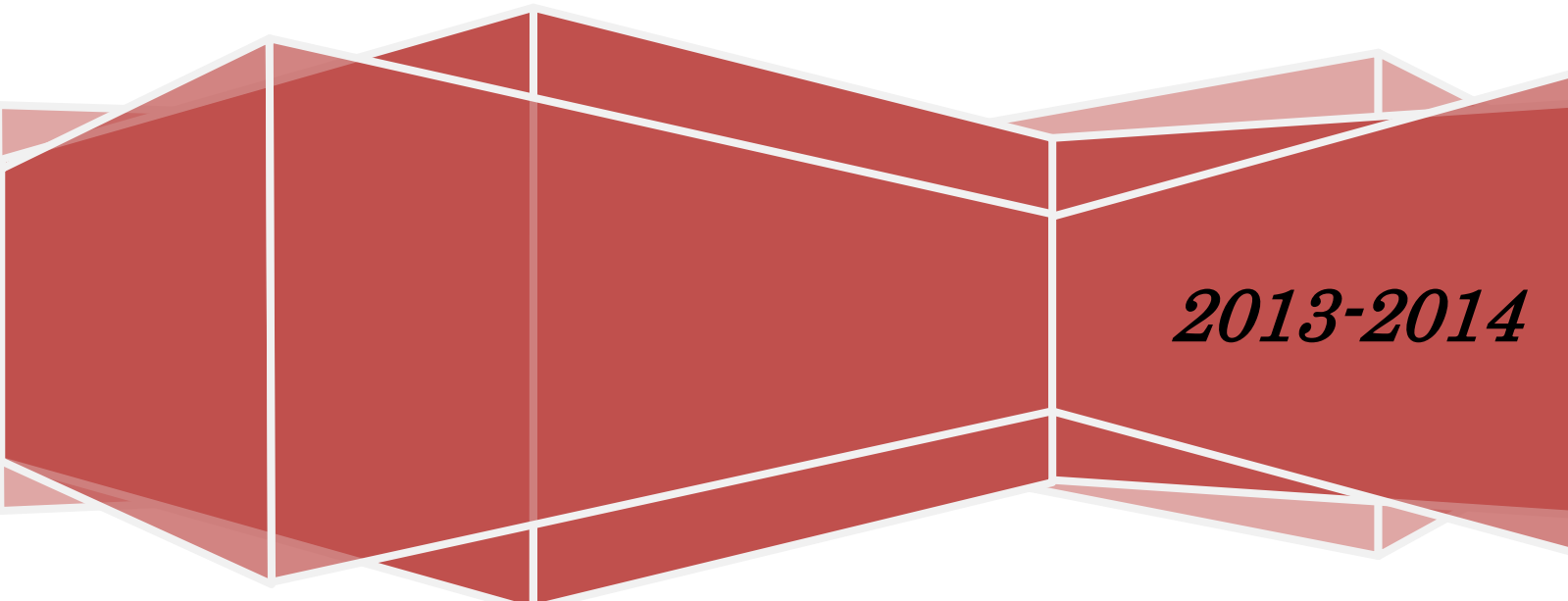


Cutters Soccer Club

Manager's Handbook

Update 9 August 2013



2013-2014

TABLE OF CONTENTS

	Page
Introduction and Organizational Structure	2
Soccer Calendar	3, 15
Manager Job Description	4
Details of the Job	5
Player Cards, Medical Releases, Birth Certificates and Codes of Conduct	5
League Meetings	6
Before the Start of the Season	7
Club passes	7
Game Procedures	7
Reschedules	9
Injuries	10
Uniforms	10
Team history	10
Publicist	10
Volunteer Coordinator	11
Ball Boys & Girls	11
Events Committee Representative	11
Uniform Coordinator	11
Monthly Board of Directors meetings	11
Team Treasurer	11
Other Things You Need to Know	11
Registering Players	11
Team Accounts	12
Reimbursement of Coach Tournament Expenses	13
Recruiting	13
Medical insurance	13
Committees	13
Websites	14
Important Contacts	14
Soccer Calendar	15
Reschedule Policies	
GiRLS	19
CIYSL	21
ISL	22
Indiana Youth Soccer Tryout/Recruiting Rules	24
Snack and Drink suggestions	26
Rain Out Notices	26
Player Placement Waiver Form	27
Team History Form	28
Seasonal Expense Worksheet	separate

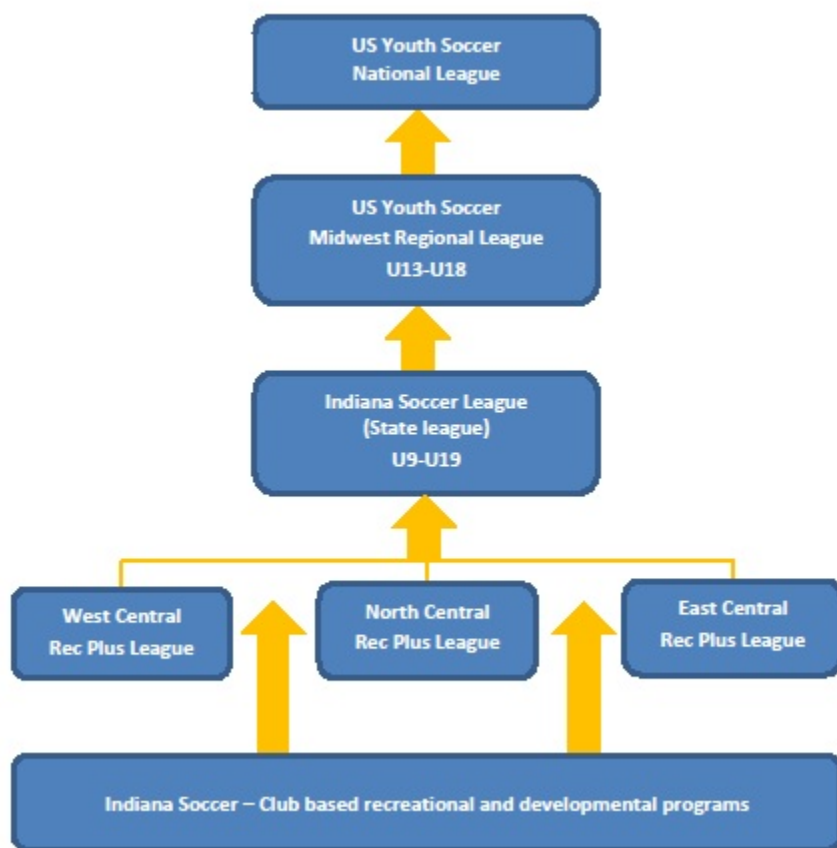
INTRODUCTION

A surprisingly large volume of work is needed to put travel players on the field. Team managers are a vital part of the process; without them, the whole system would break down. This Handbook is meant to be a guide to what needs to be done. It will always be a work in progress as things change and as suggestions are made to make it better.

