parents and/or Guardians

LSC establishes the following standards to govern the behavior of the parent(s) and/or guardian(s) before, during, and after LSC activities. This includes but is not limited to:

- Abide by WSA's core values of fairness, integrity, fun, development, teamwork and sustainability.
- No foul or abusive language towards players, referees, fans, or coaches.
- Do not criticize players, referees or coaches, either your own or others.
- Parents should NOT place themselves in one-on-one situations with players other than their own before, during or after LSC events.
- Inappropriate physical contact with any coach, player, official or other parent may result in a review by the LSC Disciplinary Committee.
- The LSC team is the primary team for a player. Commitment to LSC is the player's first responsibility.
- Parents need to make sure players attend all scheduled games and trainings to remain in good standing.
- Parents are required to volunteer to work on or at LSC-hosted events – team duties will be assigned prior to an event.

- Players will have the opportunity for equal play in practice but may not receive equal playing time in games.
- Parents are required to wait 24 hours before bringing any grievances or complaints concerning practices or games to the Head Coach.
- Express gratitude to coaches, referees, managers and administrators.

11.0 Discipline Policy

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

- Any member showing continuous disregard for the rules, policies, and procedures of LSC, may be instructed to appear before the DC.
- The DC is to conduct hearings to determine and enforce sanctions for continual violations of LSC rules, 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 LSC who engage in misconduct.
- For continued significant misconduct, and when no resolution for acceptable conduct can be achieved, the LSC Board of Directors, upon recommendation of the DC, will disbar, disqualify, or suspend the member from LSC.
- The decisions of the DC may be appealed to the Board of Directors.

11.1 Appeal

Persons who are barred, disqualified, or suspended from LSC activities may appeal to the Board of Directors in writing. After considering all the evidence, which may include recommendations of the DOC and the DC, the Board may, upon majority vote, grant the appeal and allow participation in LSC activities. The Board's decision, including limitations, will be binding.

11.2 Reinstatement

Reinstatement is not a right and no guarantee is made that he or she will be reinstated to his/her former position. The affected party may appeal to the Board for reinstatement. A majority vote of the Board is required for reinstatement. The Board's decision will be binding.

12.0 Grievance Policy

Should a parent or other party have a grievance or a concern within the team environment, the steps to address the concern are as follows:

- Step 1: The concern/issue is addressed to the Head Coach and Team Manager or Assistant Coach.
 - No one-on-one confrontation.
- Step 2: Meeting coordinated with the Team Manager and/or Assistant Coach, the Head Coach, and involved parties to work towards a resolution.

- DOC will be notified of the meeting.
 - Minutes will be taken of the meeting and made available to the DOC.
- Step 3: Meeting coordinated between all parties in Step 2 and the DOC to resolve the concern.

12.1 Petition to the Board

If a matter is not resolved and the concern still exists, the following steps are to be taken to involve the appropriate committee as appointed by the LSC Board:

- Step 1: Written notice must be submitted to the LSC Board or the LSC office. The notice must be submitted within 10 days of the incident (the above-stated meeting)
- Step 2: The appropriate committee of at least three LSC members will be appointed by the Board to review the concern. The parties involved will be contacted for information on the grievance or concern within 10 days of the written notice.
- Step 3: The appropriate committee will gather and review all the information pertaining to the grievance/concern and render a decision within 20 days.
- Step 4: If a hearing is required, the appropriate committee will notify the parties involved 7 days in advance of the hearing date. Persons wishing to address the committee shall notify the committee within four days of the hearing.
 - Each person is allotted 10 minutes to address the committee. If any person cannot attend, they will be allowed to submit a written statement.
- Step 5: The appropriate committee will meet and render their decision by written notice to all parties involved. The decision will be presented at the next board of directors meeting and be noted in the board meeting minutes.

12.2 Appeals

Any decision rendered by the committee may be appealed to the LSC Board.

- A written appeal of the committee's decision must be received electronically within ten (10) days of the decision. The LSC Board will review the information and follow the timetable above to render a decision at the next available board meeting.

The LSC Board decision will be binding.

