

Leicester Soccer Club  
Board of Directors Adopted Policies

Table of Contents:

- I. Parent Code of Conduct
  - A. Parents Code of Conduct (P2)
- II. Safety
  - A. Communication of Medical Conditions Policy (P3)
  - B. Weather (P4)
  - C. First Aid Kits (P5)
  - D. Leicester Soccer Club Storage Shed (P6)
- III. Registration
  - A. Late Registered Players (P7)
  - B. Players Playing Above their Age Group (P8)
  - C. Scholarship Players (P9)
- IV. In Town Programs
  - A. In Town Competitive Play (P10)
  - B. In Town Youth Referee Criteria (P11)
  - C. In Town Mid-Game Snack Policy (P12)
- V. Coaches
  - A. Coach Reimbursement Process (P13-14)
- VI. LSC Scholarship
  - A. LSC Scholarship Process (P14-15)

## **I. Parents Code of Conduct**

### **Policy: Parent Code of Conduct**

As a requirement to register my child to participate in any Leicester Soccer Club program, I and my guests agree to:

1 - Remember that children participate to have fun and that the game is for youth, not adults. I will learn the rules of the game and the policies of the organization. I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game and practice. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing or taunting, refusing to shake hands, or using profane language or gestures.

2 - Refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.

3 - Respect the coaches and their authority during games. I will never question, discuss, or confront coaches at the game field, and if necessary, will take time to speak with coaches at an agreed upon time and place.

4 – Refrain from speaking to the referee during or after the game. Exceptions: Coaches may ask questions before the game, call for substitutions, point out emergencies during the game, or respond to the referee if addressed. Absolutely no disputing calls, during or after the game, no remarks to the referee to watch certain players or attend to rough play. NO YELLING at the referee, EVER, and no criticism, sarcasm, harassment, intimidation, or feedback of any kind during or after the game.

By registering my child to participate in any Leicester Soccer Club program I also agree that if I or my guest fail to abide by this code of conduct, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit through the official or coach
- Parental season suspension

### **Soccer – It's Just A Game**

***Approved by LSC board of directors on May 13, 2019 and posted on the LSC website***

## **II. Safety**

### A. Communication of Medical Conditions Policy

#### **Policy: Communication of Medical Conditions Policy**

**Objective:** Ensure players who register with medical conditions have a safe soccer season while respecting privacy of the family and HIPPA regulations.

- When a parent identifies a medical issue during registration, an email will be sent to both the coach and the parent notifying the coach that the player has a medical condition. This is typically done after teams are created and before the start of the season.
- We will encourage the parent to share more details about the medical condition with the coach to ensure all necessary information is shared. Email is sent to the parent from the appropriate registrar (or director of communications) copying the coach.
- There should be one email per player with a medical condition to avoid any chance of sharing any personal information outside of the coach and parent.

***Approved by LSC board of directors on May 3, 2019***

## B. Weather

### **Policy: Weather affecting LSC Events**

- Please defer to Mass Youth Soccer's comprehensive Weather Policy:  
[http://www.mayouthsoccer.org/about/weather\\_policy/](http://www.mayouthsoccer.org/about/weather_policy/)

## C. First Aid Kits

### **Policy: First Aid Kits**

First aid kits are available at each field. Each kit should be stocked with the following:

- 30 band aids
- 5 pairs of nitrile gloves
- 8 cold packs
- Small pack of tissues

At the start of each season, the status of the first aid kits should be evaluated and re-stocked if necessary. At the end of each season, the first aid kits should be stored in the storage trailer on Henshaw Street.

First aid kit locations:

- U6/U8 (Nicas Field- Behind middle school): Attached to the webbing in the storage shed
- U10 (Lower Middle School Field): Inside the job box
- U12 and up (Community Field): Inside snack shack



