

# Policy & Procedures



**KASA**

**Kimberly Area Soccer Association, Inc.**

PO Box 114

Kimberly, WI 54136

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## **Section I. GENERAL**

Any requested exceptions to these policies must be presented to or acted upon by the **Kimberly Area Soccer Association Board** (KASA Board).

The East Central District ([www.eastcentralsoccer.org](http://www.eastcentralsoccer.org) or [www.ecdsoccer.org](http://www.ecdsoccer.org)) is one of the governing bodies for KASA ([www.kasasoccer.org](http://www.kasasoccer.org) or [www.kimberlysoccer.org](http://www.kimberlysoccer.org)). All KASA recreational, academy and classic teams participate in the East Central District league. Some classic teams may also participate in the State and National leagues. Most classic and academy teams would play games during the Fall and Spring/Summer, whereas the recreational teams would play games during the Spring/Summer. KASA teams may also participate in self-organized scrimmages in the Fall and/or Spring/Summer.

Updated January 13, 2019

### **1. Vision**

The Kimberly Area Soccer Association strives to provide a high-quality experience for every player while aspiring to be the preferred training ground for pre-high school age players; whether they want to enjoy soccer at the recreational level or aspire to compete at the highest level of play as their commitment and character dictate.

### **2. Mission**

To promote the sport of soccer, providing an opportunity for players of all ages to develop confidence, skills, teamwork, cooperation and respect for the game of soccer through organizational play.

## Section II. COACHES

### 1. Coach training

- a. KASA will offer coach training in addition to the required training and licensing dictated by the Wisconsin Youth Soccer Association (“WYSA” or “State”).
- b. Coaching clinic registration fees will be reimbursed by KASA.
- c. Coaches must attend preseason coach meetings to be apprised of game and league rule changes, game day requirements, and score posting.
- d. Coaches should annually review coaching resources as provided on the club web site and other web resources.

### 2. Coaching License Requirements

- a. All coaches must be registered directly with the WI Youth Soccer Association, and complete the mandatory pass card policy as well as the Risk Management process.
- b. Coaches must meet the minimum licensing requirements dictated by the State which vary by age and competition level.
- c. Coach licensing fees are reimbursed by KASA after completing the licensing class.

### 3. Coaches per diem guidelines

- a. The purpose of the per diem is to reduce the travel and meal costs to coaches and encourage them to attend training. In the case a coach attends KASA qualified training, the club will reimburse the attending coach a per diem of \$65 for every day the coach attends.
- b. KASA qualified training is considered when all of the following criteria are true:
  - b.1 You are a KASA coach or assistant coach.
  - b.2 The training has been pre-approved by the club or the club has publicized and encouraged KASA coaches to sign up and attend the training.
  - b.3 The training lasts longer than 6 hours. The location of the training is over 50 miles from the coach’s home.

### 4. Coach’s Responsibility

- a. COACHING IS A PRIVILEGE – KASA Coaches are expected to exhibit the highest level of sporting behavior and are responsible for the attitudes and behavior of their assistant coaches, players, and spectators.

#### 4.2. Tryouts – updated January 13, 2019

- a. Classic team coaches will participate in tryouts for their team’s age group.
- b. Where there are no familial conflicts of interest, Classic team coaches will participate in tryouts of other Classic teams as needed.
- c. In the case of a U11 classic team(s) and U10 developmental teams, players will be assessed and selected by a committee that can include the Classic Commissioner and the Director of Coaching. The committee will determine the roster for the team(s) pool.

#### **4.3. Ensure the safety of their players.**

- a. Prior to the start of a new season, coaches must review concussion awareness training as provided by KASA, and provide KASA with confirmation of such training.
- b. Coaches should be especially aware of the possibility of head injuries and heat related problems. If a coach suspects an issue, they should contact a parent, guardian or medical personnel.
- c. All injuries should be taken seriously and all injured players should be removed from the game until injuries can be appropriately evaluated.
- d. Coaches may refuse to play a game if conditions are not conducive to the safety of their players.

#### **4.4. Requirements to be lead coach for academy**

Being a lead coach for the academy program brings with it additional responsibility beyond our normal academy parent volunteers.

- a. The lead coach is responsible for helping the Program director and coordinator manage training sessions
- b. The lead coach should attend most of the training sessions for both Fall and Spring seasons
- c. The lead coach should be familiar with the activities not just at the training station they coach, but the stations of the other non-lead coaches, so that they can help other coaches execute their activities, if needed.
- d. The lead coach should coach games at most of the game events for both Fall and Spring seasons.
- e. The lead coach is responsible for the weekly setting of rosters for their designated gender/age group's teams for each game event.
- f. The lead coach must, at a minimum, have the national "F" coaching license, and during the course of the year-long season, complete a "Y1" licensing course.
- g. The lead coach is eligible for reimbursement of the registration fees for one academy child after the full completion of both Fall and Spring seasons.
  - g.1 Amount is shown in the *Reimbursement Policy for board members, head and assistant coaches* section

## Section III. PLAYERS

### 1. Player registration

- a. All players are required to register with KASA and provide the necessary documentation to participate.
- b. The soccer “year” runs from August 1 to July 31 of the following year.
- c. Registration may begin as soon as August 1st (or earlier) and extend through June 15 the following year.
- d. Registrations received after January 31 are subject to team availability and will incur a late fee.

### 2. Principles of participation

- a. Recreational/Academy
  - a.1 All players, regardless of ability, must be given an opportunity to participate at the recreational level or academy depending on player's age. Players in the recreational and academy programs should participate in similar amounts of playing time per event or game.
- b. Classic and above – *updated January 13, 2019*
  - b.1 At the Classic level and above player participation should follow these guidelines.
    - (i) U11-U12
      1. The goal at this age is still player development. Players are developing their individual ball mastery skills and learning positional and tactical parts of the game. Learning happens in practice and games are used to showcase what was learned in practice. Individual play time will vary at this age, with some players getting more on-field time than others. To ensure player development, coaches will strive to have all players who dress for the game and are healthy enough to play on the field for approximately half of each league game. Some may receive more play time. Other factors may influence play time minutes such as commitment to the team, attitude and work ethic. The coach will strive to place players in a variety positions where they can be successful with the ball.
      2. Tournament environments are more competitive, however player development and enjoyment are still key. Coaches will strive to have all players on the field approximately 40% of the total game time for the tournament at a minimum.
    - (ii) U13-U14
      1. Player development is building off the strong foundation of individual skills. Team play becomes more of a focus. Coaches may focus players into more consistent positions. Individual play time will vary at this age, with some players getting more on-field time than others. To ensure player development, coaches will strive to have all players who dress for the game and are healthy enough to play on the field for approximately half of each league game. Some may receive more play time. Other factors may influence play time minutes such as commitment to the team, attitude and work ethic.
      2. Tournament environments remain competitive and winning tournaments becomes increasingly more important. Coaches will strive to have all players on the field approximately 40% of the total game time for the tournament; however other factors may influence game play during tournaments such as playoff games. Even with these other influences, players should not play less than 30% of the total game time.