ORGANIZATIONAL STRUCTURE

Cutters travel soccer teams are organized and sponsored by Monroe County Youth Soccer, Inc., d/b/a Cutters Soccer Club. Cutters Soccer Club also organizes and sponsors Cutters Community Soccer, a recreational soccer program. In addition, the club sometimes fields a Cutters adult open team and an over-50 adult team, which play in the Central Indiana Amateur Soccer Association.

The Cutters Soccer Club is a member of, and sanctioned by, Indiana Soccer, which is a member of and sanctioned by the US Youth Soccer Association. US Youth Soccer is the largest member of the United States Soccer Federation, the governing body for soccer in the United States. Founded in 1913, U.S. Soccer was one of the world's first organizations to be affiliated with FIFA, the Federation Internationale de Football Association, soccer's world governing body.



Cutters Soccer Club registers its players and teams with Indiana Soccer. By doing so, our teams can play in leagues and tournaments that are sanctioned by US Youth Soccer. It also provides liability insurance for the

club and supplemental medical insurance for players, coaches, and spectators who are injured during sanctioned events (including practices, games, and tournaments). In order to have the coverage, all the participating coaches and players must be registered with Indiana Youth Soccer. That is one important reason why we do not allow unregistered players, coaches, or managers to participate. Indiana Soccer also provides many services and programs that are important to the Cutters Soccer Club. To learn more about it, go to www.soccerindiana.org.

Our teams play during the regular season in one of many divisions (5th through Premier; see <http://www.soccerindiana.org/UserFiles/file/Angel%20Competition/League%20Age-Division%20Chart%20.pdf>) of the Indiana Soccer League (ISL) run by Indiana Soccer, and the US Youth Soccer Region II Midwest Regional League (MRL), which is at a higher competitive level. Teams are registered with the leagues for the fall season in early July and for the Spring season in December or early January. Teams are registered according to their competitive level. The numbered divisions are sometimes further divided into colors. Teams in the same numbered divisions are at similar competitive levels, with the colors being teams generally grouped geographically as much as possible. There is a single commissioner for all teams in ISL, George Perry (George@soccerindiana.org). The primary contact is Angel Hall, angel@soccerindiana.org, and there are several administrative assistants. Communication with the ISL must be done through GotSoccer by clicking on the ISL season event (e.g., ISL Fall 2012) “request” link under the column labeled “Support.” Because there are currently so many teams overseen by the ISL, it is not possible for the league administration to answer direct emails.

The club registers the teams for particular divisions, with input from the coaches and managers. The rest, however, is up to you. Tournament registrations are the responsibility of the individual teams.

SOCCKER CALENDAR

The official soccer year is August 1 through July 31, so the appropriate age division for a player is determined as of August 1. Preparation for the fall season begins in early summer. Currently most clubs, including the Cutters Soccer Club, hold player placement in mid-June. There can also be supplemental tryouts for high school age teams in late October or November.

A calendar for the 2013-14 season is appended. The discussion here will be about dates that are critical for the Manager.

ISL 2012-2013 Updates:

Indiana Soccer expanded the Indiana State league to include all levels and ages of travel teams, most of whom participated in NISL, CIYSL, ICL, GIRLS, and EASA. In this single league format, clubs and teams will have a single entry point for all league play, a single set of rules and procedures for all league play, and opportunities to play in multiple league schedule formats (traditional or academy).

The Travel Administrator completes and sends the applications to the league, but the manager and coach are responsible for providing certain information for the application. This information is provided electronically through the GotSoccer website, <http://home.gotsoccer.com/>. The travel administrator, Toni Arcuri, admin@cutterssoccer.org, can provide new managers with the appropriate login and password for the team.

The league application requires contact information for coaches and managers, the competitive level at which you want to play, and dates that you want to block out during the season (4 dates in the fall, 3 in the spring). These are dates that you do not want games scheduled. The form also includes an area to provide information about your team for use in determining competitive level placement.

For the fall season, every U9 through U14 team and player has to be registered with Indiana Youth Soccer by **August 1**. Players can be added or transferred after August 1, but there are penalties for late registration of teams. For the spring season, the new high-school age teams must be registered with Indiana Youth Soccer by **February 15**.

Another important deadline is registration for State Cup, President's Cup (January 1, 2014) and Challenge Cup (**February 1, 2014**) and the new **Hoosier Cup (deadline tbd)**. Registration is the responsibility of the team. The preliminary rounds of the Cup tournaments are usually in May, and the finals in June. Be sure that the parents understand that Cup games are out of town and preparations should be made for overnight arrangements for the team, depending on the distance. State, President's and Challenge Cup have their own rules as well. An important one is that there is a date on which rosters are frozen for purposes of Cup play. Be sure that your rosters are correct on that day. You can add players after that date, but they will not be allowed to play in State, President's or Challenge Cup. If a player is dropped after that date, though, they cannot play in Cup games.

The early deadlines for registering teams with the leagues and with Indiana Soccer are the reason that the Club needs commitments from players immediately after a roster spot is offered. If the Club registers a team with a league but ends up withdrawing because of too few players, the registration fee is lost and there are substantial financial penalties. Similarly, when a team registers for State, President's or Challenge Cup, then withdraws, there are financial penalties.

Teams hold meetings shortly after player placement, so that team leadership (manager, treasurer, etc.) can be established and parents can be advised of schedules and expectations. Many teams also hold meetings before the start of the spring season.

THE MANAGER JOB DESCRIPTION-OVERVIEW

There are many important steps that need to be taken for a team to function smoothly. The manager is responsible for making sure that they all get done, but s/he should delegate many of these tasks to other team parents. For example, a team can have a manager, treasurer, uniform coordinator and tournament coordinator. These are reasonably discrete jobs that divide the work load reasonably well. An overview is presented below, followed by details of each task.

Manager – The manager is the primary contact person between the team and the league. He/she takes care of league and game responsibilities. The manager is also the primary contact for the parents. It is the manager's responsibility to ensure good communication.