13.0 Fundraising and sponsorships

13.1 Team Account

A team financial account shall be provided for every competitive team. The account starting balance is \$0, teams build a balance through parent contributions, donations and fundraising. The LSC Treasurer shall be responsible for all transactions associated with the account, including deposits, transfers, and withdrawals. A detailed copy of transactions for the account shall be available on request from the LSC Treasurer, in addition to the monthly account balance presented by the Treasurer at Board meetings. Team parents are also advised to maintain a record of account transactions. Funds for deposit to the team account may be

acquired by any appropriate means, including fund-raising activities (see section 13.2 below), donations, or from excess funds resulting from the overpayment of tournament entry fees by players on the team. Funds in the account may be used for any appropriate team activity, including, but not necessarily limited to, subsidizing tournament fees and soccer camp fees, equipment purchase additional to that supplied by LSC, and hotel subsidies when attending a tournament. In general, a team may spend its money as it sees fit, without authorization from the Board. Should an account become overdrawn, then the team in question must take immediate steps to erase the negative balance. If a team disbands, leaving finite cash balance in its team account, the Board shall reallocate the funds either to other team accounts or for other purposes as it sees fit.

13.2 Team Fundraising

Teams may supplement their team account balance by conducting fund-raising activities. These events may be targeted for a specific purpose, or for general team funds enhancement. Before engaging in any fund-raising effort, teams must receive prior approval from the Board. In addition, all financial accounting must be conducted through the LSC Treasurer. Fundraising must be done in an ethical manner, consistent with LSC mission, and in accordance with the law. Each team shall be responsible for all aspects of its fundraiser, including, but not limited to, personal and property liability. Precautions should be taken to ensure that LSC is not misrepresented in any way.

13.3 Donations and Sponsors

Teams may solicit their own donations and sponsors for a specific purpose. Prior approval of the Board is required and all financial transactions and accounting shall be conducted through the LSC Treasurer. Receipts for tax-deductible contributions are available from the LSC Treasurer. Please check with the LSC Equipment Manager and LSC President before any sponsors names are placed on uniforms, as there may be WSA or CSA rules regarding such placement.

13.4 Supplemental Club and Team Funding

LSC anticipates that all players and their parents and/or guardians will participate in occasional fund-raising efforts, including by helping with the annual Turf Wars tournament. This is especially true for players receiving partial or full fee waivers, for whom participation is expected. The continued well-being of LSC relies on supplemental fund-raising activities to part-subsidize club programs and expenses. Without these additional financial contributions, player dues would be significantly higher. Funds raised by these activities help provide for fee waivers for financially disadvantaged players, the employment of consultant professional coaches, the more frequent replacement of jersey sets and other equipment, and for occasional one-time expenses such as the purchase of sets of goals, etc.

14.0 LSC Calendar

Month	Important Events and Tasks for Head Coaches and Team Managers:
April	Spring Intramural season begins. Travel team formation for following year. <ul style="list-style-type: none"> Ensure all players register and attend tryout.
May	Players notified and registration opens. <ul style="list-style-type: none"> Contact players with outcome of tryout. Inform players about league, fees, and registration deadlines. Wyoming League and Wyoming Cup Spring leagues end.
June	Colorado League Registration for following soccer year is due for team and players. Uniform purchases for next year. Registration opens for fall Intramural.
July	LSC camps Fort Collins Registration is Due for teams and players.
August	Coach registration due: <ul style="list-style-type: none"> Complete background check and CDC concussion program and SafeSport Coaches and assistants must register Player cards and rosters: <ul style="list-style-type: none"> Work with registrar to create player cards and roster for the year New players must submit birth certificate and photo Players may not practice or play until registered and signed medical release is provided. Fall Intramural season begins. Colorado League Begins. Wyoming League (or early Sept.).
September	Fort Collins League Begins
October	Turf Wars Team Registration is Due. Fall leagues end.
November	Player fees for Turf Wars Due.
December	Turf Wars training.
January	Turf Wars tournament 3v3 Begins.
February	Fort Collins Registration is due for teams and players. <ul style="list-style-type: none"> Players may not practice or play until registered and signed medical release is provided. Registration opens for spring Intramural.
March	Colorado League Begins. Fort Collins League begins.