(iii) U15+ and State Level Teams

1. Player development is still happening while competition is still increasing. Team tactics and game strategy are a focus. Coaches will strive to have all players on the field approximately 35% of the time each game at a minimum. However other factors may influence game play time such as: commitment to the team, attitude and work ethic.
2. Tournament environments remain competitive and winning tournament becomes the focus. Coaches will strive to have all players on the field approximately 30% of the total game time for tournament however other factors may influence game play during tournaments such as playoff games. Even with these other influences, players should not play less than 25% of the total tournament game time at a minimum.

### 3. Player training

- a. KASA will provide individual and/or team training opportunities annually which may or may not be included in the standard registration rates.
- b. Cost distribution of the training will be reviewed and approved annually at the time of budget approval.

Approved July 14, 2013

### 4. Player registration fees – updated January 13, 2019

- a. All player registration fees must be submitted prior to placement on a team.
- b. Registration fees for the children of board members, head and assistant coaches may be reimbursed pursuant to section XI.
- c. At the KASA Board meeting immediately prior to Classic tryouts, player registration fees will be established for the following year.
- d. Request for refund consideration must follow the Refund Policy.
- e. Request for assistance with registration fees should be made in writing to be presented to the KASA Board for consideration.

### 5. Player Passes

- a. Player passes are required for all classic, recreational U16 and above players and as designated by the District. No player shall play without a player pass when a pass is required for league play or tournaments.
- b. The following steps are required to obtain player passes for Classic Teams:
  - a. Team manager or head coach shall fill in and submit Classic Team Roster form on the KASA website.
  - b. All players shall register on line, upload a 1" x 1" facial picture and pay fees.
  - c. Payment must be received by KASA before players can be assigned to a team
  - d. KASA registrar creates and approves the team, submit for initial approval to district registrar
  - e. District registrar approves team roster



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- f. KASA registrar prints two copies of the WYSA Team Roster and player passes, separate passes at perforations.
  - g. KASA registrar places individual teams in separate envelope, deliver team rosters and player passes to district registrar in lock box provided
  - h. District registrar notifies KASA Registrar when stamped Official Team Roster and player passes are ready for pick up
  - i. KASA registrar picks up player passes and stamped official roster from District registrar's lock box and notifies team manager or head coach that they are ready for pickup
  - j. Team manager or head coach picks up player passes and roster from KASA registrar
- c. The following steps are required to obtain player passes for Recreational Teams (U16 and above):
- a. All players shall register on line, upload a 1" x 1" facial picture and pay fees.
  - b. Payment must be received by KASA before players can be assigned to a team
  - c. KASA Recreational registrar creates and approves the team, submit for initial approval to district registrar
  - d. District registrar approves team roster
  - e. KASA registrar prints two copies of the WYSA Team Roster and player passes, separate passes at perforations.
  - f. KASA registrar places individual teams in separate envelope, deliver team rosters and player passes to district registrar in lock box provided
  - g. District registrar notifies KASA Registrar when stamped Official Team Roster and player passes are ready for pick up
  - h. KASA registrar picks up player passes and stamped official roster from District registrar's lock box and notifies team coach that they are ready for pickup
  - i. Team coach picks up player passes and roster from KASA registrar
- d. The head coach, or designee, will be responsible to maintain the cards and bring them to every game.
- e. When a player registers for a team, the player is committed to play for that team for the current soccer year.
- f. A player cannot be on the official roster for more than one team.

### **5.1. Club Passes** – updated January 13, 2019

A club pass player is a player that currently plays for a KASA team but is loaned to another KASA team for the purpose of league or tournament play.

- a. East Central teams can augment a game day roster using unlimited number of players from their own club via the "club pass" system. A roster cannot contain more than the approved number of players including club pass players for any game.
- b. This permits a player to participate on more than one team in the club.
- c. Players can play at or up within any age appropriate division or level of play. See East Central Policies and procedures ([www.eastcentralsoccer.org](http://www.eastcentralsoccer.org)) for additional information on club passes.
- d. Contact the Classic Commissioner and/or the head coach of the team the player(s) currently play for within KASA to begin the club pass process.

### **5.2. Guest Player** – updated January 13, 2019

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A guest player is a player that is rostered on another club's team that is loaned to a KASA team for the purpose of tournament play ONLY. Player loans between clubs for league play are not permitted.

- a. The coach must acquire a guest player permission form from WYSA for tournaments that allow guest players. Visit the WYSA website to begin the guest player process ([wiyouthsoccer.com](http://wiyouthsoccer.com))
- b. Player passes of the guest players are required for tournament play.

### **5.3. Players leaving the team**

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- a. A player may decide at any time to discontinue playing for a team.
- b. The player must be released by their club and the player pass must be returned to the District registrar before they can officially join another club.

**Section IV. TEAM FORMATION**

**1. Recreational player assignment**

- a. Players joining the club will be placed on teams by random selection.
- b. Parent coaches will have their child placed upon their team.
- c. Recreational teams may have no more than half of the team returning from the previous season’s team. This will be determined based on players associated with the new team, not based on a prior team’s name.
- c. Player team or special requests will be considered but cannot be guaranteed.
- d. Youth players being assigned to recreational teams that cover a two-year age span, such as 7 and 8 (U8) and 9 and 10 (U10) will be distributed equally by age. This avoids having all the younger or older players on one team.

**2. Academy**

- a. Players are placed in a “team pool”
- b. A “team pool” is a way to group all players by age and gender
- c. Age groups are U8, U9 and U10
- d. Genders are girls and co-ed
- e. Team pools could be further sub-divided by skill level if there are enough players in the pool

**3. Classic player assignment**

The following calendar of activities outlines the process for forming classic teams and the due dates for each activity. KASA follows the tryout policy from WYSA (link).

| Activity                                              | Due Date    |                                             |
|-------------------------------------------------------|-------------|---------------------------------------------|
| <b>Classic coach selection</b>                        |             |                                             |
| Classic coach application form                        | May         | Prior to May board meeting                  |
| Classic committee and KASA Board approval of coaches  | May         | at May board meeting                        |
| <b>Classic team tryouts</b>                           |             |                                             |
|                                                       | June        | at Sunset Park, Kimberly                    |
| Public notification of KASA tryouts dates             | May         | 3 <sup>rd</sup> week                        |
| Tryout by age group                                   | June        |                                             |
| <b>Player selection and notification</b> by age group | June & July | 1-2 weeks after final tryout for age groups |

**3.1. Feasibility**

- a. When players are available at an appropriate age level to support a classic team, player selection will be determined by a formal tryout process.
- b. The number of classic teams at any age level and gender will be based on the number of selected players through the tryout process and coach availability.