Documentation – The following documentation is needed before the start of the season:

- Player Cards (including one for manager and coach)
- Medical Release Forms
- Birth Certificate Copies
- Code of Conduct
- Contact information for each parent/player
- Official roster from ISL

Uniforms

- Ensure parents are ordering uniforms
- Track player numbers to prevent duplication

Practices

- Communicate practice location/times
- Communicate rainouts and change of practice venue

Games

- Provide game schedule, directions to away fields and field maps
- Player cards
- Game cards
- Phone in scores after the game
- Complete online game report
- Pay referees
- Reschedule game if necessary
- Confirm game dates, times, and location with manager of opposing team the week before
- Communicate rainouts and schedule changes

Tournaments

- Application & tournament fees
- Provide travel & hotel information
- Provide directions to tournament and field maps
- Disseminate game schedule, rainouts and reschedule information
- Obtain out-of-state travel permits
- Reimburse coaches for expenses
- Track tournament standings and eligibility for playoff/final games

Volunteer Coordination

The team needs a volunteer coordinator (the volunteer coordination program is undergoing review) to recruit volunteers for the following activities:

- Ball boys and girls for IU men's or women's soccer game
- Events Committee representative
- Monthly club board meeting representative
- Cutters Tournaments (Kohl's Cup and Hurryin' Hackers)
- Cutters annual picnic

Finances

- Calculate team expenses and collect money from parents
- Maintain team account
- Pay tournament registration fees/travel expenses
- Monitor Kroger Cares account
- Manage referee money

DETAILS OF THE JOB

Player Cards, Medical Releases, Birth Certificates and Codes of Conduct – make the player cards, obtain a notarized medical release from parents of all players, copies of birth certificates from new players. This is usually done by the manager, but it doesn't have to be. The cards, releases, and birth certificates need to be kept by the manager once collected. Also, all parents and coaches must sign a league Code of Conduct that is then submitted to your league commissioner

Rosters and Cards – Once teams and players are registered with Indiana Youth Soccer, you will receive official rosters and player/coach/manager cards and league passes. When you get the cards and league passes, which are attached to each other, you need to affix a small picture to the front side both (the side with the player's name). The easiest way to get pictures is to take them yourself at an early practice. Once that is done, you must take the cards, along with a copy of the players' birth certificates (or in some cases passports) to a State Registrar to be examined and signed. You can find a list of all the State Registrars on the Indiana Soccer website. Those in Bloomington are listed on a club contact

information list that you will be given and at the end of this handbook. The list is also posted on our website under the “People at Cutters” tab (see “Other Contacts”). There are five for our area. Contact the Registrar first to make sure he or she is available. When the State Registrar has signed the cards, you must laminate them. Most managers punch a hole in one corner and put them all on a ring. Hang onto the cards – you need them for every game. **Make a copy of your official Indiana Youth Soccer roster and hang on to the original – never give it to anyone.**

Medical Release Forms – The club will provide medical release forms. Have all parents verify the information and sign the medical release form and have it notarized. These should travel with the player, so be sure to have them at every season game and tournament. If a player guest plays for another team, the medical release should be given temporarily to the manager of that team. The club will provide notary service free of charge.

Code of Conduct – All parents, players and coaches must sign the league Code of Conduct that is then sent via FAX or email to Angel Hall (angel@indianasoccer.org). It is your responsibility to enforce the Code of Conduct on the sidelines. Act early and often if parents are violating the Code. Do not allow situations to escalate or the whole team will suffer.

Compile roster with contact info for team members – Make one to give to all the parents so they know how to contact each other. It should include e-mail and phone contacts (including cell phones), but not addresses and birthdates. It is also nice to list the players’ parents’ names if you can. Some teams also make a laminated, card-size list of the players with their uniform numbers to take to the games, and a cell phone number list for people to have in their cars when traveling to away games.

Maps – Typically, families should be notified three days in advance of game day with instructions concerning game time, address/location of away game sites, carpool information (where to meet and what time carpool will leave), uniform requirements, snacks and drinks, etc. Insure that families know where a map can be obtained. Some teams schedule a rendezvous time and place for the team for away games to facilitate caravanning and carpooling. A typical rendezvous point for Cutters teams traveling north is the parking lot by the Suburban Bowling Alley on North Walnut. The maps are all on the league websites, so you can send an e-mail to everyone and let them print it out. It’s a good idea to take a few hard copies to the rendezvous for parents that didn’t print it out or forgot to bring it. They can of course also program it into GPS. It is also useful to hand out field maps so it is easy to find the game field. They can usually be found on the home club website.

League Meetings – Preseason meetings are held in July or August and February or March by the leagues. The location, time, and place are posted on the league websites, and you will also receive notification by e-mail. At these meetings, you will receive:

- contact information for other teams in your division
- contact information for the league officers, commissioners, and directors
- Information on referee fees
- Preliminary schedule

Rescheduling takes place on the spot, so please be prepared with your coach’s schedule, any school holidays, etc. If you cannot go to the meeting, someone must go in your place. It is a good idea to go if you can, since

any changes in procedures are announced at these meetings. Notify parents how to access the schedule online once it is finalized. **Don't give them the schedule until it is finished or there will be confusion.**

Before the Start of the Season – Notify parents of team meetings, collect signatures for Code of Conduct and medical forms, decide if and where to meet before away games.

Notify players of practice location, date, and time, and let the team know ASAP what tournament dates the coach is considering so they can set those dates aside on their calendar. Find out the deadline for registering for the tournament as soon as your coach picks the tournament. Some have very early deadlines and you don't want to miss them.

Create a roster to hand out with player names, addresses, phone numbers, parent names, e-mail addresses, and cell phone numbers (these can be very useful when traveling to games).

Obtain pictures of the players, coaches, and manager for the cards.

Get birth certificate copies for each player.

