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# **TEAM MANAGER'S HANDBOOK**

## **2022-23 Season**

## GENERAL INFORMATION

**Before teams take the field for training, all managers must complete the Background Check, CDC Heads Up Course and Safe Sport Course (Safe Sport every 2 years). A link will be sent to all new managers and returning managers will use their manager account in Got Soccer.**

### Team Involvement

Ask other parents to help with the management of the team. There are many tasks that can be delegated out to other parents. For example:

Treasurer

Volunteer Coordinator

First Aid Kit

Tent Transporter

Hotel Coordinator

Out of Town Dinners

Game Scheduler

### Communication

Encourage parents to communicate to you any concerns or problems they may have. You will have more contact with the coach and can often accumulate questions to avoid duplicate concerns. However, please avoid dealing with individual player and parent problems with the coach. Direct these issues to the coach or Director of Coaching (DOC).

If parents have questions or concerns regarding the development of their child, encourage them to call the coach or a DOC.

**Managers are administrators not coaches. Managers should be in full support of the players, coach and club at all times.**

Managers need to coordinate player evaluations with their coach. These evaluations are held between the end of the fall and spring seasons.

**Managers and/or other parents are not allowed on the sidelines with the players and coaches.**

**HAVE FUN! A TEAM THAT IS HAVING FUN IS ALWAYS SUCCESSFUL!**

## TEAM BINDER

Build a team binder. The binder should be approximately 8 ½ x 11 inches and contain clear plastic sleeves for each player and other pertinent info. Choose a binder that completely closes (for example zips closed) since the binder will be with you at the field with all of the elements.

The team binder needs to be at every game. If the manager won't be at a game, another team parent should bring the binder.

For each player, the sleeve should contain the signed medical release form facing front, the Parent/Player Contract in the middle, and a copy of the player's birth certificate facing back. (Some parents aren't comfortable giving managers a copy of their player's birth certificate. BC's aren't required, but are useful when a referee or any other event official questions a player's age.) Player cards should be kept in order of the roster (not alphabetical) if players were added at the bottom.

It is the manager's responsibility to collect these items for the team binder:

### **Medical Release Forms**

Every player must have a completed medical release form. A player may not play in games without a medical consent form. You can obtain the form through the following link:

<https://usys-assets.ae-admin.com/assets/946/15/Medical%20Release%20Form.pdf>

If your team will be traveling out of Louisiana we suggest that you have the medical release forms notarized.

### **Contact List**

You can obtain a contact list for the team parents on your team page. Click on View/Print Team Contacts, print this page, and check with parents to make sure all information is correct. Keep a copy of this in your team binder.

### **Player Photo**

Obtain a recent picture (**HEAD SHOT ONLY**) of each player for the player pass and upload to your roster through your team page. Parents can also upload a current photo into their child's individual account.

### **Official State Roster**

Obtain a copy of the official state roster from your team page. Check for spelling, date of birth and jersey # errors on roster.

### **Player Passes**

Obtain player passes from club office (1918 18<sup>th</sup> Street Kenner, LA). The Parent/Player Contracts and medical release forms will be viewed by the office staff before the cards are released. All league fees must also need to be paid. Referees request cards before every game. Make sure to get them back. **Never leave the field without your passes or your league game card, if it is a league game!**

### **Uniforms**

The team manager determines what uniform is worn for each game depending on home or away designation (or after consulting with the other team's manager). However, players should always

have all uniform kits in their bags at all games in case of jersey conflicts) Please refer to LFSC Policy 500.6 Uniforms for uniform requirements.

| HOME GAMES | AWAY GAMES   |
|------------|--------------|
| Red Jersey | White Jersey |
| Red Shorts | Red Shorts   |
| Red Socks  | White Socks  |

Parents order uniforms via a link sent from [custserv@sportsendeavors.com](mailto:custserv@sportsendeavors.com). Contact the office at (504) 465-8224 or email the club at [info@lafiresoccer.com](mailto:info@lafiresoccer.com) for any questions.