**3.2. Date and field selection set by KASA Board**

- a. Proposed dates must follow those set by the KASA Board.
- b. All classic tryouts, for U11 through U14, must be completed before the end of June.
- c. All classic tryouts, for U15 and above, should be completed before the end of June, but could extend to July if needed.
- d. An alternate tryout date must be provided for those players unable to attend the scheduled date due to sickness or injury.

### **3.3. Public notification of tryouts dates**

- a. KASA must follow the rules set forth by East Central in terms of tryout advertisement.
- b. KASA shall post tryout dates for all teams on KASA's web site ([www.kasasoccer.org](http://www.kasasoccer.org)), local newspapers and on any other appropriate media.
- c. Teams must not advertise individually unless approved by the KASA Board.
- e. All KASA registered players, recreational and classic, of the appropriate age will be notified about tryouts via email.
- f. All KASA recreational coaches shall be notified about tryouts.

### **3.4. Tryouts**

- a. Tryouts will be held at the same time as all the other local clubs. (WYSA calendar)
- b. If the possibility exists for multiple teams at the same age group, tryouts must be carried out on a collective basis on the scheduled date(s).
- c. All players will be given the opportunity to earn a position on a team based on their ranking.
- d. Players belonging to an existing team will not be guaranteed a position on a team.
- e. Coaches shall have NO authority to grant exceptions or make guarantees to players of their existing team. Making such statements is grounds for immediate removal of that coach from **ALL** coaching activities.
- f. A KASA standard evaluation form shall be used to assess **all players**. A copy of which must be furnished to the classic commissioner for **every player**. All players will be assessed on (list is not inclusive):
  - f.1. Technical ability.
  - f.2. Physical condition.
  - f.3. Awareness (knowledge of the game and field presence).
- g. All players trying out must provide the following information, but not limited to:
  - g.1. Full name, birth date, primary phone, Email.
  - g.2. Current team name and club, if applicable.
  - g.3. Signed release of liability and consent for medical treatment, only if not a registered KASA player.
- h. Each player shall be assigned a colored and numbered jersey.
- i. The jersey colors must be assigned in a random fashion to limit possible bias.
- j. The tryout process must be structured to be as unbiased as possible.
- k. Player evaluations shall be performed primarily by independent assessors. Other team coaches and KASA Board members are assigned to participate. All assessors shall use KASA's standard evaluation form.

### **3.5. Player team assignment (see appendix B for details)**

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- a. Each player will receive an objective numerical ranking from the tryout process.
- b. A threshold for each division shall be set by the club. The number of divisions is set by East Central.
- c. The number of classic teams at each age group will be determined by the number of players trying out and the minimum roster size; provided that the teams created have an average player ranking equal to or above a division's threshold.
- d. Players will be assigned to an appropriate team based on that team's combined average ranking.
- e. Each team formed will be placed in the most appropriate East Central division.
- f. Selected players have 1 day to consider the offer and the right to accept or decline it. Coaches are allowed to give the players more time to consider the offer.
- g. Players not selected are guaranteed a position on a recreational team upon registration for the soccer season.
- h. If new players are identified after the tryout process, those players must be evaluated such that their ranking can be compared to the rest of the players in the team
- i. If there is only one team of that age group, the coach may contact the player to discuss placement in the team.
- j. If multiple teams exist, the coaches involved shall meet to discuss appropriate player placement. If the coaches cannot come to an agreement, they shall approach the Classic Committee which will mediate the player placement.

### **3.6. Coach assignment to team**

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- a. The coach's application shall be approved by the KASA Board.
- b. The KASA Board shall assign the coach to one of the appropriate formed teams based upon soccer and coaching experience.

## Section V. TEAMS

KASA offers three levels of soccer programs, recreational, KASA Academy and classic, for co-ed and girls teams. The recreational program is available for players U5 through adulthood. The KASA Academy is available for players U8 through U10. Finally, the classic program is available for players U11 through adulthood. All levels strive to develop soccer skills, love for the game, and to have fun. The KASA Academy and classic level provides more structure, skill development and experienced training. Classic level participates in competitive tournaments and are expected a higher level of commitment.

Classic teams wishing to participate on a state league must approach the KASA Board for approval and guidance.

### 1. Recreational teams

- a. Teams at the U5 and U6 age group are co-ed only.
- b. Teams at the U8 thru U14 age group are either co-ed or girls.
- c. Teams at the U16 and above age group could be co-ed and girls or co-ed only depending on number of players registered.
- d. Referee fees are supplied by KASA and will be distributed at the beginning of each soccer season.
- e. The check is to be cashed and used for the express purpose of paying referees at each scheduled game.
- f. Unused referee fees shall be returned to KASA at the end of the soccer season.

### 2. Academy teams

- a. Teams at the U8, U9 and U10 age group are either co-ed or girls. Players turning ages 7, 8, 9, or 10 by July 31, of the soccer season are eligible for the program. Exceptions may be granted on a case by case basis.
- b. The purpose is to provide high-level instructional ball-handling skills along with high-level team concepts.
- c. This program is designed for players who are looking for new challenges, are good listeners, are willing to learn, and want additional quality training.
- d. Once per week a club may host a “game event” that will consist of at least one game between those attending; players may be mixed regardless of gender and age.
- e. The focus is on player development vs. winning.
- f. Training is provided at least twice per week during the season, Fall and Spring/Summer.

### 3. Classic teams

- a. Teams at the U11 thru U19 age group are either co-ed or girls.
- b. The league divisions are: 1, 2 and 3. Level 1 being the highest level.
- c. East Central offers two soccer seasons; one in the Fall and another in Spring/Summer.
- d. Teams are assigned to a division based on the coaches’ recommendation, the classic commissioner’s input, last season’s standing and the results of the tryout process.

### 4. Team tournaments

- a. Classic teams may only participate in sanctioned tournaments unless previously approved by the KASA Board and teams shall apply to WYSA for permission to travel for out of state tournaments. Be advised that the WYSA insurance will not be in effect and WYSA player passes cannot be used for unsanctioned and out of state tournaments. For more info, check the WYSA web site.
- b. Classic teams may enter as many tournaments as the coach, parents and players desire.
- c. Recreational and Academy teams U8 - U10 teams could participate and be scheduled by KASA for the Paperfest tournament held during the third weekend in July.
- d. Recreational teams may attend any tournaments with the agreement of the team and their parents.
- e. Academy players may attend tournaments. The opportunity shall be offered to all players in the program. Depending on the number of participants, the entire group may be divided into one or more teams.
- f. See team finances – tournaments for funding.

## 5. Team picture

- a. Each spring KASA arranges picture taking days with a local photographer.
- b. Sign-up sheets for these picture days will be available at the coaches' meetings in the spring.
- c. Each team will receive a free 5x7 photo for each coach in the picture.
- d. Recreational teams will receive a sponsor plaque with their team picture which the coach or a team representative is responsible for giving the plaque to the team sponsor. If possible, team involvement in presenting the sponsor plaque is encouraged. Any further questions can be directed to the KASA Board member in charge of pictures and plaques.