Notify the Club Travel administrator of how many games your team is playing so that the correct amount is sent to you (or the designated team treasurer) by the Cutters Treasurer for referee fees. Each team is responsible for paying for one half of the referees fees in cash at the start of each game, per the following table:

Fall 2013 - Spring 2014 Referee Fees

Referee Pay Chart for 2013/2014 - Each team is to bring ½ of the fee in cash to each game in denominations that do not require the referees to make change. Referees are to be paid prior to kick off.				
ISL Division	U 09/U 10	U 11/U 12	U 13/U 14	U 15/U 18
Premier and 1 st Division			\$120 (50/35/35)	\$120 (50/35/35)
2 nd -5 th Divisions			\$70 (30/20/20)	\$100 (40/30/30)
All U09/U10	\$30			

READ THE RULES OF THE LEAGUE AND TAKE A COPY WITH YOU TO GAMES. The rules cover many aspects of league play, and you and your coach are expected to know and follow them. Rules violations can lead to forfeits, fines, and suspensions. Lack of knowledge of the rules is not a defense. Here are the rules posted by ISL for Fall, 2013:

<http://www.soccerindiana.org/UserFiles/file/Angel%20Competition/ISL%20Rules%20UPDATE%20-%20JULY%202012.pdf>

Club passes. Under the Indiana Soccer registration rules, players can play for other teams within their own club for specific games using the club pass system. Your coaches will decide if a player for your team will play a game with another team or whether a player will join your team for a game. If a player is going to play with your team for a particular game, notify the Cutters Travel Coordinator as early before the game as possible. If you wait until the day before the game, you might find it difficult to get it done on time. The

Travel Administrator will place that player on the roster list for the game, and his or her name will then appear on your game card (see below). **Club passes apply only to league games.. To take guest players to tournaments, you must follow the rules and procedures of the tournament. MRL also has its own rules and procedures. The MRL manual can be found at <http://sports.activecm.net/Asset9050.aspx>.**

The league passes can be used for players that are or will be club-passed to your team.

Game procedures. There are a number of administrative tasks that need to be completed for every game:

- Prior to the game, generate a Game Card for the game. You do this by logging on to your GotSoccer team account through the proper league event.. Click on the schedule tab and go to the game. Click on the Adobe icon next to the game. This will generate a game card. You should do this as close to game time as possible as you or your opponent may make roster changes through club pass. Referees should be assigned by the Wednesday prior to the game. It's a good idea to verify that referees have been assigned (will appear on your game card). If they haven't, contact the referee coordinator. Print out three copies of the game card and take them to the game – give one to the referee, one to your opponent, and keep one for yourself.
- Take your player/coach/manager cards to the game with you (league player passes). The cards will be used by the referee for checking the players in before the game. The referee should give the cards back immediately after check-in. If you or your coach have a question about someone from the other team (player, coach or manager), you **must** raise it before the game. If you do not do this, you cannot protest game for an illegal player on the field or an illegal coach or manager.
- **Pay the referees before the start of each game.** See the table on the previous page for the exact amount. Each team is responsible for paying ½ of each referee's fees. Club will give you a check for the fees before the season starts. Cash the checks in appropriate denominations to pay each of the three referees at each game, and put them in envelopes marked for each referee for each game. If a referee does not come and a club person runs the line, do not pay that person unless he/she is a certified referee. Do not give any extra money to the referees that are there. Unpaid referee money is returned to the club. **Immediately after the game,** phone the scores in to GotSoccer. Directions on how to do so are on the game card that you printed out prior to the game. This must be done before midnight of the day of the game. You or your coach must also fill out an online game report in GotSoccer following the game. To do so, go to your league website and click the "login" button, then choose the appropriate tab ("team officials" for managers). Login using your team ID, then click on the schedule. On the day of the game, a button will appear to the right of the game that says, "Submit Report." Click on this to access the report. If you are doing this for your coach, get feedback from him or her after the game about the referees and the other team players and coaches so you have information for the report. (your coach could do the report or could give you feedback for doing the report)
- In addition to the player passes and roster, you should take all of the players' birth certificates and medical releases with you to the games. Most managers put them in a three-ring binder in plastic sleeves. You need the medical releases in case someone is injured and his/her parent is not there to consent to medical care.
- At least three days before the game, contact the manager of the team you will be playing to verify the time and place of the game, and exchange any necessary information about parking, field locations, field hotline numbers, etc. It is a good idea to exchange cell phone numbers in case one of you is delayed on the road.

Reschedules – Reschedules are frowned upon by the leagues, and once you have had to do a few, you will understand why. Read and understand the league reschedule policies. If a game is rescheduled for reasons other than those outlined in the policy, your team could be subject to reschedule and/or forfeit fees, which are typically \$100 for ISL. **If you cancel a game less than 48 hours before the scheduled start, you will have to pay the referees.**

If you reschedule a home game, either at your own or the other team's request, you should **immediately contact the field scheduler and the referee assignor to tell them the game will not be played as scheduled. If a game is cancelled by a team for non-weather-related reasons within 48 hours of the scheduled game, the responsible team will have to pay the referee fees, and perhaps a fine.** The assignors' contact information is included in this manual. You then must find a time when both teams can play, a field is available, and referees are available. The field schedule (including field assignments for your games) for Karst Farm Park will be posted on the website (www.karstfarmpark.com) as soon as possible. You need to find dates and times when both teams and a field are available. If a field is available a referee most likely will be too.

Do not assume that because a field is not shown as scheduled at a particular time on the Karst website that it is available. It could be closed for maintenance or another team may be putting in a request for the same time. Once you have settled on a time with the other team, request a field from the field assignor. When the field is confirmed, notify the referee assignor. If you do not notify the referee assignor, no referees will be there, and you will forfeit the game and pay forfeit fees.

Reschedules need to be documented with ISL through the "Support Request" link on GotSoccer. It is important that you save all communications with other teams about reschedules. Having a record can help you if it becomes necessary to include the commissioner in a reschedule dispute. Save your emails and make notes of telephone conversations. This can save you problems later. **Be aware of the last possible day to play a game.** Games are not allowed to be scheduled after the end of the season.

IMPORTANT: If a game is cancelled for weather or field conditions, ISL may attempt to reschedule the game at a nearby location on that same day, so be sure your contact information on GotSoccer is correct. Otherwise, begin the reschedule process immediately. Mutually open dates for two teams are always hard to find; it only gets worse as the season progresses and options become more limited. If your team plays in State or Challenge Cup and advances to the semifinals and finals, ISL will attempt to reschedule any games scheduled on the dates of semifinals and finals.

Information about Indiana tournaments can be found on the Indiana Youth Soccer website (www.soccerindiana.org). Your coach and/or the Director of Coaching will make the decision about what tournaments your team will participate in. **If you go to an out-of-state tournament you must have an Application to Travel approved by Indiana Soccer.** To get the permit, go to this link: http://www.soccerindiana.org/service/travel_permits.aspx

Cutters Soccer Club also has a policy about reimbursing coaches for travel expenses for all tournaments and when traveling to league games that are more than 50 miles from Bloomington.