Other Accessories: If you wish to order Spirit Wear please go to this link and send to your team parents as well: [Louisiana Fire SC Spirit Wear at Third Coast Soccer](#)

Uniform Numbers

**The club assigns uniform numbers. Each player within an age group receives a unique number to that age group. NO ONE SHOULD EVER CHANGE A UNIFORM NUMBER IN THEIR GOT SOCCER ACCOUNT**

#### **Other Items**

These items are also helpful to have based on the team's tournament, league participation and travel requirements

##### *Tournament Information*

Copies of the team's tournament application

##### *Travel permits*

<http://www.playlouisianasoccer.org/assets/946/15/Notice%20of%20Travel%20US%20Youth%20Soccer%20Events.pdf>

##### *Louisiana Competitive Soccer League Information (LCSL)*

## **INFORMATION DISTRIBUTION**

### **(Tournament/LCSL League and Training Matches)**

Use email, text and/or TEAM SNAP for distribution of information.

Copy your Coach on all team emails. If you feel there is a problem arising, then also copy the Competitive Director to get him informed and also to help resolve the situation.

Also copy the manager of your Coach's other teams, if applicable, to make sure if there are any scheduling conflicts, they are resolved quickly.

Make sure before all games the team and coach has the following information:

1. Games times for the weekend
2. Location of games, including field numbers
3. Which uniform players should arrive wearing
4. Map to the fields
5. Note the arrival time for each game (1 hour for all LCSL League Games and 1<sup>st</sup> game in a tournament and 45 minutes before subsequent games in a tournament).
6. If a hotel is involved: the hotel information detailing hotel name, address, phone number, confirmation number, cancellation policy and map.

## TEAM FINANCES

### Fees

There are 2 types of fees paid to play competitive soccer for LA Fire Soccer Club:

#### *Club Fees*

Include professional training/coaching, LSA individual player registration fees, field rental/maintenance and equipment which are paid by the parent(s) to the Club.

#### *Team Fees*

Include league fees, tournament fees, coach's travel, coach's per diem, coach's hotel, and referee costs which are paid by the parent(s) to the team checking account.

**UNDER NO CIRCUMSTANCES SHOULD A TEAM MANAGER MAKE AN INDIVIDUAL DECISION TO GIVE A FAMILY FINANCIAL ASSISTANCE FOR TEAM FEES.**

### Team Budget

The team budget includes all team fees, including but not limited to, league entry fees, tournament entry fees, referee fees, coaches per diem, mileage, and hotel expenses. The team budget, once compiled, is divided equally by all team members. **Each player's family contributes to the team budget.**

Open a team checking account (have more than one signatory on the account). You will probably have to open the account in your name and social security number and then reference the team name and year.

Prepare a reconciliation of expenses after each season (Fall and Spring) and distribute at your team meetings. You should have a team meeting in the beginning of the Fall and beginning of the Spring Seasons.

## TEAM TRAVEL

Managers and coaches will comply with **LFSC Policy 406 Team Travel**.

The team's coach is reimbursed for his travel by the team.

The team hotel coordinator usually reserves a block of rooms for each out of town trip. It is up to each individual family to reserve and also confirm or cancel their hotel reservation.

### Coach Travel Reimbursement

The coach should receive his/her money by the last practice of the week before the weekend event. Some coaches prefer to submit their weekend expenses to the team treasurer on the Monday following the event weekend. In these cases, the coach should be reimbursed that week. When a coach flies to a particular event, he/she may submit a reimbursement request for travel costs the week after the event. A coach should never be paid his/her money at a game/event unless arranged prior.

To avoid any misunderstanding or confusion, coaches and managers should always communicate prior to each travel weekend. Always put the coach's money in an envelope detailing exact payment.

For example:

|          |       |
|----------|-------|
| Hotel    | \$160 |
| Per Diem | \$105 |
| Mileage  | \$ 67 |

A coach never gets paid twice for per diem, hotel and mileage. If your team shares a coach with another team, and that team attends the same tournament or goes to the same location on the same day, each team splits the cost.

### Coach Per Diem

Per Diem is paid for reimbursement of the coach's meals.

A) **In Town** Tournaments, LCSL games, training matches

\$0.00 Tournaments in the Metropolitan area (New Orleans, Metairie  
Kenner, Westbank)

B) **Out of town** Games, tournaments and events within 100 miles requiring no hotel stay

\$35.00 per day for full day (2+ games or over 5 hours of travel+field time)  
\$17.50 per day (for 1 game or less than 5 hours of travel+field time)

(continued on next page)

C) **Out of town** games, tournaments, and events outside of 100 miles requiring no hotel stay  
\$35 per day

D) ***Out of Town Games, tournaments, and events outside of 100 miles where hotel stay is required***

Friday Travel Day - \$17.50 (if required)

Saturday game(s) - \$50

Sunday game(s) - \$50

E) Regional or Showcase events which are 3 days or more

\$50 Per Day

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### **Coach Hotel Reimbursement**

The team always pays for its coach's hotel room for out of town tournaments or premier league/training matches. If a coach has 2 teams, he/she stays at the hotel where the accommodations are the most reasonable. Many hotels provide free rooms for coaches when enough reservations are made (hotel coordinator should ask).