## 6. Team equipment

- a. KASA provides the following equipment to all teams: soccer balls, corner flags and soccer ball bag.
- b. All equipment shall be returned to KASA upon the team needing a different soccer ball size or when the team ceases to exist.
- c. Requests for new equipment shall be submitted to the equipment committee.

## Section VII. TEAM FINANCES

### 1. General

#### 1.1. Treasurer responsibilities

- a. The fiscal year starts on August 1st and ends on July 31st of the following year.
- b. All funds collected and disbursed in the name of KASA must be within the acceptable practices of all 501(C)(3) tax exempt non-profit organizations.
- c. The team treasurer shall report the end of the fiscal year balance of the bank account to the KASA treasurer annually no later than August 15 for tax reporting purposes.

#### 1.2. Treasury

- a. Each classic team shall have its own treasury.
- b. The team shall open a bank account, preferably a checking account.
  - b.1 Joint accounts are recommended, at least 2 people, i.e. manager and treasurer, treasurer and coach.
- c. The checking account shall not reside in or be mixed with a personal account under any circumstance.
- d. It is recommended to require that any checks for more than \$500 be signed by more than one person.
- e. Only purchases made with team funds are eligible for the tax-exempt provision.

### 2. Team funds

#### 2.1. Ownership

- a. Funds are owned by the team while the team is active and ultimately by KASA when the team is disbanded.
- b. All funds earned, collected and distributed by the team shall pass through the team treasury.
- c. Once the funds are in the checking account, they shall not be traceable to the contributor. In other words, once the funds are in the account, they belong to the team, not to the contributor.
- d. Upon disbanding, all team Funds are owned by the club (KASA). This is a requirement of the club's status as a nonprofit organization with the Internal Revenue Service (IRS).

#### 2.2. Contributions, donations and fundraising

- a. Direct contributions from the player's family
- b. Donations from a sponsor
- c. The team can have as many fundraisers as needed to cover the planned expenses for the soccer season.
- d. All the proceeds must be deposited in the team's checking account.
- e. The team shall have a procedure in place to deal with equality of raised funds per family.
  - e.1 If a family decides not to participate in the team's fundraising event, one recommendation is to have a "buy-out" option.

#### 2.3. Referee fees

- a. Referee fees are supplied by KASA and will be distributed at the beginning of each soccer season, in Fall and Spring/Summer.



- b. The check is to be cashed and used for the express purpose of paying referees at each scheduled game.
- c. Unused referee fees shall be returned to KASA at the end of the soccer season.

#### 2.4. Tournaments

- a. KASA reimburses each classic team up to a total of \$350 annually for tournament fees. Effective 8/1/2014 the maximum annual reimbursement will be \$450.
- b. KASA does not reimburse Recreational or KASA Academy teams for tournament fees.
- c. For KASA organized tournaments (i.e., Paperfest) and the East Central Jamboree registration fees are waived or covered by KASA.
- d. Teams must provide evidence of their registration and participation to the KASA Treasurer for reimbursement.
- e. Satisfactory evidence includes published game schedules and standings for the KASA team and proof of payment (check or credit card).
- f. The reimbursement form shall be used to submit tournament reimbursement request.

#### 2.5. Training

- a. For classic teams, KASA shall reimburse up to \$500 for team training during the soccer year.
- b. Classic teams must submit a reimbursement request with invoices accounting for all training.
- c. For reimbursement to be approved the trainer must be a KASA DOC approved trainer.
- d. KASA provides the team training for the KASA Academy program.

### 3. Disbursement of funds

- a. Under no circumstances shall the team funds be used to directly reimburse a player or parent.
- b. The following are the only acceptable team expenses to be paid by the team treasury:
  - b.1 Tournaments
  - b.2 Team shelter
  - b.3 Team meals; end of the season party
  - b.4 Team trainer and training equipment
  - b.5 Blood uniform(s) to be used by anyone on the team
- c. All team reimbursement requests shall be submitted to KASA for disposition.
- d. Conditions such as: team splits, player splits, player joining a different team or club, player not making the team after tryouts, donations, volunteers hours, player dropping out in the middle of the season or any other are not acceptable to request reimbursement directly from the team.

### 4. Team disbanding

- a. Upon a team discontinuing its operations, all remaining funds in the team bank account shall be remitted to the club.
- b. A final financial report, from the start of the soccer season until the date of disbanding, is required to properly account for the funds.
- c. Any tangible non-monetary assets shall be offered to the Club for use with other teams.



## Section VIII. UNIFORM

### 1. Recreational players

- a. Recreational team jerseys, containing the sponsor's logo, will be supplied to the teams by KASA.
- b. Players must play league games through June in order to retain this jersey.
- c. If the player leaves before June, the coach may have to collect the jersey in case there is another player interested/waiting for a spot on the team.

### 2. Academy players (effective 8/1/2014)

- a. Upon notification of player assignment to a pool team, players will order new, KASA Board approved, uniform sets.
  - a.1 Uniform sets will be ordered and purchased from the KASA approved uniform sets through the KASA approved vendor.
- b. The uniform will not contain any other information such as names, numbers or any sponsor advertising.
- c. Uniform(s) must be paid for, by the player, at the time of ordering.
  - c.1 Correct ordering of uniform sizes is the responsibility of each player. Any errors in size, defects of uniforms, or ordering mistakes, will be resolved by the uniform vendor. Coaches/managers are not responsible.
  - c.2 All jerseys must be tucked in during games.

### 3. Classic players

- a. Following the completion of tryouts all classic teams will order new, KASA Board approved, uniform sets.
  - a.1. Uniform sets will be ordered and purchased from the KASA approved vendor only.
  - a.2. Teams U16 and older shall be allowed to retain their existing uniforms. If new uniforms are needed they must be the KASA Board approved uniform sets through the KASA approved vendor.
- b. New teams and new players will order uniforms from the KASA Board approved vendor only. The 'Classic Uniform Specifications' document specifies KASA approved vendor.
- c. Uniform styles, colors, numbering, and logo information is located on the 'Classic Uniform Specifications' document.
- d. The Adidas style of uniform will last until the end of 2013 soccer season. After the completion of the 2013 tryouts, all KASA classic teams (except U16 and older) will reorder a new style of uniform, approved by the KASA Board and from the KASA approved vendor only.
  - d.1. This style of uniform will last for two years at which time the cycle will start over again.
- e. All team jerseys must have unique numbers, duplication is not allowed within a team's roster.
- f. The uniform may not contain any other information such as names or any sponsor advertising.
- g. Minimum uniform set will consist of red home jersey, white away jersey, red shorts and one pair of socks.
- h. Uniforms will be owned by the player. If the player leaves, is cut from team, or the team dissolves, player(s) can do as they wish with their uniform.
- i. Before uniforms can be ordered (after tryouts and completion of roster), coach/manager will send a

roster with assigned jersey numbers to the KASA uniform manager.