Injuries – One of the benefits that players, coaches, and managers receive as a result of being registered with Indiana Soccer is supplemental medical insurance coverage. Any injury sustained during a sanctioned activity

(including practice) is eligible for coverage of any amounts not covered by the injured person's insurance (there is a deductible). Participation of a non-registered player in the event makes it a non-sanctioned event, so it will invalidate the coverage.

Because of this, we cannot have players that are not registered with Cutters Soccer Club participating in practices. No siblings or buddies jumping in, even for a little while. From time to time, someone is considered for inclusion in the team after the team has been formed and is functioning. That player can attend a practice one or two times if he/she acknowledges it is a player placement **and** if his or her parent signs a waiver. The player placement waiver form is included at the end of this manual.

Uniforms – Cutters Soccer Club uses Eurosport as its uniform provider. Judi Perez (Uniform Coordinator) will provide you with information on uniform ordering, Her contact information is on the list of Club contacts that you are given, and is also on the Cutters website (www.cutterssoccer.org). .

Also, players do not pick their own jersey numbers. Numbers are assigned using a system that minimizes duplicate numbers if a player changes teams. If you get a new player that does not have a jersey number, assign a number that is not already assigned for your team. If there is another team in your age group, do not assign a number that a player on the other team has. Again, this minimizes duplication if a player changes teams or is club-passed for some games.

Team History – It is important that the team keep track of its own history. This includes what league and division it played in and its record and standing each season and tournaments played in, with teams played, scores and finish place. A form for keeping this information is included at the end of this handbook. When the season is finished, please forward a copy of the form to the Travel Coordinator. This information is needed to complete the applications to play in leagues each season. The record can be kept by the manager, the coach, or a team historian.

Team publicist. Cutters Soccer Club likes to publicize the accomplishments of its teams and players. It would be very helpful if someone would write up any accomplishments by the team or by players on the team, then submit it to the Administrator for placement on our website. This means more than, “We finished in second place in the league.” A short description of what league, what division, the team's record is needed. In other words, the Administrator doesn't have time to research and write it up the accomplishments, whatever they are, and doesn't know all the details – send something ready to post. You can also submit this information to the Youth Sports editor at the Herald-Times.

Volunteer Coordinator. Every family is required to provide 5 hours per season of volunteer time. When the Club needs volunteers, the Club contacts the designated volunteer coordinator on each team and tells them of the need. It is that person's job to get volunteers from among team family members. This can include working jobs at the tournaments organized by the club (Hurricane Hackers, Kohl's American Cup), working for the club picnic or benefit, walking in the 4th of July parade, participating on the general Events Committee or sub-committees, and other jobs. Requests for help are sent out from time to time. Volunteer hours worked are self-reported online.

Ball boys and girls –U14 and under teams may be asked to provide ball boys or girls for an IU men's or women's game. This both helps IU and exposes players to high quality soccer. Someone needs to be in charge of recruiting players and making sure they attend.

Events Committee representative – Represents your team on the committee that oversees the organization of events such as Hurryin’ Hackers, Kohl’s American Cup, 4th of July parade, annual benefit and/or picnic.

Monthly Board of Director meetings – Cutters Soccer Club has a Board of Directors meeting the last Wednesday of every month at 7 p.m. at a location selected by the Board at the end of each meeting. Many topics that have direct impact on teams, players, and parents are discussed at these meetings. It is requested that a parent from your team attended those meetings and disseminate information to the team about what is going on with the club. The team representative also provides input to the Board on matters under consideration, but cannot vote.

Team treasurer – Teams incur various expenses during the year – tournament entry fees, coach tournament travel expenses, for example. Many teams have one person handle team expense money – figuring what each player is responsible for, collecting it, and paying to appropriate person. It is highly recommended that you do a calculation of expected expenses before the beginning of the season and collect from your families right away. This helps them with expenses (no surprises later) and gives your team the funds on hand to pay items like tournament fees. A seasonal expenses calculator/worksheet is attached to help if you want. You should also do your best to collect funds **before** you pay out money for any reason.

OTHER THINGS YOU NEED TO KNOW

Registering players – Cutters requires players to make a commitment to a team very quickly after player placement. This is because the club must register teams with the Leagues and the players with Indiana Soccer very early (see dates above). Decisions about how many teams to register and about the desired competitive level are based on the specific players committed to the team. Other specific reasons for the need for immediate commitment and for the policy that all fees must be paid, even if a player drops out after committing:

1. It isn’t fair to teammates or to players that attended player placement and were not placed on the team, or were placed on a different team.
2. If a player drops, the Club does not get his/her registration fee back from Indiana Soccer. It also causes a lot of work for the Travel Administrator, the team manager, and the people at Indiana Soccer that issue rosters and cards.
3. Shifting rosters can wreak havoc for State Cup, President’s Cup, and Challenge Cup play. State, President’s Cup and Challenge Cup rules are very rigid and specific on team rosters. For example, to be eligible to play, a team cannot have more than 5 players that have transferred from another team, even if the team is within the Club. If a team already has had five transfers (even if those players have quit playing), it cannot transfer another player and play in State Cup. It is not that the latest transfer has to stay home – the entire team is ineligible.

Team Accounts. It is a good idea to collect a sum of money from each family for the team’s expenses at the beginning of each season. These monies allow the manager or treasurer to write checks for tournament fees, coach per diems, indoor practices, etc. instead of having to collect every time a need arises. It also helps

families plan their budgets. If the team wants to have a checking account for these funds, it can do so, but must follow these guidelines:

Checking and savings accounts associated with Cutters Soccer Club teams are not considered official accounts of the Club. Transactions associated with these accounts are not official CSC transactions. However, teams must adhere to the following guidelines regarding team accounts:

1. Team accounts shall not use the Monroe County Youth Soccer Club name, the Cutters Soccer Club name, or the Club's federal ID number.
2. Though not required, account names can include the team birth year and other relevant team name information and may include the term "Cutters". Example: "Cutters '98 Boys Red".
3. Though not required, team manager or treasurer names and phone number can be included on the checks to provide sufficient team contact information.
4. Unless a team disbands, money left in the team account at the end of the spring season stays in the account and rolls over to the next season. Disbursements to individuals other than reimbursing expenditures for team expenses can be made only with approval of the Cutters Board of Directors.
5. Teams should reach a consensus on how money raised through team fundraising efforts (car washes, concessions work, etc) will be allocated to team families' shares of team expenses before the fundraising occurs. For example, whether the funds should be credited only to families that perform work, or will be divided equally among all team families.
6. Team families must be given an accounting of team income and expenditures at the beginning and end of each season.

