

Colorado International Soccer Academy

Policy and Procedures Manual



These policies, rules and procedures are established, reviewed and published at intervals by the CISA Board of Directors and may be revised at any time. Unless otherwise specified, these rules are effective

9/1/2015



Table of Contents

Purpose.....	2
Mission Statement.....	2
Player & Parents Code of Conduct.....	3
Tournaments Policy.....	6
Player Commitment Letter.....	8
Coach Code of Conduct.....	9
Team Manager Code of Conduct.....	12
Team Treasurer Code of Conduct.....	14
Board Member Code of Conduct.....	15
Uniform and Logo Policy.....	16



Purpose: The purpose of this manual is to provide a resource for the Colorado International Soccer Academy (CISA) executive board, staff, volunteers coaching staff, parents and students a guide and reference for the operation of the club in day to day operations. The all matters where there is a conflict, the club by-laws shall prevail. Also, this manual is designed to be changed as frequently as is necessary to be an accurate reflection of the manner in which CISA is managing its operations.

Mission Statement: Colorado International Soccer Academy (CISA) is dedicated to improving the health and physical development of underprivileged youth throughout Aurora and surrounding communities by making sports participation more affordable and accessible. Our program focuses on instilling respect, leadership, integrity, confidence and sportsmanship in today's youth



Player & Parent Code of Conduct

Colorado International Soccer Academy (CISA) has issued the following guidelines for players, guest players and parents regarding behavior at all Team/Club activities:

PLAYERS:

- Are expected to attend all training sessions, games, scrimmages and tournaments as scheduled. Players must notify coaches and/or team managers in advance when they are unable to attend an event.
- Are expected to wear club-approved training or uniform kits to all practices and games
- Are expected to show proper respect towards Team/Club coaches, trainers, managers and officials all times
- Are to provide the same courtesy to opposing players and parents, as well as to referees and their assistants
- Are to refrain from using foul or derogatory language to their teammates, opponents, coaches, trainers, managers or officials
- Are required to place soccer bags, water bottles and other gear at designated areas prior to the start of training or games. This not a parent responsibility!
- Are required to be with the team exclusively from the start of warmup to the end of cool down. There should be little, if any, interaction with parents until the completion of training or games.
- Are required to get approval from their coach if asked to guest play for a different team. Guest players are expected to work with their team coach and their guest team coach to ensure there are no conflicts with practices or games. A guest player's primary obligation is to his or her team—not the guest team.
- Are expected to read and follow the CISA Policy and Procedure Manual, including the Tournaments Policy, as well as adhere to expectations outlined in the CISA Player Commitment Letter (documents are available on the CISA website).



PARENTS:

- Are expected to set a good example for players by being positive towards the team, the opposing team, as well as officials, at all training sessions and games
- Are not to engage in coaching from the sidelines or to criticize or call instructions to players during games or practices
- Are to refrain from addressing referees and their assistants, before, during or after games
- Are expected to leave the coaching of the team to the coaches
- Are not to approach coaches to voice complaints or question coaching decisions during or immediately following any game or practice
- May schedule a meeting with the coach, team manager and/or CISA representative to discuss personal issues. Discussions of this nature will take place away from the immediate vicinity of game venues and training locations.
- Are expected to fulfill all financial obligations to the Team/Club by the date specified by the team coach, manager or treasurer. Failure to pay on time may result in additional late payment fees, as well as loss of play time for the player and/or removal from the team.
- Financial obligations may include, but are not limited to:
 - Team registration fees
 - Uniform fees
 - Team gear such as warm-ups or backpacks
 - Winter indoor leagues or other off-season leagues or camps
 - Per diem (as established by the IRS and/or Colorado Soccer Association) for the coach for tournament games. Per diems also are paid for regular season games that require an overnight stay.
 - Mileage reimbursement, as established by the IRS, for regular season or tournament games that are more than 60 miles roundtrip from the team's home playing field
 - Travel expenses for one coach for tournaments, including air fare, hotel and rental car
 - Travel expenses for up to two chaperones for tournaments, including air fare, hotel and rental car, if required by the coach
- Are expected to get their players to training, games and other Team/Club events by the designated arrival time. Repeated tardiness and absences will result in reduced playing time and could result in a game suspension.