The coach should stay the same number of nights as the team(s) he is covering. For example, if a team stays (2) nights, the coach is reimbursed (2) nights. If the team stays (1) night, the coach is reimbursed for (1) night.

### **Coach Mileage**

For travel outside of the New Orleans area (bounded by New Orleans East, Westbank and Kenner) the coach is paid \$0.62 per mile.

If a coach decides to drive (where normally a flight would be more cost efficient), the coach should not be reimbursed for mileage that would exceed the cost of a plane ticket.

### **Travel Permits and Secondary Insurance Coverage**

US Youth Soccer has strict guidelines governing teams that travel out of state to attend tournaments. LSA will only approve travel permits for tournaments sanctioned by USYSA.

**To determine if a tournament is sanctioned by USYSA, managers must go to the website of the tournament they are attending and find the Application to Host (usually found under the "Team Documents" tab heading). The Application to Host shows if the tournament is sanctioned by USYSA, US Club or both.**

For USYSA hosted events -

### **In-State US Youth Soccer (USYSA) Sanctioned Tournaments**

If the tournament you are attending is USYSA sanctioned and is in Louisiana, your team is free to attend the tournament and use its LSA roster and passcards. No travel permit is required.

### **Out of State US Youth Soccer (USYSA) Sanctioned Tournaments**

If the tournament you are attending is USYSA sanctioned but outside of Louisiana, you may need to request "Permission To Travel" in GotSoccer (only if the tournament requires one).

1. Log-in to your Team Account.
2. Select "LSA Competitive Registration" from the Events page
3. Select "Permission to Travel"
4. Select "eTravel - Search Events" (search for your tournament) OR, if your tournament is not listed there
5. Select "eTravel - Other Events" to search for your tournament.
6. Once you find your tournament, click on the "Request" button in the eTravel column to the right.
7. Hit "Submit Request"

Once your request is approved, your team can use your LSA roster and passcards for the approved tournament.

### **Tournaments NOT Sanctioned by USYSA**

If the tournament you are attending is not a USYSA sanctioned event, whether in Louisiana or beyond, the [US Youth Soccer Travel Policy](#) prohibits the use of your LSA passcards and rosters to register or enter the tournament.

**Teams may attend non USYSA sanctioned events (usually US CLUB), however, because US Youth Soccer has no control over the administration, rules or operation of a tournament it has not sanctioned, certain benefits of US Youth Soccer and of LSA, will not be available to your team. This includes insurance coverage.**

**To attend a US CLUB sanctioned event (as a USYSA team), managers must contact the Tournament Director to confirm the tournament is providing supplemental insurance to those USYSA teams entering the tournament. Managers must also get approval from the Tournament Director to attend the tournament without a state approved travel permit (since LSA will not approve travel permits to US CLUB sanctioned tournaments) and to see if the team can use their USYSA passes or if the club needs to provide "plain" player passes for the weekend.**

**If the tournament is not providing supplemental insurance to USYSA teams entering the tournament, the team can still attend but all injuries will only be covered by the player's personal insurance (no other coverage will be provided). \*\*\*Team needs to be informed\*\*\*j**

It's important to always check the tournament website for documents needed at check in. Some tournaments require specific releases parents must complete before participating in its tournament.

## **TYPES OF GAMES AND COMPETITIONS**

**(LCSL, GSPL, MID SOUTH CONF, Training Matches and Tournaments) :**

Individual teams are responsible for their league registration and membership fees.

### **LCSL**

Around mid-August teams that compete in the Louisiana Classic Soccer League (LCSL) will receive a schedule from LSA detailing a basic framework of LCSL league games to be played by your team. This schedule will show what division your team is placed in. Placement is based on previous year State Cup results. In the case of U11, placement is determined at the sole discretion of the DOC's and LSA.

After the schedule is obtained, it is your responsibility to review the proposed schedule with the manager of your coaches shared team, if applicable, to determine if there are any conflicts. If there are conflicts, either manager has the option to try to reschedule the league game on another day that is agreed upon with the opponent's manager. Directions on how to reschedule, follow the link below.