If you have questions regarding these guidelines, please contact the Club President or Treasurer.

Reimbursement of coach expenses – Cutters Soccer Club has adopted a schedule for reimbursing coach costs for attending all tournaments and for traveling to league games that are more than 50 miles away @ \$0.35 per mile. As in the past, it is expected that members of the team will reimburse these costs. A worksheet for calculating season expenses can be obtained from the travel administrator. The schedule is to have predictability for coaches and parents and to have uniformity among the teams.

Head coaches should be reimbursed for a single hotel room (unless sharing with another coach, in which case it would be half of the charge); correct mileage for driving from Bloomington to the tournament and back and for a reasonable number of trips between the hotel and the tournament venue; and \$25 per full day for meals and snacks. For a partial day, use \$5 for breakfast, \$7 for lunch, and \$13 for dinner. If two coaches attend the tournament, they are expected to share a hotel room unless they are unrelated and of opposite gender.

If the coach rides with a parent or if parents pay for their meals at the time, mileage or the per diem is not paid, since the expenses have been taken care of by the parents.

Recruiting – Indiana Youth Soccer has strict rules prohibiting recruiting of players by anyone affiliated with a team, which includes coaches, players, and parents. In a nutshell, no one can talk to a rostered player about trying out for or guest playing for a different a team during the soccer year. The restriction is lifted June 1 and lasts until a player is rostered for the next seasonal year. The entire rule is appended to this handbook.

Medical Insurance – As mentioned above under “Injuries,” Indiana Youth Soccer provides supplemental medical insurance to all participants in a sanctioned event – players, coaches, spectators, even passers-by. A sanctioned event includes, games, practices, scrimmages, friendlies – as long as all the participating players, coaches and managers are registered with Indiana Soccer. This includes members of both teams. If your entire team is registered, but the opposing team is not, the event is not sanctioned, and there is no supplemental insurance coverage.

The medical insurance covers medical bills that are not covered by primary insurance, with a \$500 deductible. To make a claim, go to www.soccerindiana.org and choose “Insurance” on the drop-down menu under “Risk Management.”

Committees – The club has several standing committees that require participants from travel teams.

Events Committee. This Committee requires a member from each travel team. Its purpose is to decide what events the Club will pursue during the soccer year, to recruit people to manage those events, and to oversee the execution of the events. It needs representatives from each team because the number and types of events can affect all club members, so broad input is needed. The Committee meets four to six times a year.

Tournament committees. Cutters Soccer Club sponsors at least two tournaments a year: Hurryin’ Hackers 4 v 4 and Kohl’s American Cup recreational tournament. Hurryin’ Hackers is a fundraiser and an opportunity for our players to play locally without incurring the expenses of attending tournaments in other places. Kohl’s American Cup is an opportunity for our recreational players to experience the tournament environment. It is hoped that it can raise some money as well. Each tournament has its own planning committee. Meetings are as needed, generally not more than once a month, although there are usually extra meetings just before a tournament to make sure everything is in order. The committees rely on other volunteers the day before and day of the event to do all the tasks associated with a tournament.

Club Picnic Committee. Cutters Soccer Club hosts a club-wide event each spring. The event is designed to be a significant fundraiser and also an opportunity for present and past club members to get together. For several years, the event was a dinner and silent auction, with individuals being inducted into the Cutters Hall of Fame. In Spring 2010, the event was changed to a picnic and raffle. This committee meets 6 to 8 times per year. There may be a few more short meetings as the date of the event nears to make sure that everything is being done. Seven or eight people would be ideal.

4th of July Parade Committee. Committee members register the team for the parade, plan what to do during the parade, obtain giveaways for parade watchers, recruit players and parents to march in the parade, and help organize on parade day. One to three people are sufficient, unless the committee wants to undertake constructing a float (not required).

Board of Directors meetings. Cutters Soccer Club also requires each team to send a representative to the Board of Directors meetings, usually held on the last Wednesday of the month at 7 p.m., although these are

occasionally changed due to conflicts. Attending these meetings serves your team in two ways. First, it is a way for your team to learn what the Club is doing and why it is doing it. Second, although team representatives cannot vote, their input in making decisions and in providing member feedback is very helpful to Board members.

Websites:

Cutters Soccer Club: www.cutterssoccer.org

Indiana Soccer: www.soccerindiana.org

Important Contacts:

Field Assignor: Matt Wilhoit, mwilhoit@co.monroe.in.us 349-3800, 360-5805

Referee Assignor: Kimberly Martin, marty231990@hotmail.com

Travel Coordinator: Toni Arcuri, toni.cutterssoccer@gmail.com

State Registrars (sign player/coach/manager cards):

Judi Perez, japerez@fs.fed.us 825-3970, 361-6058

Mary Runnells mrnun4@comcast.net, 334-8831

Jeff Thomas, thomasjbg@hotmail.com

Toni Arcuri, toni.cutterssoccer@gmail.com

SOCCER CALENDAR 2013-2014

PLEASE NOTE THAT AS THE CALENDAR MOVES FURTHER INTO THE NEXT SOCCER YEAR, THE CHANCES OF ADJUSTMENTS BEING MADE INCREASES.

Month	Date(s)	Org	Calendar Event
FEBRUARY	15	ISL	Team registration fees due
MARCH	16	ISL	Games Begin: Premier & 1st Division
	30	CSC	First day of Community Soccer Spring Soccer
	31	ISL	Easter Sunday: No games
APRIL	6	ISL	Games Begin: Remaining Divisions
MAY	4	CSC	Cutters Golf Outing
	17-19	ISL	No League Play: Indiana Cup Prelims
	25-27	ISL	No League Play: Memorial Day Weekend
JUNE	1-2	ISL	Teams not participating in cup games may play league games
	2	ISL	Games end for all divisions
	4	MRL	Team registration begins for the 2013 Fall Season
	4	ISL	Tryouts begin for U10 and younger
	7	CSC	Cutters Picnic
	8	CSC	Last day of Community Soccer Spring Soccer
	11	ISL	Tryouts begin for U11 and older
	11-12	CSC	Player Placement
	13	CSC	Players notified of placement
	14	CSC	Registration due
JULY	5	MRL	Team registration closes for the 2013 Fall Season
	9	MRL	State Association Deadline for approving/rejecting teams for 2013 Fall Season
	11	CSC	Individual Team Meetings - Organizational/Administrative U15-18
	19	MRL	Technical Committee completes team assignments for 2013 Fall Season
	20	CSC	Hurryin' Hackers 4v4 Soccer Tournament
	30	CSC	Mandatory Scheduling Meetings
AUGUST	2	MRL	Deadline for all division schedules to be completed by teams
	14-31	CSC	Team Training begins - 2 or 3 times per week U9-U14 Boys and Girls
	16	MRL	2013 Fall Season begins
SEPTEMBER	1-30	CSC	Team Training 2 times per week
	1-30	CSC	League play continues U9 - U14 Boys and Girls
	7-8	MRL	Must be available to play weekend for 2013 Fall Season