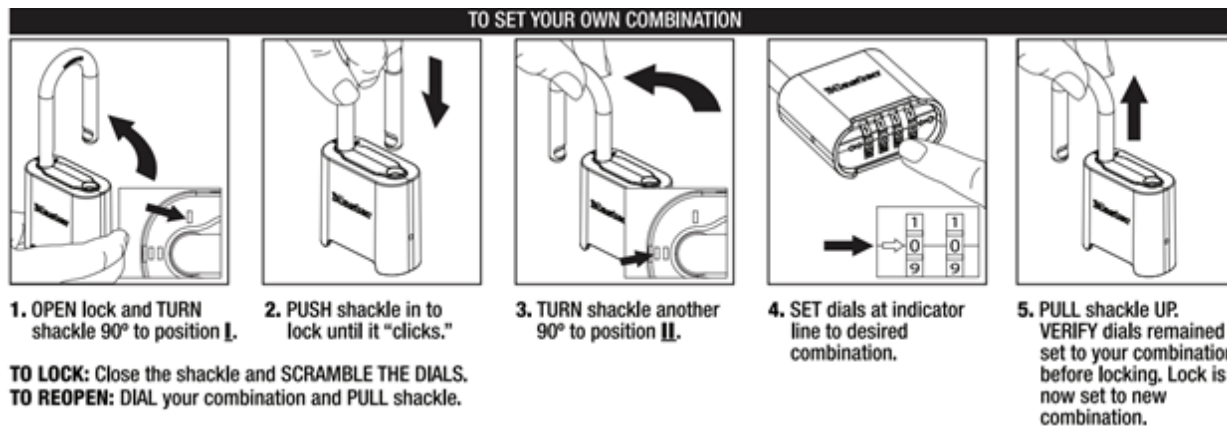
***Approved by LSC board of directors on October 3, 2019***

D. Leicester Soccer Club Storage Shed

**Policy: Leicester Soccer Club Storage Shed**

The storage shed is a trailer located in the Community Field parking lot. The combination to the lock is 1-5-4-2. The trailer should remain locked at all times. Access to the shed is only permitted to Board Members. Do not share the combination.

If the combination of the lock ever needs to be changed, Google “how to set combination 875DLF” or refer to the [product manual](#).



Background on the storage trailer as of 9/9/2020

- Dennis Griffin, Leicester Highway Department Superintendent, allowed the club to move the trailer to its current location in the spring of 2020.
- The highway department cleared out the land and put down a gravel bed where the trailer currently sits.
- Before Community Field, the trailer was stored at the Cherry Valley and Rochdale Water District for more than 10 years (per Ben Morris, the Superintendent).

Dennis’s contact info: 508-892-7021

***Approved by LSC board of directors on September 9, 2020.***

### **III. Registration**

#### **A. Late Registered Players**

##### **Policy: Leicester Soccer Club Policy for Late Registered Players**

- A player is deemed to be a late registrant if a completed registration form and registration fee are not received by the club by the date set forth on the registration form for the forthcoming season. The fee and date information will also be posted, during the registration period for the forthcoming season, on the Leicester Soccer Club social media outlets.
- A late registrant who submits a registration form, registration fee and late registration fee, after the registration deadline but before the start of the forthcoming season will be assigned to a roster; provided that a roster spot is available on a team in the assigned age group for the child being registered.
- A late registrant who submits a registration form, registration fee and late registration fee, after the registration deadline and after the start of the forthcoming season will be placed on a waiting list and coaches for teams in the assigned age group may choose to request the late registered child be added to their roster; provided, however, that no placement is guaranteed.

***Approved by LSC board of directors on February 6, 2019***

## B. Players Playing Above their Age Group

### **Policy: Players Playing above Their Age Group**

Leicester Soccer players should play in their age group. However, there will be cases where parents feel their child is especially talented and should play with older, more competitive teams. Sometimes there will be siblings or friends on a team that might make transportation easier. And there may be instances where players need to be moved so there are enough players to roster a team.

The decision for a player to play in a different age group is evaluated on a case by case basis by the LSC board of directors. The following considerations are taken into effect, in the following order:

- 1) The safety of the player when competing with older players
- 2) What is in the best interest of all players in Leicester Soccer Club
- 3) Evaluation from the coach most familiar with the player
- 4) Impact to the age-appropriate team
- 5) Impact to the proposed team
- 6) Whether or not tryouts were held for the age-appropriate team or the proposed team
- 7) The support of the parents (and the player)

***Approved by LSC board of directors on February 6, 2019***



## C. Scholarship Players

### **Scholarship Players**

Purpose: Players can play for a season on a scholarship under certain conditions. A scholarship means that the club pays for the registration fees for the player for one season (defined as a period from registration through the last played game of that season - typically, but not limited to, spring and fall) in Leicester or for a similar, town-based program. Scholarship players need to be approved each season.

There are 3 conditions under which a player may qualify for a scholarship.