For all information regarding LCSL Game procedures; league game rescheduling, game reporting, game day procedures, etc. Please review the LCSL Managers Notebook at the following link: [LCSL Manager's Handbook](#)

### **GSPL**

Some teams will be entered in the GSPL league (Gulf States Premier League). This league is registered through US Club. A link for Background and Sideline Sports Course will be sent in August. There is a fee for both courses totaling around \$23.00. US Club Passes are \$25.00 per Player, Manager and Coach.

For all information regarding GSPL Game procedures, follow this link:

<http://www.nationalpremierleagues.com/gulf-states-premier-league/league-information>

### **MID SOUTH CONFERENCE**

The US Youth Soccer National League Mid South Conference is one of 13 Conferences under the US Youth Soccer National Leagues Program in the Multi-State Tier. The Mid South Conference consists of teams primarily from Alabama, Arkansas, Mississippi, Louisiana and Tennessee. The top teams in the Conference will earn advancement to the US Youth Soccer Regional Championships, part of the US Youth Soccer National Championship Series, as well as a chance to earn a coveted spot in the National Tier of the Leagues Program, the US Youth Soccer National League.

For all information regarding SRPL Game procedures, follow this link:

<https://www.usyouthsoccer.org/mid-south-conference/>

## **TRAINING and FRIENDLY MATCHES**

During the season, you will be asked by the Coach to schedule games that are not LCSL league or tournament games. The following procedures should be followed:

1. If your team does not share a Coach, a training game can be scheduled on any day that is agreeable with the Coach.
2. If your team shares a Coach, both managers must coordinate to have the least amount of game conflicts as possible throughout the Fall and Spring seasons.
3. Payment of Referees: During the process of setting up the game, confirm with the manager who will pay the referees. Generally the teams split the referee costs.

TRAINING MATCHES - Scrimmage games schedule between 2 Louisiana Fire SC teams. Coaches may agree to play without referees. Only Louisiana Fire SC teams can play training matches with other Louisiana Fire SC.

FRIENDLY MATCHES - Games played with Referees outside of league play.

**\*\*\*\* All non-league play games between Louisiana Fire SC teams and a team outside of our club must be played with referees.**

## RESERVING FIELDS

Use of Club Fields: Before you begin the scheduling process, check the availability of fields.

Fields for home games need to be scheduled with the **Field Scheduler Jason Dormady** via email at [fields@lafiresoccer.com](mailto:fields@lafiresoccer.com) and confirmed at least by the Sunday (at 6:00 pm) prior to the weekend of the game. If the game is being played during the week, one week's advance notice is needed.

The field scheduler will handle getting the referees assigned for games played at the Club.

### Field Request Steps

- Check Fall or Spring Field Schedule for time/field availability, link is under [fields@lafiresoccer.com](mailto:fields@lafiresoccer.com) email signature
- Enter desired game time into Field Request Form, link is under [fields@lafiresoccer.com](mailto:fields@lafiresoccer.com) email signature
- Games are assigned to fields in batches every Monday morning.
- Managers receive email notification that games are posted.
- Game details are available through Fall or Spring schedule webpage for distributing info to the team

### Cancellations

On days of inclement weather, field closure decisions will be made at the earliest possible time depending on the substantial nature of the forecast.

For regularly scheduled games or league games, individual teams are responsible for referee fees if games are not canceled within 48 hours prior to the scheduled game with the field and referee assignor.

- **GAMES MUST BE CANCELED NOT LATER THAN 48 HOURS PRIOR TO GAME TIME.**
- Teams who cancel games after the 48 hour deadline are responsible for all referee fees.
- If another club's team (not a LA FIRE team) cancels the game with you, you should inform them of our game cancellation policy and ask for their half of the referee fees.
- If the office is notified that your team has not paid referee fees and has to pay for your referees, no fields or referees will be scheduled or assigned until the Club is reimbursed.

### Deadlines

- Weekend game requests must be entered by the Sunday prior to the weekend.
- Requests after the deadline may not have time to have referees assigned.