	14-15	MRL	Must be available to play weekend for 2013 Fall Season
	21-22	MRL	Must be available to play weekend for 2013 Fall Season
OCTOBER	1-31	CSC	Training 2 times per week continues
	1-31	CSC	League play continues and concludes, all leagues U9 - U14 Boys and Girls Teams may play in one end of season tournament. May occur in November U9 - U14 Boys and Girls
	1-31	CSC	Boys and Girls
	7	MRL	Team Registration begins for 2014 Spring Season
	12-13	MRL	Must be available to play weekend for 2013 Fall Season
	19	CSC	Kohl's American Cup recreation tournament
	28-29	CSC	Possible supplemental player placement U15-U18 Boys and Girls (dates could change)
NOVEMBER	1-4	CSC	Possible supplemental player placement U15-U18 Boys and Girls (dates could change)
	5	MRL	Team Registration closes for 2014 Spring Season
	7	MRL	State Association Deadline for Approving/Rejecting teams for 2014 Spring Season
	10	MRL	2013 Fall Season - Last day of scheduled games
	14-30	CSC	Team Training may begin U15-U18 Boys and Girls
	14-30	CSC	Indoor play or training is encouraged (at least once per week) U9-U14 Boys and Girls
	14-30	CSC	Teams may enter tournaments
	27	MRL	Technical Committee completes team assignments for 2014 Spring Season
DECEMBER	23	MRL	Deadline for all division schedules to be completed by teams
FEBRUARY	28	MRL	2014 Spring Season Begins
APRIL	12-13	MRL	Must be available to play weekend for 2014 Spring Season
	19-20	MRL	Must be available to play weekend for 2014 Spring Season
	26-27	MRL	Must be available to play weekend for 2014 Spring Season
MAY	3-4	MRL	Must be available to play weekend for 2014 Spring Season
JUNE	1	MRL	2014 Spring Season Premier Division - Last day of scheduled games
	8	MRL	2014 Spring Season First Division - Last day of scheduled games
	21-25	MRL	2014 Region II Championships at to be announced

ISL SCHEDULING POLICY

6.12 Rescheduling of Games

6.12.1 Teams that fail to play a game for any reason are expected to reschedule the match within five (5) days of the original date.

6.12.2 When the game has been rescheduled, the coach or manager of the hosting team must provide the league with the following information within 48 hours (2 days) of rescheduling the game.

- * The teams involved
- * A listing of the division, age and gender.
- * The game number.
- * The date, time and location of the rescheduled game.

6.12.3 In the event the teams cannot agree to reschedule a game, the ISL Commissioner or appointed league scheduler will assign a date/ time.

6.12.4 ISL matches take precedence over all other youth matches except State Cup, Presidents Cup, Challenge Cup, and MRL.

6.12.5 Fall play will generally begin in mid-August. The season will be completed by the last weekend in October. If weather dictates the need, games may be scheduled/rescheduled into early November.

6.12.6 Spring play generally will begin the last weekend of March and end by mid June.

6.12.7 The ISL schedule must be completed before or in conjunction with the MRL schedules to ensure facilities are available.

6.12.8 The ISL will schedule most games on Saturdays. Sunday and weeknight games will also be scheduled as necessary.

6.12.9 If it is determined that a game must be rescheduled on a week night, ISL will contact the home team representative. This representative will have 48 hours to work with the opponent to find an acceptable weeknight to play the game. ISL will secure a field and referees. If an agreement cannot be reached, the game will be rescheduled by the ISL representative on the first available date and field.

6.12.10 Teams in the Premier and 1st Divisions are asked not to reschedule games on ODP dates.

6.13 Late Schedule Changes

6.13.1 Once the final schedule has been posted, league games may only be changed or cancelled at no cost for the following reasons:

- Direct conflict with rescheduled State Cup games
- No match officials are available
- Unplayable weather conditions
- Unplayable field related to weather conditions
- Dangerous field conditions
- Catastrophic circumstances

6.13.2 A rescheduling fee of \$100 will be assessed for any schedule changes outside of noted above. This fee is due within 5 business days of the date the request is made. The check is to be made payable to Indiana Soccer and sent to the state office.

6.14 Coaching Multiple Teams

At the time of declarations, head coaches who are involved with multiple teams should indicate which teams should be scheduled together. Reasonable accommodations will be extended, but not guaranteed.

INDIANA YOUTH SOCCER REGISTRATION RULE
RULE 5.7 TRYOUTS
SECTION 5.7-1 ADVERTISING

SECTION 5.7-1 ADVERTISING

Advertisements by any club or other entity for the purposes of recruiting for try-out attendance will not be allowed at any Indiana Youth Soccer-sponsored event. Materials of this nature being displayed at the site of any Indiana Youth Soccer event must be removed during the staging of the event. Any offending party is subject to disciplinary action by Indiana Youth Soccer.

A club may post on its web site its tryout dates at any time. A club or team may advertise tryouts in newspapers or by public notice at any time.

SECTION 5.7-2 ALLOWABLE CONTACT

From June 1 until a player has committed to another team for the upcoming seasonal year (either by signing a commitment to play, player pass or paying the fee or a portion of the fee), a coach or team designee may personally contact a player to play for the upcoming seasonal year for a team or club. Such contacts may not violate 5.7-3 (A).

SECTION 5.7-3 RULES REGARDING PLAYER CONTACT AND INDUCEMENT

A. Except as specifically allowed by these rules, no person shall contact a rostered player to guest or tryout for a team without first contacting the player's coach and obtain permission to speak to the player or the players representative i.e. parent, guardian etc. No contact with the player or a representative of the player i.e. parent, guardian etc is allowed until permission to speak with them has been obtained from the players coach. Violation of this provision may constitute a recruiting violation.