- j. Each team will need to order a minimum of one extra (blood) uniform set.
  - j.1. If one uniform does not fit every player, the team will need to order enough sizes to fit every player.
  - j.2. Team funds **shall not** be used to purchase uniforms or any other items that will be kept by the individual players.
- k. Uniform(s) must be paid for, by the player, at the time of ordering.
  - k.1. Correct ordering of uniform sizes is the responsibility of each player. Any errors in size, defects of uniforms, or ordering mistakes, will be resolved by the uniform vendor. Coaches/managers are not responsible.
- l. All jerseys must be tucked in during games.

### 3. Uniform lifecycle

- a. Classic uniforms will be cycled every two (2) years.
- b. The years are:
  - b.1. 2014 – 2015
  - b.2. 2016 – 2017
  - b.3. 2018 – 2019
  - b.4. And so on

## Section IX. GAMES AND PRACTICES

### 1. Game Day

#### 1.1. Items you MUST bring to all games:

- a. Plan to arrive at least 30 minutes prior to the scheduled match.
- b. Certified roster for classic teams only.
- c. East Central Roster/Carding Report (Game Day Report) listing any club pass players.
- d. Half of the referee fees. Separate the fees based on the proper amount for each referee. DO NOT expect the referees to have change. Each team on game night is expected to provide half of the fee. Referee fees will be distributed to all teams, by the club treasurer at the coaches meeting in April
- e. Player passes (if applicable, all classic and recreational U-16 and above)
- f. Release of Liability and Consent for Medical Treatment.
- g. Coach passes.
- h. First-aid supplies.

#### 1.2. Additional items you MUST bring to home games:

- a. East Central Game score card (all classic and recreational U12 and above). These cards will be provided at the coaches meeting in April
- b. Corner flags.
- c. Game Balls.

### 2. Game cancellations

- a. KASA is responsible for cancelling any home field games due to inclement weather or bad field conditions.
- b. Individual coaches are **not** authorized to cancel games.
- c. Under very limited circumstances, a coach may be allowed to reschedule a game. All such requests shall be coordinated through the field and referee assignor prior to contacting the opposing team to cancel. The field assignor must approve the reason for rescheduling prior to any action.

### 3. Inclement Weather

- a. Only the field owner, or club field scheduler has the authority to postpone a game prior to or in addition to the referee during a game.
- b. For complete information regarding game termination and/or cancellation and rescheduling of such game, go to [www.eastcentralsoccer.org](http://www.eastcentralsoccer.org) under Official Rules and Code of Conduct.

### 4. Changing/rescheduling a game

- a. Once a game is on the East Central schedule, it can only be changed for reasons permitted by East Central.
- b. The coaches for the two teams must plan, at least 48 hours in advance, to make the requested changes.

The home coach will:

- c. Check with the field scheduler to cancel the existing field and to find an open field for the rescheduled game.
- d. Call the referee scheduler to cancel referees for the game. This must be done at least 48 hours in advance of the scheduled game.
- e. Discuss with the opposing coach possible make-up dates supplied by the field scheduler.

- f. The field scheduler will call and/or e-mail the referee scheduler to reschedule referees for the make-up date.
- g. The coach should confirm with both the referee scheduler and the field scheduler that the field and referees are scheduled for the make-up game.

## **5. Cardings and Player Suspensions**

- a. See East Central Official Rules at [www.eastcentralsoccer.org/Info](http://www.eastcentralsoccer.org/Info).

## **6. Game modified rules**

- a. See East Central modified rules at [www.eastcentralsoccer.org/Info](http://www.eastcentralsoccer.org/Info).

## **7. Gym and field practice sign up**

- a. Sign up for outdoor field practice will be coordinated via an on-line calendar available on the KASA web site. Email the field scheduler to request a field.
- b. Sign up for school gyms starts in the fall and must be done by contacting the Gym Scheduler via email.

**Section X. REFUND POLICY**

This policy is for parents/guardians requesting a refund of the registration fee for one or more players.

KASA will refund a portion of the registration fee for the Fall and Spring/Summer by subtracting the fees to the registration. The held KASA fees are used to cover the district and state registration fees.

The table below shows the refundable amounts per program:

| Program                                         | Registration fees | KASA fees | Fall - First week in September | Spring-Summer Last week in April |
|-------------------------------------------------|-------------------|-----------|--------------------------------|----------------------------------|
| <b>Recreational (U5 - U6) Spring only</b>       | \$ 50             | \$ 10     | <i>Not applicable</i>          | \$ 40                            |
| <b>Recreational (U8 - U19) Spring only</b>      | \$ 85             | \$ 13     | <i>Not applicable</i>          | \$ 72                            |
| <b>Academy (Rec) (U7-U10) Spring only</b>       | \$ 100            | \$ 15     | <i>Not applicable</i>          | \$ 85                            |
| <b>Academy (Rec) (U7-U10) Fall &amp; Spring</b> | \$ 160            | \$ 18     | \$142.00                       | <i>Not refundable</i>            |
| <b>Classic (U11 - U19) Fall &amp; Spring</b>    | \$ 165            | \$ 34     | \$131.00                       | <i>Not refundable</i>            |
| <b>State (U12-U16) Fall &amp; Spring</b>        | \$ 185            | \$ 38     | \$147.00                       | <i>Not refundable</i>            |
| <b>Adults (Rec) Spring only</b>                 | \$ 85             | \$ 37     | <i>Not applicable</i>          | \$ 48                            |

All refunds are subject to the following rules:

- a. Refunds will be processed only prior to the team's first game of the soccer season.
- b. Hardship refunds would be considered at board meetings on a case by case basis.
- c. Refunds will be paid within two to four weeks of the receipt date.
- d. Registration refund requests must be submitted via the Reimbursement and Refund request:

|                           |                                                                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Web site</b>           | <a href="http://www.kasasoccer.org">http://www.kasasoccer.org</a>                                                                                                                               |
| <b>Page</b>               | Player > Reimbursement request (direct link)<br><a href="http://www.kasasoccer.org/page/show/742134-reimbursement-request">http://www.kasasoccer.org/page/show/742134-reimbursement-request</a> |
| <b>Reimbursement type</b> | Registration refund                                                                                                                                                                             |

**Section XI. REIMBURSEMENT POLICY FOR BOARD MEMBERS, HEAD AND ASSISTANT COACHES**

KASA will reimburse a fix amount of the registration for each player to board members, head and assistant coaches.

The table below shows the refundable amounts per program:

| Program   | Fix amount per player | Board Member | Head           | Assistant      |
|-----------|-----------------------|--------------|----------------|----------------|
| Classic   | \$120                 | All players  | 1 per team     | 1 per team     |
| Academy   | \$100                 | All players  | 1 per team*    | Not applicable |
| Rec U5-U6 | \$30                  | All players  | Not applicable | Not applicable |
| Rec U8-19 | \$50                  | All players  | 1 per team     | Not applicable |
| Adult     | \$40                  | All players  | 1 per team     | Not applicable |

The following rules apply:

- a. The reimbursed amount shall never exceed the amount paid for registration at the normal rate
- b. Reimbursement does not include late fees
- c. For academy coaches, the board must approve the reimbursement
- d. The coach must be coaching the team where his/her player is assigned
- e. The request must be submitted between Jun 11 and July 17; no exceptions
- f. Reimbursements will be issued by end of July.