### HOW TO CANCEL A GAME ON THE SCHEDULE:

#### Cancellation:

1) If your request does not already appear on the field schedule: you may edit and delete your request information through the confirmation email automatically sent via the Google Form

2) If your request appears on the field schedule, an email must be sent to [fields@lafiresoccer.com](mailto:fields@lafiresoccer.com) in the following format

Subject line: GAME CANCELLATION - 8/1 - 08G Red  
(Game Cancellation - M/D - Team Name)

Email Body:

8/1 10AM  
08G Red v 09G Red  
Cancelled

(M/D Time  
Team 1 v Team 2  
Cancelled)

(no further details are needed)

## HOW TO CHANGE GAME DETAILS ON THE GAME SCHEDULE:

### Change to a game:

1) If your request does not already appear on the field schedule: you may edit and delete your request information through the confirmation email automatically sent via the Google Form

2) If your request appears on the field schedule, an email must be sent to [fields@lafiresoccer.com](mailto:fields@lafiresoccer.com) in the following format:

Subject line: GAME CHANGE - 8/1 - 08G Red  
(Game Cancellation - M/D - Team Name)

Email Body:

8/1 10AM  
08G Red v 09G Red

MOVE TO:  
8/1 12PM

(M/D Time  
Team 1 v Team 2

MOVE TO:  
M/D Time)

(no other details are needed)

## **Game Times**

All Saturday games are scheduled on odd hours:

9am - 11am - 1pm - 3pm - 5pm - 7pm

All Sunday games are scheduled on even hours:

8am - 10am - 2pm - 4pm - 6pm

These start times are used to maximize field usage and referee scheduling

## **Field Names**

### CITY PARK FIELDS

11v11 Fields: CP2 - CP3

### LAFRENIERE PARK FIELDS

9v9 Fields: LAF5A - LAF5B - LAF6A - LAF6B - LAF Turf 8A - LAF Turf 8B

11v11 Fields: LAF1 - LAF2 - LAF3 - LAF4 - LAF Turf 7 - LAF Turf 8

## **Referees**

**NO GAMES WILL BE PLAYED WITHOUT REFEREES.**

Referees are a requirement to have an officially sanctioned game. Games that are not officially sanctioned have no insurance coverage and are not permitted by the Club, LSA or USYS.

- U9-U12 small sided games will be provided (1) referee for friendlies.
- U11/12 league games will be assigned (3) referees.
- U13-U19 games will be assigned (3) referees.

It is Club policy that all full sided games must have (3) referees.

All LCSL, GSPL, and Mid South Conference games will have (3) referees.

The referees should be paid cash before each game.

## Referee Fees

### LCSL AND FRIENDLY GAMES

| Age Group | Duration   | Game Cost | Center Ref | Asst Ref |
|-----------|------------|-----------|------------|----------|
| U9/10     | 50 Minutes | \$30      | \$30       | n/a      |
| U11/12    | 60 Minutes | \$85      | \$35       | \$25     |
| U13/14    | 70 Minutes | \$105     | \$45       | \$30     |
| U15/16    | 80 Minutes | \$130     | \$50       | \$40     |
| U17/18/19 | 90 Minutes | \$160     | \$60       | \$50     |

### GSPL

| Age Group    | Duration   | Game Cost | Center Ref | Asst Ref |
|--------------|------------|-----------|------------|----------|
| U13/14/15/16 | 80 Minutes | \$130     | \$50       | \$40     |
| U17/18       | 90 Minutes | \$160     | \$60       | \$50     |

## **Louisiana Fire Youth Soccer Child Protection Policy**

Each person applying to volunteer to coach, assistant coach, or take on any volunteer role with LOUISIANA FIRE shall authorize LOUISIANA FIRE to conduct a criminal background check (via the Louisiana Soccer Association (LSA)).

Before beginning work with children, each volunteer will sign a statement that they have read, understood, and agree to abide by this Child Protection Policy and that they have received and read the publication referenced in #4, below.

Only those persons who have met #1 and #2 will be allowed a position as a coach, assistant coach or any other volunteer role in the organization. Only these screened adult volunteers are allowed on the sidelines or may run practices.

In order to assure a minimum amount of knowledge for all Adult Screened Volunteers, LOUISIANA FIRE will provide to each screened volunteer a copy of "7 Steps to Protecting our Children; A Guide For Responsible Adults."

Where it has been determined that an applicant should not work with children, the LOUISIANA FIRE Board President or his or her designee should inform the applicant of the reason.