B. No coach, assistant coach, trainer, team representative, registered player, parent or advertisement may offer any kind of inducement to recruit a player to play on his/her respective youth team. A youth team is not restricted to Indiana Youth Soccer or US Youth Soccer teams. Coaches are responsible for the actions of all of the above listed participants involved with their team. Forms of inducement include but are not limited to: free T-shirts, free uniforms, free camps, college scholarships, free or discounted travel costs etc. Any statement negative or otherwise which could affect the decision of a player regarding choice of teams shall constitute improper contact. This rule applies to verbal discussions, letters, brochures as well as radio and television advertisements.

C. Unless otherwise set forth herein, no coach, club representative, assistant coach, trainer, or team representative may practice any sanctioned soccer related activity with any Indiana Youth Soccer registered player who is registered on another team except during tryouts or if the player is a guest player .

D. If a complaint is intra-association, then the complainant will follow the Affiliated Member Organization's rules for filing complaints. Any appeal from an Affiliated Member Organization's decision would then follow the ordinary process of appeal from Affiliated Member Organizations.

E. Should a complaint be of an inter-association matter, then the complainant will file his/her complaint directly with the Indiana Youth Soccer State Office, who shall render a decision. Either party may then file an appeal with the State Executive Committee.

F. Failure to comply with the above rule constitutes a violation of current Indiana Youth Soccer's directives concerning illegal recruitment and shall be punishable by suspension of the guilty parties, i.e., coach, assistant coach, team manager, for up to one (1) seasonal Year. Allegations against registered youth players are subject to review before punishments are considered and punishment periods are at the discretion of State Office hearing such allegations. Either party may file an appeal of the decision with the Indiana Youth Soccer Executive Committee.

Note: If a player currently registered to a team and/or his/her parent should contact a coach, assistant coach, or team manager to try out or guest for another team, the above stated procedure must be followed.

If a player is released from a team in accordance with Indiana Youth Soccer rules for releasing competitive players, he/she may be contacted or recruited by another team. A player may not guest play in any competition which requires a player pass except with his or her coaches permission or after June 1st of the current seasonal year. The coach must return the player's pass during the above dates upon request by the player if the team has completed play for the season.

SECTION 5.7-3 TRYOUT DATE RESTRICTIONS

A. Youth players will not be allowed to tryout, practice, work out or register with a coach, team or club for an upcoming seasonal year until on or after June 26th or the first Friday after US Youth Soccer National Championships Region II Finals whichever is later in the year preceding the seasonal year in which the player intends to play for said team. This rule does not preclude a player from practicing with a team as an authorized guest player.

B. Any player violating Rule 5.7 is ineligible to play for that team for the upcoming seasonal year.

POST-GAME SNACKS AND DRINKS

It has been a tradition in youth sports, with soccer no exception, to provide the players with post-game snacks and drinks. One of the primary goals of our club is to promote a healthy lifestyle. Providing snacks and drinks with a high sugar and fat content is contrary to that goal.

Post-game snacks and drinks do not have to be provided on a team basis. Indeed, they are not necessary at all for your player's well being. If your team still wants to provide them, though, or you bring some individually for your player, please consider the following guidelines:

- Popular snacks such as fruit roll ups and gummy bears are pure sugar and provide minimal nutritional value. Please consider providing fresh fruit, granola bars, pretzels, and any whole grain crackers or snacks.
- Water is the best source of hydration unless there is excessive heat and playing time runs for 90+ minutes. In these cases, good drinks to replenish the body include Gatorade or Powerade, chocolate milk, and 100% fruit juice with NO SUGAR ADDED (Capri Sun and other drinks that claim "100% natural" may contain added sugar). Carbonated sodas not only contain sugar, but they also cause dehydration, so they are never appropriate during or after exercise.

We also ask that you be sure your children put wrappings and containers in the trashcans.

Thank you for your help in promoting healthy choices for the children.

RAIN OUT NOTICES

Coaches, managers, players and parents can all sign up at Rainedout.com to receive notifications from the Club regarding weather cancelations or other important notifications. Searching for "Cutters Soccer" on the Rainedout.com home page will present the option to sign up for notifications from the club. Follow the links and directions to have notifications sent directly to an individual's cell phone.

MONROE COUNTY YOUTH SOCCER, INC.

d/b/a

CUTTERS SOCCER CLUB

PO Box 3520

Bloomington, IN 47402

(812) 333-8010

www.cutterssoccer.org

cutters@cutterssoccer.org

PERMISSION TO PARTICIPATE AND WAIVER OF LIABILITY

I hereby give permission for my child _____ to participate in practices with the Cutters Soccer Club.

I hereby acknowledge, recognize and accept the inherent risk of bodily injury, disability, paralysis, and/or death to my child that exists as a result of participation in any athletic endeavor, and specifically, by his or her participation in soccer offered or hosted by the Monroe County Youth Soccer, Inc. d/b/a/ Cutters Soccer Club (the Club). As such, I do hereby agree to save, hold harmless, and indemnify the Club, its employees, agents and other individuals or entities operating on behalf of the Club, for any bodily injury, disability, paralysis, and/or death, that my child may sustain as a result of his or her participation in any athletic endeavor offered or hosted by the Club.

In the event that my child suffers some type of injury or illness while participating in an activity sponsored by the Club which requires immediate first aid and/or medical treatment, I do hereby consent to and authorize the administration of such first aid and/or medical treatment to my child by agents of the Club trained to administer such first aid and/or medical treatment. I do further consent to and authorize agents of the Club to arrange for ambulance transportation to an appropriate medical facility for my child.

Signature: _____ Date: _____

Team History Form

Season Summary

Please complete and return by end of each season, November 15 or June 15

Either e-mail as an attachment to cutterstravel@cutterssoccer.org or mail to

Cutters Soccer Club, P. O. Box 3520

Bloomington, IN 47402

Keep a copy for the team

Team: _____

League and Division: _____

Number of ODP Players _____

Number of Regional Pool Players _____

Number of National Pool Players _____

Overall League Record: Wins ____ Losses ____ Ties ____

Opponents and scores:

Place in Division: _____ out of _____

Tournament Results:

Tournament	Location (City/State)	Flight or Division	# of Teams	Place	Opponent & Score	Opponent & Score	Opponent & Score	Opponent & Score