**Section XII. SPECIAL GIFTS**

KASA appreciates and thanks those that are members of the board.

KASA provides a monetary gift to those that server on the board based on the years of service. See table below:

| <b>Years of service</b> | <b>Amount</b> |
|-------------------------|---------------|
| <b>2</b>                | \$25          |
| <b>3 – 5</b>            | \$50          |
| <b>6 – 8</b>            | \$75          |
| <b>9 – 10</b>           | \$100         |
| <b>11 &amp; up</b>      | \$150         |

The KASA treasurer shall send the gift to the board member soon after the member retires from the board.

**Section XIII. INCIDENTS AND ISSUES COMMITTEE**

- a. All incidences must be reported in writing to the KASA Board member in charge of incidences and issues.
- b. Investigation will commence immediately and best efforts will be used to resolve it within fifteen (15) working days.
- c. The committee will serve as mediator in any club related dispute or allegations of wrongdoing.
- d. The committee recommends that the first step in any problem between players, parents and coaches should be discussed between those parties before the committee is contacted.
- e. If the committee does become involved in a dispute involving a coach, that coach will be notified of the dispute. If the complainant is unwilling to be identified no formal response or action should be expected.
- f. The committee will enforce policy in regard to player and coach conduct such as red cards, suspensions, and expulsions.
- g. The committee will investigate and enforce the recommendation from WYSA and/or law enforcement regarding background checks of existing and prospective coaches.
- h. The committee will investigate any disputes regarding the policies.
- i. The committee is responsible to and selected by the KASA Board of directors.
- j. All incidences, findings, resolutions and decisions shall be reported to the KASA Board.
- k. Incidences and issues resolved, by the committee, to the dissatisfaction of any of the parties, may be presented to the KASA Board in writing. A presence before the KASA Board will follow. The KASA Board's ruling will be final.
- l. Coaches, player and spectators are expected to follow the East Central Code of Conduct policy which is available at [www.eastcentralsoccer.org/Info](http://www.eastcentralsoccer.org/Info).

## Section XIV. GRIEVANCE POLICY

KASA strives to create a positive environment for our youth and adults to learn and play soccer. Such an experience can be achieved only through the mutual efforts of the entire KASA community—coaches, parents, and players. At times, concerns may arise about a coach, a team’s administration, an incident during a game or practice, or the club’s program in general. When an issue cannot be resolved through direct discussion at the team level, any individual affiliated with KASA can report it to the club by writing or contacting any member of the Incidence and Issue Committee. The intent for all parties shall be to resolve the issue before it becomes more serious. Contact information for those members of the Issues and Incidence Committee is available at [www.KASASoccer.org](http://www.KASASoccer.org). For matters and concerns that cannot be resolved informally, KASA has a grievance procedure for systematically and formally voicing and resolving those concerns.

KASA encourages individuals to make every effort to try to resolve team issues at the team level first. In trying to resolve concerns, it is important to remember that KASA is a volunteer-run organization and all coaches are volunteers that spend many hours working with their teams. Additionally, KASA coaches must balance the needs of individual players with the needs of the team. There will be differences of opinion on many issues, but we hope that with honest and open communication those differences can be resolved at the team level.

Grievance issues most often concern inappropriate behavior by the coach or other adults affiliated with the team. Examples of serious issues include the following:

- a. The coach is not coming to practice.
- b. The coach is not coming to practice or games on time.
- c. The coach or an adult affiliated with the team is speaking to players or referees in an inappropriate manner.

Parental concerns that involve questioning the soccer judgment of the coach are NOT appropriate for grievance. Examples of issues that fall within the responsibilities and authorities of the coach, and should not be addressed as a grievance include the following:

- a. My child is not playing the right position.
- b. My child should be a starting player.
- c. My child’s coach is not playing the best system for the team.

The Kimberly Area Soccer Association board of directors maintains an Incidence and Issues Committee to investigate and resolve grievances. The KASA grievance procedure is intended to produce a fair resolution in a timely and confidential manner.

### Grievance Procedure

To initiate the grievance procedure, an individual should contact any members of the Incidence and Issues Committee, as described above, to alert the club that a formal grievance is being submitted. All grievances must be filed in writing and sent to the KASA Incidence and Issues Committee.

When filing a grievance, you should include the following information:

- a. Date of the grievance filing
- b. Name, phone number, and e-mail address of the person filing the grievance
- c. Name of the team
- d. Age group, boys/girls
- e. Name of the team manager
- f. Name of the coach
- g. Summary of the problem for which the grievance is being filed
- h. Steps that have already been taken to address the problem

Your grievance letter should be sent to:

Kimberly Area Soccer Association

## KASA – Policy & Procedures

Incidents and Issues Committee  
P.O. Box 114, Kimberly, WI 54136

The appropriate party on the Incidence and Issues Committee will reply to the complaining party by e-mail or in writing within one week acknowledging receipt of the grievance and giving an estimated time frame for a resolution.

The Incidence and Issues Committee will investigate the grievance and take steps as appropriate to resolve it. These steps may include, but are not limited to, clarifying club policy, convening a meeting between the person filing the grievance and the other parties involved, interviewing other parents on the team to determine whether the grievance is a team issue, or taking disciplinary action. The Incidence and Issue Committee will notify the person submitting the grievance of the resolution. If the individual is not satisfied with the resolution, the decision can be appealed to the KASA Board of directors. The KASA Board of directors is responsible for taking any action on all appeals.

## Section XV. CONFLICT OF INTEREST AND DISCLOSURE POLICY

### 1. Introduction

Decisions by the directors, officers, staff, advisory committees, and others on behalf of Kimberly Area Soccer Association (“KASA”) and KASA’s statements, publications, and recommendations may have far reaching significance and consequences. There are potential and real conflicts of interest that may affect an individual’s opinion or may appear to make that opinion self - serving.

Conflicts of interest are present in situations that might not allow for impartial or objective determinations. These situations include but are not limited to relationships with providers of services and manufacturers of products, devices, industry or equipment.

KASA does not wish to exclude individuals who are experts in given fields from participation in policy formulation or other activities on behalf of the organization merely because they have other relationships that may give rise to conflicts of interest. However, the validity of KASA decisions and recommendations and KASA’s reputation are based on confidence in its integrity and the belief by members and the public that its policies are unbiased and based only on concerns for the best interests of the children and families it serves . For these reasons, strict adherence to the procedures for disclosure and resolution of real and potential conflicts of interest that follow is required.