The organization shall ensure that training focused on current issues of child protection is available to and received by those working with children. Attendance at this training (in person or online) shall be required of all LOUISIANA FIRE Board members. Screened adult volunteers will be strongly encouraged to receive this training. Training, approved in advance, by the LOUISIANA FIRE President, should include:

- The definition and recognition of child abuse.

- The organization's policy and procedures on child abuse and the reasons for having them.

- The appropriate behavior for those charged with the care of children.

- Definition of appropriate interpersonal boundaries.

All activities involving children will be supervised by at least one screened adult. Only designated screened adults may provide instruction and act in capacity representing LOUISIANA FIRE. Any absence of the designated screened adults, resulting in a substitution (another coach covering practice, for example), will be done only with the approval of the appropriate LOUISIANA FIRE age coordinator. Notification to parents must be given at least 24 hours in advance. The covering coach must be a LOUISIANA FIRE designated screened adult.

The "Two Person Rule" shall be used, which is defined as striving to have at least two people in *any* setting with a child, one of which must be a screened adult volunteer. This would include at initial drop off, pick-up, and any carpool arrangement. While not always possible, the preference would be that the second person is an adult. Reasonable effort should be made to ensure that no registered adult is in a situation where he or she is alone with a player (other than his or her child), nor should he or she facilitate or allow that situation with any other adult/player.

LOUISIANA FIRE maintains an open door policy for all activities. Parents or other volunteers shall be

allowed to visit any game or practice at any time announced or unannounced.

Adult Screened Volunteers will not:

- Offer “one on one” training sessions outside of practice.
- Give special treatment to one player over another.
- Engage in rough or physical or sexually provocative games.
- Make sexually suggestive remarks to a child – even in fun.
- Taunt, demean, badger or intimidate players or child referees.
- Physically or verbally abuse or demean a child.
- Knowingly foster a relationship with a player outside of games and practices that may not be known to the player’s parents. This is to include personal contact, email, phone, texting, and social networking internet sites.
- Disperse the game or practice until he or she has supervised the safe dispersal of the children. A child in a U10 league or below should not be allowed to leave a coach’s care alone or with another minor without written/emailed notification.

Adult Screened Volunteers will not allow players:

- To exhibit inappropriate physical contact between other players or coaches. Contact outside the normal definition of soccer should be deemed inappropriate (for example: wrestling, boxing).
- To use inappropriate language, or let such language go unchallenged.
- To taunt, demean, badger or intimidate other players or child referees.

Any older child or teen helping with younger children will be closely monitored by an Adult Screened Volunteer and will be held to the same standards as outlined in this policy.

**Reporting Abuse**

Everyone in the organization has a moral responsibility to report suspected abuse whenever it comes to their attention, regardless of where that abuse takes place. Reporting abuse is a form of assistance to those crying out for help. Therefore, immediately notify the President or Director(s) of Coaching of Louisiana Fire Youth Soccer. The President, or Director(s) of Coaching, will then notify the proper authorities. The authority may be a parent, a community help organization, the Department of Social Services, or the local parish Police Department. LOUISIANA FIRE will leave it to the discretion of the appropriate authority to determine the validity of the allegation.

The President or Director of Coaching, in conferment with and/or at the direction of the authorities, will take immediate action up to and including removing the accused from further involvement with children in the LOUISIANA FIRE program, if warranted.

All allegations will be taken seriously. LOUISIANA FIRE will reach out to the victim and the victim’s family to show care and support to help prevent further hurt. LOUISIANA FIRE will extend whatever resources are needed. The care and safety of the victim is our first priority.

LOUISIANA FIRE will keep a written report of the steps taken by the organization in response to the reported abuse. The report will contain only factual information relevant to the situation. It will be kept in a secure place. It will be sent electronically whenever possible, or written in ink or typed to prevent it

from being altered.

Any contact with the media is handled exclusively by the President. If the President is not available, his duties will fall to the Vice President and then to a Director of Coaching.

### **Red Card / Send-Off Policy**

Players receiving a Red Card or a Coach or a spectator, being "Sent Off" (they are not usually shown a card), are considered serious offenses by Chicago Fire Juniors of Louisiana Soccer Club. The club's Red Card / Sent Off Policy is applicable regardless of the location or the nature of the match (RPL, Premier League, LSA State Tournament, Club Tournaments or Friendly).

Any player, coach or spectator receiving a red card or being sent off during a match shall be penalized as set out below without exception and regardless of the nature or reason for the red card or send off.