- Will not sit/stand within 20 feet of either side of the halfway line at games or scrimmages. This designated area is for coaches, players and their equipment only.
- Are expected to read and follow the CISA Policy and Procedure Manual, including the Tournaments Policy.
- Are expected to make sure their player(s) adhere to the expectations outlined above in the Player Code of Conduct, as well as to the CISA Player Commitment Letter and Policy and Procedure Manual (all documents can be found on the CISA website).



Tournaments Policy

Participation in tournaments is intended to help players develop skill sets and improve as individuals and as a team. Colorado International Soccer Academy (CISA) has issued the following tournament guidelines.

- Tournaments are selected by team coaches and are considered mandatory for all players. If a player is unable to compete in a tournament, the player must notify the coach immediately.
- Each player is responsible for paying his or her portion of tournament fees by the date specified by the coach, team manager or team treasurer. This rule also applies to guest players unless the coach chooses to waive the fees.
- Failure to pay on time may result in additional late payment fees, as well as loss of play time for the player or removal from the team.
- Payment is required even if a player is unable to compete in a tournament.
- Tournament fees typically include, but are not limited to, tournament registration fee and expenses for one coach. Coach expenses may include:
 - Per diem (as established by the IRS and/or Colorado Soccer Association) for tournament games. Per diems also are paid for regular season games that require an overnight stay.
 - Mileage reimbursement, as established by the IRS, for regular season or tournament games that are more than 60 miles roundtrip from the team's home playing field
 - Hotel for regular season games that are more than 60 miles roundtrip from the team's home playing field (when requested by the coach and agreed to by the team)
 - Hotel for out-of-state tournaments
 - Airfare for out-of-state tournaments
 - Economy rental car for out-of-state tournaments, including gas money (there's no mileage reimbursement when a rental car is used)
- A team may vote to pay for an assistant coach's per diem or travel expenses, but this isn't required.
- Players who are asked to guest play for a different CISA team must first get approval from their team coach. Guest players are expected to work with their team coach and their guest team coach to ensure there are no conflicts with practices or games. A guest player's primary obligation is to his or her team—not the guest team.



- Players given the opportunity to travel to tournaments with CISA are expected to adhere to CISA's Policy and Procedure Manual and Player Code of Conduct at all times, including travel time, at the tournament and at team functions outside of the tournament. CISA's Policy and Procedure Manual and Player Code of Conduct can be found on the CISA website.
- Players who fail to adhere to CISA's Policy and Procedure Manual or Player Code of Conduct may be sent home immediately from a tournament at the expense of the player's family. Dismissed players will not be reimbursed for any travel expenses or tournament fees and may be permanently removed from the team.
- As much as possible, players are expected to travel as a team. This includes staying at the same hotel and attending team functions and dinners as designated by the team coach or manager. Players who wish to travel separately or stay outside of the designated hotel must first receive approval from the coach.
- A team coach may request the presence of two chaperones for a tournament that requires overnight travel. The team is expected to cover these chaperones' travel costs, including airfare and hotel. If the coach requests more than two chaperones, the team may choose to pay, or not pay, these extra travel expenses. The coach has final say in selecting chaperones.



Player Commitment Letter

Being selected as a player to a Colorado International Soccer Academy (CISA) competitive team is an honor and a privilege. The CISA organization and its coaches are dedicated to helping each player develop to their highest potential. However, this requires an equal level of commitment from players.

This document is meant to help players and their families understand what is involved in being a member of a CISA competitive team.

As a CISA competitive player I will:

- Show respect towards coaches, team members, opposing team members, fans and referees
- Be on time and prepared for all training sessions, games and tournaments
- Notify my coach if I cannot attend a practice or a game, giving as much notice as possible
- Give 100 percent during training sessions in order to improve my soccer skills and my understanding of the game
- Give the coach my full attention: When the coach is talking, I will listen and not distract others
- Play the position the coach requires me to play without complaining
- Encourage my teammates in a positive manner and refrain from criticizing my teammates on or off the field
- Work to improve my fitness level
- Watch high-level soccer games
- Put the team first and play as a team, not as an individual
- Become familiar with CISA's Policy and Procedure Manual, including the Player Code of Conduct and Tournaments Policy and uphold these rules at all times (documents are available on CISA's website)
- Understand that failure to uphold the above commitments could result in reduced playing time, game suspension(s) or dismissal from a team

CISA Club Expectations:

A higher level of commitment is associated with playing on a CISA competitive team. Players can expect to have at least two training sessions per week and at least one game per week. Players also may participate in several tournaments and Cup competitions throughout the year. CISA players are expected to make soccer a high priority in their schedules.