### 2. Disclosure

It is required that all KASA officers; members of the Board of Directors; members of advisory committees; consultants; faculty; employees; and others acting on behalf of KASA openly disclose any real and potential conflicts of interest. Candidates for positions will be informed of and asked to comply with the KASA’s conflict of interest policy and procedures before they are hired or appointed. It is required that appointed and elected members of KASA entities and editors of publications will sign the Kimberly Area Soccer Association Voluntary Disclosure Statement at the beginning of each term of service. When a real or potential conflict exists that may affect objectivity, the appropriate entity within KASA should immediately be informed by the interested individual of the outside interest that gives rise to the conflict. The interested individual will under most circumstances be entitled to participate in the discussions on the matter after making full disclosure of the conflict to the KASA entity that has the matter under consideration. However, the interested individual should participate in drafting statements and communications relevant to the matter ONLY after the conflict has been declared and if specifically asked to do so by the chairperson of the affected committee or KASA entity. The interested individual should disqualify /recuse himself/herself from voting on recommendations or any other matter relevant to the outside interest giving rise to the conflict. Board members should also recuse themselves in decision making situations that directly involve their child(ren).

### 3. Restricting those with Conflicts

If the chairperson of the affected committee or other KASA entity finds that the circumstances surrounding the conflict warrant the imposition of greater restrictions than those outlined above, the interested individual may be excluded from some or all of the discussions on the matter under consideration or asked to resign from either the outside position giving rise to the conflict or the position affected by the conflict. If the conflict is *de minimis* (not

likely to have any impact on the KASA matter in question), the chairperson may waive some or all of the restrictions. In the event that the interested person is the chairperson, or a greater level of exclusion appears warranted (i.e., resignation), the Technical Director and the KASA Executive Committee of the Board of Directors should determine the level of restriction. In the event of a dispute respecting the appropriate restrictions in any situation involving a real or potential conflict of interest with a KASA matter, the Board of Directors shall have the final authority to determine whether, in fact, a conflict exists and how that conflict should be managed or resolved. In all cases, conflicts and their restrictions and other disposition need to be officially documented in an appropriate set of minutes.

#### **4. Publishing Disclosures**

Authors submitting articles and content for KASA communications (regardless of delivery media), including individuals identified as primary authors of newsletters or blast email communications, will be required with each submission to declare whether they have a conflict of interest or any outside relationship that might give rise to a real or apparent conflict of interest. Such declaration will affirm that an author does not have a financial interest (i.e., employment, direct/indirect payments, stock holdings, retainers, consultantships, patent - licensing arrangements, honoraria, grants, or research support), or other involvement within the last three years with any commercial organization with a direct financial interest in the subject or materials discussed in the manuscript submission, or any other potential conflict of interest. If no conflict of interest is declared, a statement to that effect may be published with the article. Any disclosed conflict of interest may be published with the article at the editor's discretion. Reviewers of KASA publications will be required to declare whether a conflict of interest exists for each manuscript reviewed, which declaration shall include a statement to protect the confidentiality of the manuscript until publication.

#### **5. Acting on Behalf of KASA**

All officers, members of the Board of Directors, and others acting on behalf of KASA must avoid being influenced by any conflict of interest when acting on behalf of the organization. This obligation includes an obligation to preserve the confidentiality of all information concerning KASA that is not publicly known or disseminated. No one acting on behalf of KASA should use privileged information to benefit personally or to gain advantage in opportunities competing with KASA interests.

**VOLUNTARY DISCLOSURE STATEMENT**  
**KIMBERLY AREA SOCCER ASSOCIATION (KASA)**

I declare that if I have any direct or indirect financial interests, or any personal, family or other relationships which conflict (or have the appearance of conflicting) with my duties, responsibilities, and exercise of independent judgment as an officer, member of the Board of Directors, employee, or agent of Kimberly Area Soccer Association, or as a member of an advisory committee or other body of the organization, or as a representative of KASA to other public, private or governmental organizations, I shall voluntarily disclose that a conflict (potential or real) exists, will abstain from voting and from drafting policies or other communications on the KASA matter which could be influenced by the conflict, and will take such other actions as may be deemed necessary or appropriate by the Board of Directors of KASA under the circumstances then present to manage the conflict of interest. I have read the KASA's policy entitled "Conflict Of Interest and Disclosure Statement" and I agree to comply with its terms.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Print Name

Position: \_\_\_\_\_  
Officer, Board Member, Advisory Committee Member, Employee, Other

Date: \_\_\_\_\_

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## **Section XVI. WHISTLEBLOWER PROTECTION POLICY**

KASA requires directors, officers and board members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of KASA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **1. Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that KASA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, representatives, volunteers and members at large to report concerns about violations of KASA's code of ethics or suspected violations of law or regulations that govern KASA's operations.

### **2. No Retaliation**

It is contrary to the values of KASA for anyone to retaliate against any board member, officer, representative, volunteer or member who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of KASA.

### **3. Reporting Procedure**

KASA has an open-door policy and suggests that representatives and members share their questions, concerns, suggestions or complaints with the board. If you are not comfortable speaking with the board, you are encouraged to speak with KASA's president. All concerns or complaints must be submitted in writing to the Incidents and Issues committee, whom has the responsibility to investigate all reported complaints.

### **4. Incidents and Issues committee**

The KASA's Incidents and Issues committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The committee will advise the Executive Board of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

### **5. Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **6. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



## 7. Handling of Reported Violations

The KASA's Incidents and Issues committee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Section XVII. DOCUMENT RETENTION AND DESTRUCTION POLICY**

This policy provides guidelines for paper and electronic document retention and destruction to promote compliance with laws, good business practices, and efficiency in the operation of Kimberly Area Soccer Association - KASA. These guidelines may be superseded by applicable law.

This policy establishes the minimum retention and/or destruction requirements for the document types identified below. If no destruction requirement is specified, the document can be destroyed at any time after the minimum retention period has been completed. Also, there are no issues keeping a document after the specified minimum retention period has been completed. Document destruction shall be performed in an environmentally friendly fashion and to ensure that no sensitive or confidential information can be obtained from the destroyed documents. Additionally, document destruction shall be suspended when an investigation is pending.

Questions about this Policy should be referred to the KASA board, who is responsible for administering, enforcing and updating this Policy.