- 1) Financial Need: Parents of players who want to apply for a scholarship simply contact a member of the board to request this. All information about those who receive scholarships based on financial need are kept confidential.
- 2) Child of a coach of the previous season: All coaches who coach a team for a complete season receive a credit for one registration for each team they coach. This applies to both head coaches and assistant coaches. Credits must be used within 2 seasons of when they last coached.
  - a) Example: Coach of spring 2019 season will receive a credit that can be used for the fall of 2019 season or the spring of 2020 season.
- 3) Child of a Board Member: The children of board members receive a registration credit for each season they are on the board until they no longer have children participating in the club.

### **Procedure:**

The most efficient way to provide credits is through Sports Manager's online system. Credits can be loaded for specific individuals and when they register, the credit is applied to their balance. After the rostering process is complete and coaches have been assigned to all teams, the treasurer and registrar need to review payment info to ensure the proper credits have been applied.

***Revised by LSC board of directors on April 2, 2020***

## **IV. In Town Programs**

### **A. In Town Competitive Play**

#### **Policy: In-town (U6/U8) Competitive Play**

Purpose: Following US Soccer 4v4 player development philosophy, team results and standings are not recorded. The goal is to keep soccer fun for this young group of players, encouraging them to continue season to season. The competitive play policy aims to create parity among all teams by rostering evenly balanced teams and modifying game play in the event that teams are not evenly matched.

#### **Team rostering**

When establishing teams, the objective is to balance the teams to allow ball movement and touches to be made by all players. This is accomplished by building teams with the following considerations:

- Gender: The ratio of boys to girls should be consistent amongst teams
  - Example: 40 registered players (28 boys and 12 girls) should be split amongst 4 teams with each team having 7 boys and 3 girls
  - Registration varies for each season and the ratio will be subject to the registration numbers
- Age: The average age of each team will be within an acceptable deviation
  - The average age of the boys and of the girls for each team should be within the average of all registered players
- Skill: Higher skilled players (identified by the board and coaches) will be evenly distributed amongst the teams
- Best effort will be made to accommodate requests for specific coaches, teammates, practice day availability, etc.

#### **Policy: U6/U8 In-game play**

While scores are not officially kept, it is important to keep the games as evenly matched as possible. To keep the game fun for all players there will be a mercy rule that allows the addition of additional players to the field when there is an unbalanced game using the following guidelines:

- Goal differential of 4 goals or less: No players added
- Goal differential greater than 4 goals, up to 7: Disadvantaged team can add 1 player to the field until the goal differential is less than 5
- Goal differential greater than 7 goals: Disadvantaged team can add another additional player to the field until the goal differential is less than 7

Please note the objective of Under 6 and Under 8 soccer is to teach the players basic soccer skills, have fun playing soccer, socialize and get to know other kids in town.

Search 'US Soccer Small-Sided Games' for more.

***Approved by LSC board of directors on April 2, 2020***

B. In Town Youth Referee Criteria

**Policy: LSC U6/U8 Referee Criteria**

**Objective: To provide early employment opportunities for Middle to early High School candidates in order to promote their social, personal and readiness skills.**

- Any school aged individual can apply to be a referee in the Leicester Soccer Club. Preference is given to former players of the club.
- Referees should be between the ages of 11 and 17, typically in grades 6 through 10.
- Referees are strongly encouraged to observe a referee for at least one half of a U6/U8 soccer game and meet with the referee manager prior to an assignment. In addition, all referees must review and understand the Referee Rules and Guidelines provided by the referee manager.
- Referees must have a general knowledge of soccer and/or experience playing soccer. Their first game is usually supervised by the referee manager.
- Referees are expected to officiate a minimum of 3 games per season.
- Failure to report to games, arriving late to games or demonstrating behavior that is unbecoming of an official may lead to termination of duties.

***Approved by LSC board of directors on May 3, 2019***

C. In Town Mid-Game Snack Policy

**LSC U6/U8 Mid-Game Snack Policy**

**Objective: In order to encourage inclusion and be mindful of players with allergies, mid-game snacks are not allowed.**

- No food will be allowed on the player sideline during games. This includes any snacks in between quarters or at half time.
- Coaches/Parents can provide a snack for the team after the game if they like. Eliminating in-game snacks will ensure the safety of any children suffering from food allergies.
- If a child needs to eat during a game due to a medical condition, coaches should be notified and the player will need to wash his/her hands before re-entering the game.