Code of Conduct for Coaches

CISA's codes of conduct and ethics for coaches has been developed to clarify and distinguish approved and accepted professional, ethical and moral behavior from that which is detrimental to the development of the sport of soccer.

Responsibilities to Players

1. The coach must never place the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
2. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
4. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
5. Demands on players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
6. Coaches must never encourage players to violate Colorado High School Activities Association (CHSAA) recruitment, eligibility, or guest player rules and policies.
7. Under no circumstances should coaches authorize or encourage the use of medical or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.

Responsibility to CSA and Member Associations

1. Adherence to all Colorado Soccer Association (CSA) and Member Association rules and policies, especially those regarding eligibility, team formation, recruiting and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
2. Player development and the growth of the player through participation is essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity and dignity of the sport are maintained.
3. Any problems that cannot be resolved between coaches should be referred to the appropriate Director of Coaching.



Responsibility to the Laws of the Game

1. Coaches should be thoroughly acquainted with, and demonstrate a working knowledge of, the laws of the game of soccer. Coaches also are responsible to ensure that their players understand the intent as to the application of the laws.
2. Coaches must adhere to the rules and spirit of the laws of the game. Those coaches who circumvent the rules to gain advantage have no place in soccer.
3. Coaches are responsible for their players' actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
4. If coaches permit, encourage or condone performance which is not in the rules or spirit of the laws, they are derelict in their responsibility to players, CSA, CHSAA and the sport worldwide. The coach must strive constantly to teach good sporting behavior.

Responsibility to Officials

1. Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game. Coaches must refrain from criticizing officials in the presence of players.
2. Coaches should strive to develop a line of communication with officials, giving each an opportunity to understand better the problems relating to their specific area. This section shall not be taken as an encouragement to debate referee decisions during the match.
3. On game day, officials should be treated with respect before, during and after the game. Officials should be addressed as "Referee" or "Mr./Ms. Referee" and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach or player. Coaches must not incite players or spectators or attempt to disrupt the flow of play.
4. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

Game Day and Other Responsibilities

1. A coach's behavior must be such as to bring credit to him/herself, his/her organization and the sport of soccer. This is never more evident than on the day of the contest.
2. Rival coaches should meet prior to the game and exchange friendly or professional greetings. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.



3. During play, coaches have a responsibility to be as inconspicuous as possible. Coaches shall exhibit a respectful attitude towards players. The coach must confine him/herself to the coaching area. The attitude of the coach towards officials, spectators, opposing players and coaches should be controlled and undemonstrative.
4. It shall be unethical for a coach to have any verbal altercation with an opposing coach or bench during the game. Hostile physical contact with a player is considered highly unethical.
5. The coach's foremost postgame responsibility is to his/her team.
6. Coaches should use their influence on unfriendly spectators that demonstrate intimidating behavior towards officials and opposing teams. FAIR PLAY – Please!



Team Manager Code of Conduct

The team manager serves as the liaison between the team coach, players, parents and Colorado International Soccer Academy (CISA). In addition, the team manager is expected to perform the following duties or delegate some of the duties to another parent on the team:

- Direct all questions concerning player selection, player positions and playing time to the coach
- Allow the coach to make all the coaching decisions
- Abstain from making promises to players or parents for which you have no authority
- Communicate information from the CISA organization to team parents and players
- Keep the team organized and running smoothly by communicating practice information and game schedules
- Keep the “pulse” on the team and parents by listening and passing on concerns to the coach
- Maintain all records and information relevant to game play including but not limited to: player passes, medial release forms and Player Commitment Letters
- Work with the CISA organization to register new team players
- Work with the CISA organization to reschedule games when needed
- Work with the team treasurer to ensure players have paid all fees as required
- Manage tournament registration, including team check-in, lodging and travel (a different team parent may serve as tournament chairperson to oversee these tasks)
- Report home game scores promptly to the Colorado Soccer Association
- Attend club manager meetings
- Listen to concerns from parents or players
- Keep information private that’s shared in confidence. Information should only be shared with the coach or team treasurer (when necessary) or a CISA club representative/board member—not with other parents or players.
- Encourage parents to become active participants in CISA by asking them to help out
- Know the policies of CISA, including bylaws and Policy and Procedure Manual (these documents are available on the CISA website)
- When possible, handle confrontations one-on-one, not in a public setting