**1. Business and Governance Records**

| Document Type                             | Requirement        |
|-------------------------------------------|--------------------|
| Articles of Incorporation and Amendments  | Retain permanently |
| Bylaws and Amendments                     | Retain permanently |
| Employer Identification (EIN) designation | Retain permanently |
| Meeting minutes                           | Retain for 7 years |
| Fixed Asset Records                       | Retain for 7 years |
| Board committee meetings                  | Retain for 3 years |

**2. Player, Coach, Referee and Team Records**

| Document Type                                      | Requirement         |
|----------------------------------------------------|---------------------|
| Proof of age (birth certificate, passport, etc.)   | Destroy immediately |
| Player registration                                | Retain for 7 years  |
| Player medical release Form                        | Retain for 1 year   |
| Player card                                        | Retain for 1 year   |
| Scholarship applications and related documentation | Retain for 1 year   |
| Team rosters and classic team rosters              | Retain for 1 year   |
| Referee information                                | Retain for 3 years  |
| Tryout registration                                | Retain for 3 years  |

### 3. Financial and Tax Records

| Document Type                                                 | Requirement        |
|---------------------------------------------------------------|--------------------|
| General Ledger                                                | Retain for 7 years |
| Accounts Payable                                              | Retain for 7 years |
| Accounts Receivable                                           | Retain for 7 years |
| Employee and business expense receipts                        | Retain for 5 years |
| Invoices to customers and from vendors                        | Retain for 5 years |
| Purchase orders to vendors                                    | Retain for 5 years |
| Bank Reconciliations & Deposit Slips                          | Retain for 5 years |
| Financial statements (bank, credit card, donation, etc.)      | Retain for 5 years |
| IRS Form 1096 Annual Summary and Transmittal                  | Retain for 7 years |
| IRS Form 1099-MISC Income                                     | Retain for 7 years |
| IRS Form W-9 Taxpayer Identification Number and Certification | Retain for 7 years |
| IRS tax exemption documents & correspondence                  | Retain for 7 years |
| WI form 1952 Charitable organization annual report            | Retain for 7 years |
| IRS Form 990 Return of Organization Exempt from Income Tax    | Retain for 7 years |
| Reimbursement & Refund Request                                | Retain for 3 years |

## Appendix A. FORMS

KASA forms can be found on the KASA web site at <http://www.kasasoccer.org/forms.jsp> under Forms (link)

- a. Classic coach application
- b. Wisconsin Youth Soccer Liability Release & Medical Consent

East Central game forms can be found at the East Central web site at <http://www.eastcentralsoccer.org/info/>

- a. Score card – game report
- b. Roster/Carding report
- c. Red Card report

Appendix B. TRYOUT PROCESS

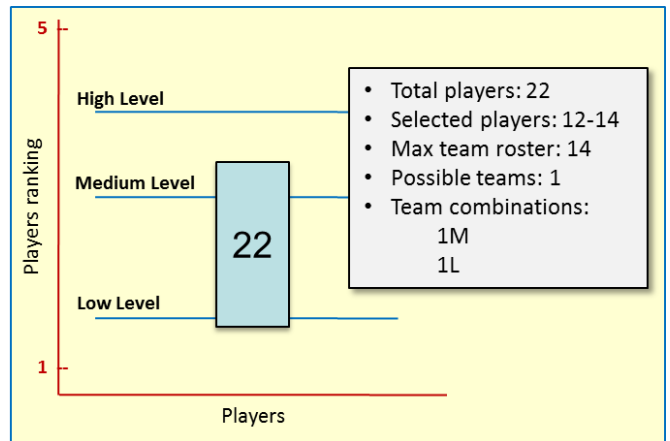
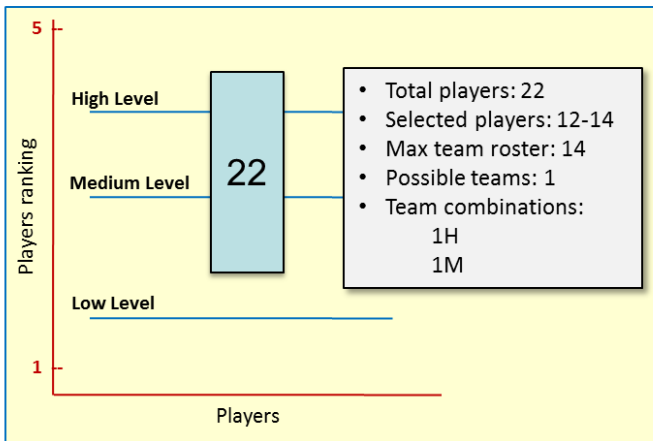
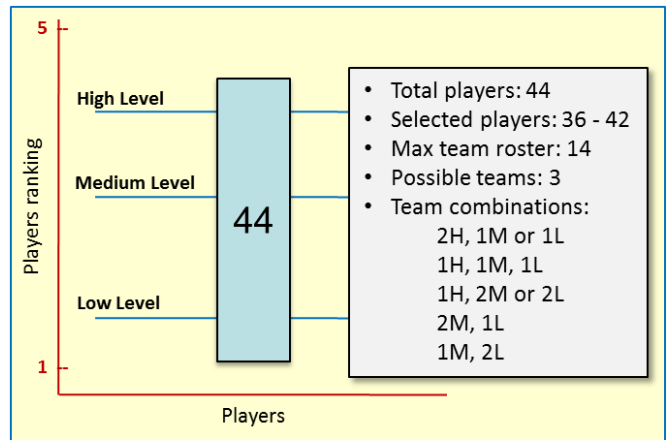
The following diagrams, tables and charts are used as a reference for the tryout process.

Division threshold

| Division     | Threshold range              |
|--------------|------------------------------|
| High Level   | $3.3 < \text{Rank} \leq 5.0$ |
| Medium Level | $2.7 < \text{Rank} \leq 3.3$ |
| Low Level    | $2.0 < \text{Rank} \leq 2.7$ |
| Recreational | $0.1 < \text{Rank} \leq 2.0$ |

Player ranking and team formation

- Blue lines represent the threshold for each division
- Bars represent the number of player trying out
- Position and size of the bar represents the player distribution
- The comments section shows:
  - Total players
  - Selected players
  - Max team roster
  - Possible teams
  - Team combinations



**Appendix C. CLASSIC UNIFORM SPECIFICATIONS**

The following specifications must be followed when purchasing new classic uniforms.  
Any deviation must be approved by the KASA Board.

|                        |                                        |                                                                   |
|------------------------|----------------------------------------|-------------------------------------------------------------------|
| <b>Approved Vendor</b> |                                        |                                                                   |
|                        | Soccer Heaven                          |                                                                   |
| <b>Uniform Style</b>   |                                        |                                                                   |
|                        | Home Jersey                            | Adidas Campeon (Red with white details)                           |
|                        | Away Jersey                            | Adidas Squadra (White with red details)                           |
|                        | Shorts                                 | Adidas Campeon (Red with white details)                           |
|                        | Socks                                  | Adidas Copa (White with red horizontal stripes)                   |
| <b>KASA Logo</b>       |                                        |                                                                   |
|                        | The KASA logo is the only logo allowed |                                                                   |
|                        | Jersey                                 | KASA logo on the top front left side, in contrasting red or white |
|                        | Shorts                                 | No logo will be displayed on the uniform shorts                   |
| <b>Roster Number:</b>  |                                        |                                                                   |
|                        | Numbers are assigned by the team coach |                                                                   |
|                        | Front                                  | 4" number on jersey, in contrasting red or white                  |
|                        | Back                                   | 8" number on jersey, in contrasting red or white                  |
|                        | Shorts                                 | No numbers will be displayed on the uniform shorts                |
| <b>Ordering</b>        |                                        |                                                                   |
|                        | Mid July                               | After the completion of tryouts teams playing in fall league      |
|                        | September                              | All other teams                                                   |