***Approved by LSC board of directors on February 6, 2019***

## V. Coaches

### A. Coaching License Reimbursement Policy

#### **Policy: Coaching License Reimbursement Policy**

**Purpose** – Leicester Soccer Club believes in the importance of having properly trained coaches in order to effectively teach the game of soccer to the children in the organization. To that end, LSC will provide reimbursement to coaches who attend approved coach education courses.

**1. Policy** – The LSC will reimburse an active coach in good standing for completing United States Soccer Federation (USSF) “F”, “E” or “D” licensing course for the full cost of the course. Other training classes or seminars will be considered on a case by case basis.

**2. Procedure** – The individual coach must:

- Notify in writing the President, Vice-President, Secretary or Director of Development of their intent to attend a licensing course
- Complete their coaching obligation to Leicester Soccer Club as defined below
- Submit a copy of their certificate of satisfactory completion and receipt from the program to the LSC treasurer who will process the request for payment
- If a coach fails to fulfill their commitment to LSC, they will be responsible for returning 75% of the reimbursed amount to the club

#### **3. Approved Courses**

<b>Course</b>	<b>Reimbursement</b>	<b>Commitment</b>
USSF F (online)	100%	1 season
USSF E	100%	1 season
USSF D	100%	2 seasons
NCAA Level VI	100%	2 seasons

**4. Exceptions** – Any requests for exceptions to this policy must be submitted in writing to the LSC President, to be reviewed by the Board of Directors..

*Approved by LSC board of directors on February 6, 2019*

## VI. LSC Scholarship

### A. LSC Scholarship Process

The Leicester Soccer Club offers two \$1000 scholarships:

- Chris and Bonnie Spring Boys Scholarship
- Ron and Jane Prouty Girls Scholarship

#### **Summary Timeline**

April 15th	Applications due and handed off to abstaining board member
April 18th	Essays distributed to board for review
April 25th	Essays scored by board members
May 12th	Winners reported to schools for inclusion in Senior Awards event
May 15th	Winners notified (if no awards night)
June 15th	Changes to scholarship process updated on LSC and LHS sites
December	College transcripts should be received and award payments granted

#### **Evaluation Criteria:**

The evaluation criteria are as follows:

Evaluation Criteria LSC Player (40%)	Points allowed		
	0 = never played		
	3 = played 1-2 years		
	6 = played 2.5-4.5 years		
	10 = played 5+ years		
Essay (45%)	0-10		
	Includes grammar, punctuation, content		
Academic Performance based on weighted GPA (15%)	2= <90		
	4= 90-92		
	6= 92.01-94		
	8= 94.01-96		
	10= >96.01		

## **Scholarship Selection Process**

The treasurer should be in charge of the process overall and selects a member of the committee who will abstain from the selection process to maintain the anonymity of the applicants. This can be a parent of an applicant who is applying or any other board member who excuses themselves from the selection process.

This person who is abstaining from the selection process should be given all of the applications and then distribute the essays (in an anonymized format) for review by the other board members. If any part of an application is missing (essay, unofficial transcript, years played in LSC), they should reach out to the applicant to request the missing items before April 15th. Late and incomplete applications are not eligible for the scholarship.

To keep the process blind, the board member who is abstaining should

- Write a simple code on the top of each essay B1, G2, etc. matching it to the rest of the application to disassociate the applicant's name from the essay.
- Scan the essays and distribute electronically to all board members to review, with a reminder of the suggested essay topic by April 18th.
- Provide grade info and number of years played for LSC to Treasurer, using the code for each applicant

The treasurer should score each applicant using the LSC Scholarship Evaluation Template (on Google Drive) as a summary rubric, based on their grades and number of years played in LSC.

Each board member should score each essay from 1-10 and share their results with the treasurer. (B1- 10, B2- 8, G1- 7...) by April 25th.

The treasurer averages the scores for each applicant and enters it into the summary rubric. Once the winners have been determined, the summary rubric is shared with the president and is accepted as final.

The treasurer then requests the names to match the codes. The schools of the applicants are then notified for inclusion in an awards night (if applicable). Every effort should be made to have a member of the LSC executive board attend the awards presentation. If an awards event is not held by the school, the winner should be notified by May 15th.

Once the awards have been presented, the names should be made public (e.g. Facebook) and recorded in the log of LSC scholarship winners (on Google Drive).

The treasurer should update the website and LHS page with any changes for the following year's scholarship before the end of the school year.