- Be consistent and fair in dealings with parents and players

Team Parent Meeting:

Team managers should work with the coach to coordinate a meeting with players and parents at the start of the season. The purpose of this meeting is to allow players and parents to learn more about:

- The CISA organization, including objectives and goals
- The coach's soccer experience and background
- The coach's coaching philosophy, methods and expectations for players and the team
- The family's financial obligations and commitments including registration fees, coaching fees, tournament fees and team expenses
- Practice schedules
- Team goals and rules
- Program policies including signed Player Commitment Letter and CISA Policy and Procedure Manual
- Program requirements including registration forms, birth certificates, photos, medical release forms and signed Player Commitment Letter
- Opportunities for volunteer positions such as treasurer, tournament manager and uniform coordinator



Team Treasurer Code of Conduct

The team treasurer is expected to work closely with the team coach, team manager and Colorado International Soccer Academy (CISA) to ensure players and families meet their financial obligations to both their team and CISA.

In addition, the team treasurer is expected to:

- Clearly communicate fee information to parents and players, including payment amounts, due dates and penalties for late payments (penalties may include a late payment fee, player game suspension or dismissal from the team)
- Manage payments from players/parents for team fees including but not limited to registration, uniforms, gear, tournaments and coach fees
- Work with the coach and team manager to set an estimated budget of team expenses at the start of the season and communicate this information to parents
- Only use team funds to pay for coach-authorized team expenses
- Only use an individual player's funds for that specific player's expenses
- Notify the coach and team manager when a player/family is delinquent on a payment so that appropriate action can be taken
- Work with the CISA organization to manage funds in the club/team's bank account
- Transfer team funds to the CISA organization when needed and authorized by CISA
- Support CISA fundraising programs
- Manage deposits to appropriate individual player's accounts who participate in CISA fundraisers
- Maintain a record of original receipts to support all expenses for payment of team equipment, uniforms, coach expenses, travel and other expenses
- Submit monthly reports of deposits, expenses and bank statement to the team coach and manager
- Work with the team coach, manager and CISA organization to provide financial assistance to players who need it in order to play on a CISA team.
- Keep a family/player's financial information private. Information should only be shared with the coach or team manager (when necessary) or a CISA club representative/board member—not with other parents or players.



Board Member Code of Conduct

Colorado International Soccer Academy (CISA) has issued the following guidelines for its board of directors regarding expectations involving the club:

CISA board members are expected to:

- Uphold all policies established by CISA, including CISA's bylaws and Policy and Procedure Manual, as well as policies established by the Colorado Soccer Association
- Treat coaches, parents and players with respect and always act professionally when communicating with these parties
- Listen to concerns from parents, players or coaches

Keep information private that's shared in confidence. Information should only be shared outside of the board when necessary, for instance with a team coach, manager or treasurer.



Uniform and Logo Policy

The Uniform Policy of Colorado International Soccer Academy (CISA) is established by the board of directors (BOD) to provide structure and a consistent branding of the club. This is a mandatory policy for all U8 through U18 competitive and recreational teams. All coaches and players are required to follow the Uniform Policy and its guidelines.

CISA's BOD is responsible for implementing and enforcing all sections of this policy. Edits, additions or updates to this policy may be done through a majority vote of the BOD. A subcommittee may be formed by CISA's executive director and coaches to help give a recommendation of a vendor/uniform kit. The BOD will review all recommendations made by the subcommittee for final approval.

The BOD will make all final decisions and business transactions with selected uniform vendor(s). The BOD will be responsible for the use of the CISA logo (crest). This Uniform Policy goes into effect at the start of the fall 2015 season for those teams ordering new uniforms.

CLUB UNIFORM KIT

- A uniform kit will be selected by the BOD or a subcommittee made up of CISA's executive director and three to five CISA coaches.
- A uniform brand/style will be established for 2 years unless the style changes or is discontinued.
- The BOD will have the final approval on the uniform kit.

CLUB COLORS

The primary colors of CISA are Argentina blue, white, black and grey; with Argentina blue being the primary color and white being the alternate.