Penalty in a seasonal year:

- First Red Card / Send Off: Suspension for next match of similar competition level following the red card or send off. No Appeal.
- Second Red Card / Send Off: Suspension for the next (2) matches of similar level following the red card or send off.
- Third Red Card / Send Off: Suspension for the remainder of the seasonal year. Appeals for this suspension may be directed to the Club's Directors of Coaching, in writing, within (5) days of the occurrence. The Club's Directors of Coaching shall respond within (10) days of receipt of the written appeal.

All game suspensions are to be enforced in the next match of similar competition level following the send-off. For example, if a player is sent off in a friendly, the suspension will be enforced for the next friendly that the team plays. Likewise, if a player is sent off in a league match, the suspension will be enforced for the next league match(s) the team plays. If the rules governing a match (e.g., tournament rules, LSA rules, etc.) mandate a suspension of equal or greater duration or severity than the CFJ-LA policy, serving the suspension mandated by such rules shall be deemed to satisfy the CFJ-LA policy.

When a coach is sent off, any costs incurred by the Club for cover will automatically be deducted from the next paycheck. The fine will be \$75 for the second offense, \$150 for the third, \$300 for the fourth, along with any game suspensions above.

IT IS THE RESPONSIBILITY OF THE COACH TO ENSURE THAT THE CLUB'S RED CARD / SEND OFF REPORT IS SUBMITTED TO THE CFJ-LA OFFICE WITHIN (3) DAYS OF THE MATCH IN WHICH THE OFFENSE OCCURS. IT IS ALSO THE RESPONSIBILITY OF THE COACH TO ENSURE THAT ALL SUSPENSIONS ARE SERVED. THE FAILURE OF THE COACH TO FILE THE REPORT OR ENFORCE SUSPENSIONS WILL RESULT IN THE SUSPENSION OF THE COACH FOR THE NEXT MATCH AND A \$100 FINE.

### **Louisiana Fire Youth Soccer Cover-Coach Policy**

The head coach of each team is responsible for all training sessions and all scheduled games. The head coach is responsible for contacting other Louisiana Fire staff coaches and finding coverage for all training sessions and games he/she is responsible for.

If the head coach of a team cannot attend any of the regularly scheduled training sessions agreed upon and set by the Club, he/she must find a cover coach and will be fined \$50 for that training session. If the head coach of a team cannot find coverage for the training session and cancels, or a DOC is required to find a cover or the team must double up with another team, the coach will be fined \$60.

If the head coach of a team cannot find coverage for games, he/she should notify their team manager, find another staff coach to cover, or contact a Director of Coaching to assist in providing coverage. Failure to find another staff coach to cover a scheduled game is a fine of \$75.

If the head coach of a team is / or must be absent for a game due to a conflict and the game is covered by another Louisiana Fire staff coach, there is no penalty. If the head coach of a team is / or must be absent for a game and the game is not covered, he/she will be fined \$75 for each occurrence.

Parents are not allowed to cover training sessions or games. Training sessions or games must be supervised by a staff coach or other official who has completed the online risk management through the Club.

#### **Louisiana Fire Youth Soccer Private Lesson Policy**

Louisiana Fire staff coaches are encouraged to work with Louisiana Fire players throughout the year. Louisiana Fire staff coaches may charge for private lessons, \$40 per hour divided by the number of players (Club standard rate), throughout the year. For example, (1) player - \$40 per hour; (2) players - \$20 per player per hour;  
(4) players - \$10 per player per hour.

Louisiana Fire staff coaches should not charge any player(s) or team(s) they work with during the soccer season.

Louisiana Fire staff coaches may charge a player(s) or team(s) during the summer at the Club standard rate of \$40 per hour divided by the number of players.

Louisiana Fire staff coaches may participate in Louisiana Fire Club camps and clinics. Louisiana Fire staff coaches may conduct school camps and clinics under their school name at their discretion. Usage of Louisiana Fire soccer fields must be reserved through the Club.

For our younger players, U10-U14, we offer winter clinics in November, December and January which is included in the registration fees. We strongly encourage our members to maximize this opportunity for the player(s).

Louisiana Fire staff coaches may charge players who are not on their teams during the soccer season and throughout the season at the Club standard rate. Louisiana Fire staff coaches should not conduct private lessons during any scheduled or assigned team training sessions or games.

Louisiana Fire staff coaches should not charge any Louisiana Fire players or teams once the season is over without DOC approval