Game Day Competitive Uniform Combinations:

- Primary uniform: Argentina blue jersey, black custom shorts and Argentina blue socks
- Alternate uniform: White jersey, black custom shorts and black
- Cold weather: Players may wear a long-sleeve undershirt and leggings in cold weather (i.e., Under Armor). Color: Under-gear may be solid black, solid white, solid grey or solid light blue

Game Day Recreational Uniform Combinations:

- Primary uniform: Argentina blue jersey, black shorts and black socks
- Alternate uniform: Orange jersey, black shorts and black socks
- Cold weather: Players may wear a long-sleeve undershirt and leggings in cold weather (i.e. Under Armor). Color: Under-gear may be solid black, solid white, solid grey or solid light blue



****Coaches are responsible for maintaining consistency of uniforms among the teams.**

Special Color Request: Teams may request a special color such as pink shirts to promote Breast Cancer Awareness Month. All requests must be reviewed and approved by a majority vote of the BOD.

Uniform Brand

CISA reserves the right to select a brand such as Adidas, Nike, Puma, Score and so on, as a uniform kit for the entire club. A subcommittee may be formed to research a brand change or update a style. All recommended changes will be made by a majority vote of the CISA BOD.

Our uniform is our brand and should only be worn as designated above. All pieces of the uniform must be the approved recreational and competitive uniform selected by CISA. These are the only permitted combinations of the uniform. CISA will strictly hold coaches accountable for this policy. There will be no mixing and matching of uniform styles on any teams.

All players must be in the same style of uniform as their teammates. This includes jerseys, shorts and socks. This is an important part in identifying us as a unified club rather than simply a collection of teams. All pieces of the game uniform should be brought to every game and must be laundered and in good condition.

UNIFORM CYCLE POLICY

CISA maintains a two-year purchase policy for our recreational and competitive teams. All competitive teams will be required to purchase a new uniform kit every two years. Uniforms must be used in both league and tournament play for each team's respective season immediately following the uniform launch.

REQUIRED UNIFORM PIECES

Players must have the CISA uniform pieces and may not, under any circumstances, use any other substitution.

- 2 game jerseys—Competitive: Argentina blue (primary) , White (alternate)
- 1 game shorts—Black
- 2 sets of game socks—Competitive: Argentina blue (primary) , Black or white (alternate)
- All players must wear soccer shoes and shin guards.

Players may purchase these OPTIONAL uniform pieces:

- Warmup pants – determined by the Club
- Warmup jacket – determined by the Club



- Backpack/soccer bag – determined by the Club
- Spirit wear (coaches, players and parents) – determined by the Club

UNIFORM NUMBERS

All uniforms must have a number. Coaches and players may select a two digit number from 1-99. All Argentina blue jerseys will have a black number and all white jerseys will have a black number.

All Stars team use numbers # 1-21

Select team's use number # 22- 43

Internationals use number # 44 - 65

NAMES ON JERSEYS

- **No names** - Player names or nicknames on uniform are prohibited for competitive team uniforms.
- Player names or nicknames are permitted for recreational team

TEAM SPONSORS

CISA will allow logo space for a team sponsor. A team sponsor will have space above the number on the back of the jersey and must be one color (either solid white, or black). Multi-colored logos will be reviewed by the BOD for approval. All designs must be approved by the BOD.

CISA may partner with a local or regional business to be a premier supporting sponsor of the club. Space on the front of the jersey will be designated for premier sponsor. If there is no premier sponsor for a given year, then the CISA logo will be the only logo on the front of the jersey.

OFFICIAL CISA LOGO

The CISA Board of Directors has adapted the displayed logo as the official logo of the Colorado International Soccer Academy as of April 2012. No other logo is sanctioned or authorized for use as representing a team, player or event affiliated with the Colorado International Soccer Academy.

- The CISA logo (crest) is the property of CISA and is not to be used, copied or reproduced by any coach, player, team, business or entity without permission of the BOD
- Use of the Colorado International Soccer Academy logo shall be only with prior written permission (e-mail or hard copy) from the CISA Executive Director and/or BOD approval.
- The CISA logo may be resized to accommodate a specific use, but the text within the logo ("CISA - Colorado International Soccer Academy - EST 2012") must remain legible.
- You may not alter the CISA logo to incorporate any other object, including, but not limited to other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols, audio files or video files without proper written approvals.



- The CISA logo graphic, when used in a webpage or other Internet application, must be linked to <https://cisasoccer.org> or packaged with a separate text link to the Colorado International Soccer Academy home page.
- CISA may withhold approval at its sole discretion. CISA reserves the right, in its sole discretion, to terminate or modify permission to display the CISA logo at any time.
- The CISA logo may not be used in any manner that expresses or might imply CISA's affiliation, sponsorship, endorsement, certification or approval of any product or service.